

MEMORANDUM OF UNDERSTANDING
BETWEEN
RADFORD UNIVERSITY AND
MOUNTAIN EMPIRE COMMUNITY COLLEGE,
MOUNTAIN GATEWAY COMMUNITY COLLEGE,
NEW RIVER COMMUNITY COLLEGE,
PATRICK & HENRY COMMUNITY COLLEGE,
SOUTHWEST VIRGINIA COMMUNITY COLLEGE,
VIRGINIA HIGHLANDS COMMUNITY COLLEGE,
VIRGINIA WESTERN COMMUNITY COLLEGE, AND
WYTHEVILLE COMMUNITY COLLEGE

THIS MEMORANDUM OF UNDERSTANDING (“MOU”), effective as of the date of the most recent signature affixed hereto (“Effective Date”), is made by and between Radford University (“Radford”), and Mountain Empire Community College (“MECC”), Mountain Gateway Community College (“MGCC”), New River Community College (“NRCC”), Patrick & Henry Community College (“P&HCC”), Southwest Virginia Community College (“SWCC”), Virginia Highlands Community College (“VHCC”), Virginia Western Community College (“VWCC”), and Wytheville Community College (“WCC”), all educational institutions and agencies of the Commonwealth of Virginia, collectively referred to as the (“Institutions”).

WHEREAS, the Institutions established the TARTAN TRANSFER program, a collaborative effort to provide support, access and a streamlined transfer process for students who want to earn their bachelor’s degree from RADFORD; and

WHEREAS, the Institutions entered a Memorandum of Understanding with an Effective Date of **November 6, 2024** (“2024 MOU”) incorporated herein by reference institutions who will provide support to the TARTAN TRANSFER Program; and

WHEREAS, this MOU further defines the procedures and expectations for supporting the TARTAN TRANSFER collaboration.

NOW, THEREFORE, IN CONSIDERATION of the mutual promises and benefits hereunder and other good and valuable consideration, the parties mutually agree to the following:

I. Institutional Commitment

The Institutions agree to the acceptance of shared goals and commit to five major aspects of this collaboration. These include the following areas: clear curricular pathways, streamlined admission and enrollment processes, enhanced academic advising, aligned academic policies and processes, and enriched student life. These shared goals shall enable students to have a smooth transition from earning their associate degree at the community college to completing their bachelor’s degree at RADFORD, a four-year institution, with opportunities to

continue into graduate programs. This **MOU** outlines the level of participation needed to effectively collaborate to meet the “**Tartan Transfer**” goals as set out by the **Institutions**. This participation is defined as the following:

- A. **Leadership** – Each institution will contribute leadership and staff support to champion these efforts. Institutional administration, including president and vice presidents, will ensure institutional membership and participation in development of the partnership.
- B. **Institutional Academic Oversight** – Each Institution will designate an institutional academic oversight official (“**Academic Official**”) who will be responsible for addressing questions of academic policy and curriculum issues at their respective institution as they pertain to **Tartan Transfer**.
- C. **Staffing**– Radford University has appointed an academic advisor to support **Tartan Transfer**. This person will liaise with partner institutions.
- D. Radford University will host a website to provide information about **Tartan Transfer**.

II. Partnership Commitments

A. Clear Curricular Pathways

At the heart of this collaboration is a commitment to academic pathways. Both Institutions commit to supporting the development and maintenance of the ongoing work of TransferVA related to clear curricular pathways.

B. Streamlined Admission and Enrollment Processes

Clearly defined admission and enrollment criteria will be mutually established to offer students the maximum opportunity for success in **TARTAN TRANSFER**. The **Radford** Office of Admissions will be responsible for the review and admissions decision process for all new **TARTAN TRANSFER** declarants. **Radford** will offer admissions support through transfer territory managers from the **Radford** Office of Admissions as the primary point of contact for prospective students. The **Radford** Office of Admissions will have the sole responsibility of making admissions decisions. Appeals of admissions decisions should be submitted to the Senior Director of Transfer Recruitment.

C. Enhanced Academic Advising

Radford University has designated at least one Tartan Transfer Advisor, who will have a comprehensive understanding of academic advising and student services and how they relate to programs of study at both **Radford University and the community colleges**. The Tartan Transfer advisor will provide transition and navigation support to **TARTAN TRANSFER** students including online students. Tartan Transfer Advisors will be accessible to **TARTAN TRANSFER** students at all sites.

D. Strong Academic Policy and Process Alignment

Recognizing that the community colleges are bound by the policies of the Virginia Community College System, the **Institutions** will provide a list of policies relevant to **TARTAN TRANSFER** students and clearly communicate policy differences when students join **TARTAN TRANSFER** and matriculate to **Radford**. Academic policies relevant to **TARTAN TRANSFER** students are located on the **TARTAN TRANSFER** website. The **Institutions** agree to the following processes for **TARTAN TRANSFER**:

i. **Student Understanding of Policy Differences**

The **TARTAN TRANSFER** team will clearly communicate policy differences to students when they join **TARTAN TRANSFER** and when they matriculate to **Radford**. Students adhere to the policies and catalog of their community college until they complete the associate degree. Upon transfer, academic policies and catalog for **Radford** apply. Curriculum pathways will apply upon acceptance to **TARTAN TRANSFER**.

ii. **Official Transcripts**

TARTAN TRANSFER declarants are required to provide the **Radford** Office of Admissions with official transcripts from all colleges/universities attended. Transcripts from international institutions must be officially translated and evaluated by a NACES evaluation service. Additionally, applicable AP, CLEP, or IB official exam results must be sent to the **Radford** Office of Admissions. The **Institutions** agree to work towards a process to exchange student transcripts.

iii. **Matriculation to Bachelor's Degree Status**

TARTAN TRANSFER students remain community college students until completion of the associate degree. **Radford** commits to establishing the degree record, perform credit evaluation, and determine the student's eligibility to transfer.

iv. **Student Records**

A FERPA release for the joint sharing of information will be reviewed and approved for use on the Declaration of Intent that students complete upon registration in the **TARTAN TRANSFER** program. The FERPA agreement is signed upon declaration into the **TARTAN TRANSFER** program. In advising students, **Tartan Transfer** advisors from each of the community colleges will (a) work with **RU** advisors to ensure students' academic success and progression within programs of study, and (b) share student information as appropriate.

III. Marketing and Outreach

The **Institutions** mutually commit to adopting a common approach for developing and implementing a comprehensive communication and outreach plan, identifying potential students, and maintaining continuous management of communication channels. Each Institution may reference the **TARTAN TRANSFER** initiative established by this **MOU** and

affiliations with other participating **Institutions** on websites or in informational literature developed to publicize **TARTAN TRANSFER** programs. Each Institution agrees to abide by established branding standards set forth by each institutional Marketing and Communications Office. Except as set forth herein, no Institution will use the name or trademarks of the other Institution in any advertising or publicity material without first having obtained written permission from the other Institution.

IV. General

- A. **Term and Termination.** The term of this MOU shall commence on the Effective Date and shall continue in full force and effect for one (1) year, until the sixth day of November, 2025. Thereafter, this **MOU** may be renewed for additional 1-year periods upon mutual written agreement of the **Institutions**. Parties may terminate participation in the program established by this **MOU** for any reason upon six (6) months written notice to the other Institution. Unless otherwise agreed upon by the Institution in writing, termination will not affect students who are registered in courses and participating in **TARTAN TRANSFER** at the date of termination.
- B. **Status of the Institutions.** The **Institutions** agree that none of their faculty members teaching courses shall be considered an employee, agent, contractor, or representative of the other Institution for any purpose including, but not limited to, workers' compensation, employee benefits, salary, and professional liability. The **Institutions** expressly understand and agree that this **MOU** is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association among the **Institutions**, but is, rather, an agreement by and among independent parties.
- C. **Nondiscrimination.** The **Institutions** subscribe to the policy of equal opportunity and do not discriminate on any basis prohibited by state or federal law.
- D. **Accreditation Status.** This **MOU** is contingent upon each Institution's good standing with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- E. **Entire Agreement.** This **MOU** and any incorporated documents, either attached or by reference, constitutes the entire agreement with respect to the subject matter herein and supersedes all prior oral and written agreements. In relationship to other transfer agreements, this agreement does not negate the Guaranteed Admissions Agreement with Virginia Community College System (VCCS) institutions.
- F. **Governing Law.** This **MOU** shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising under this Contract shall be brought before a proper state or federal court in the Commonwealth of Virginia.

- G. **Modification.** This **MOU** can be modified or amended only by a writing signed by an authorized representative of each Institution.
- H. **Severability.** Should any portion of this **MOU** be declared invalid or unenforceable for any reason, such portion is deemed severable from the **MOU** and the remainder of this agreement shall remain fully valid and enforceable.
- I. **Third-Party Beneficiaries.** No third party is entitled to rely on any of the representations, warranties and agreements of the Parties contained in this Agreement. No Party assumes any liability to any third party because of any reliance on the representations, warranties and agreements of the Parties contained in this Agreement.
- J. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement. A telecopy, facsimile, scanned copy (for example, in pdf or jpeg format) or other similar reproduction of a signature of this Agreement shall have the same effect as an original for all purposes.
- K. **Notices.** Any notice or other communication required or permitted by this **MOU** shall be directed to appropriate contacts below at the **Institutions**, or to such other address as may be specified in writing by the **Institutions**:

For **Radford**:

- a) Dr. Bethany Usher, Provost and Senior Vice President for Academic Affairs, usher@radford.edu
- b) Philip Crigger, Contracts and Agreement Coordinator, Procurement and Contracts, pcrigger@radford.edu

For **Mountain Empire Community College**: Dr. Clint Pinion, Vice President for Academic Affairs and Workforce Solutions, cpinion@mecc.edu

For **Mountain Gateway Community College**: Dr. Benjamin Worth, Vice President of Academic Affairs, bworth@mgcc.edu

For **New River Community College**: Dr. Peter Anderson, Vice President for Instruction and Student Services, ptanderson@nr.edu

For **Patrick and Henry Community College**: Dr. Chris Wikstrom, Vice President of Academic & Student Success Services, cwikstrom@patrickhenry.edu

For **Southwest Virginia Community College**: Dr. Robert Brandon, Vice President for Academic Affairs and Student Services, robert.brandon@sw.edu

