

# MEMORANDUM OF AGREEMENT

Between

McKendree University

And

Illinois Eastern Community College

**Purpose:** To assist the professional development and educational opportunities of eligible and qualified Illinois Eastern Community College employees, McKendree University agrees to provide a Bachelor of Business Administration (BBA) online program, a Master of Business Administration (MBA) online program, and a Master of Arts in Education – Higher Education Administrative Services (MAED) online program.

**A. The University agrees:**

- 1.) To assume full responsibility for the planning and delivery of mutually approved academic programs and courses, including: Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Arts in Education – Higher Education Administrative Services (MAED) [see Attachment A for curricula].
- 2.) To provide academically and professionally qualified instructors for all McKendree University courses offered to Illinois Eastern Community College employees, and to provide for periodic University evaluation of all such instructors and courses.
- 3.) To provide ancillary services such as academic advising, student registration, and textbook facilitation.
- 4.) To enroll qualified Illinois Eastern Community College employees as degree-seeking students or as professional development students at McKendree University. All coursework successfully completed at the University will carry the appropriate academic credit designated for the course and may be applied toward completion of the BBA, MBA, or MAED degree at McKendree University, used for professional development reasons, or used as potential transfer credit to another institution (dependent on that institution's policies).
- 5.) To review the previous academic histories of all degree-seeking applicants and evaluate any coursework completed at accredited colleges/universities for possible acceptance, when relevant, as transfer credit to McKendree University's BBA, MBA, or MAED degree programs. This evaluation will also determine any prerequisite courses necessary for applicants to the BBA, MBA, and MAED degree programs.
- 6.) The standard instructional format is an online course format.
- 7.) To allow enrolled students full access to the Holman Library at McKendree University including circulation privileges and computerized bibliographic searches for research materials. Additional consortium arrangements and Inter-library loan privileges also supplement the University's library collection and services.
- 8.) To designate a representative of McKendree University as the coordinator of all University activities at Illinois Eastern Community College, and as a liaison between this

cooperative program and other University offices. This coordination will insure efficient delivery of services and programs, and compatibility of offerings, and will enhance collaboration between Illinois Eastern Community College and McKendree University.

- 9.) To provide, on proper application and with student permission, an official transcript documenting an individual student's academic coursework and/or degree completion at McKendree University.

**B. Illinois Eastern Community College agrees:**

- 1.) To provide appropriate access to Illinois Eastern Community College newsletters or announcements for dissemination of information on the University's programs for Illinois Eastern Community College employees.
- 2.) To collaborate with and to assist the University in the efficient operation of these educational programs.
- 4.) To designate a representative(s) to serve as liaison with the University in matters pertaining to this agreement.

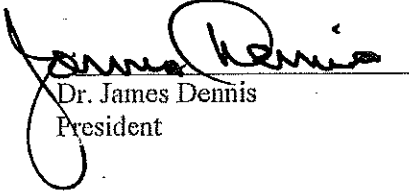
**C. Both parties agree:**

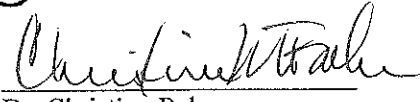
- 1.) To collaborate fully in the planning and execution of these academic programs, including the specific course selections and scheduling patterns needed to support the needs of Illinois Eastern Community College and the students.
- 2.) To collaborate fully in the monitoring of enrollments and in the appropriate promotion of these academic programs. Both parties reserve the right to review all information distributed to employees concerning the University's programs.
- 3.) That all academic policies and degree requirements will be consistent with the terms published by McKendree University.
- 4.) That tuition rates for each program (BBA, MBA, and MAED) will be discounted 10% from the standard tuition per credit hour rates published by McKendree University. A review of tuition charges will be conducted annually in spring, and if the rates are increased, the 10% discount will be based on the new tuition rates. Tuition may be changed or extended by the parties upon execution of a signed memorandum codifying its extension or amendment.
- 5.) That this agreement may be terminated by either party, no later than one academic term before the desired date of termination. In the event of termination, the University and Illinois Eastern Community College will insure that an appropriate degree completion option be made available for any enrolled students.
- 6.) That McKendree University, an accredited institution of higher education, will abide by all regulations, guidelines and best practices required by its own institutional policies, as well as by its state and federal regulators, and by its regional accreditor (i.e., The Higher Learning Commission).

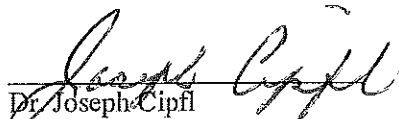
**D. APPROVAL**

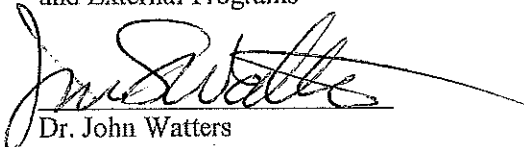
Upon the execution of this MOA, it is desired that this educational partnership to benefit Illinois Eastern Community College employees will begin with the 2016 Spring I term (January 2016).

Accepted by  
McKendree University

  
Dr. James Dennis  
President


  
Dr. Christine Bahr  
Provost

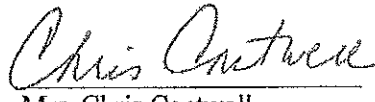
  
Dr. Joseph Cipfi  
Executive Director of Online  
and External Programs

  
Dr. John Watters  
Business Division Chair

12/10/15  
Date

Accepted by  
Illinois Eastern Community College

  
Mr. Terry L. Bruce  
Chief Executive Officer 12/9/15

  
Mrs. Chris Cantwell  
Chief Academic Officer

12/9/15  
Date

