APPLICATION DOCUMENT

PROGRAM TO PROGRAM AGREEMENT

JOINT PROGRAMS LEADING TO THE

ASSOCIATE OF SCIENCE AT KELLOGG COMMUNITY COLLEGE

AND

THE BACHELOR OF SCIENCE IN THE COLLEGE OF ENGINEERING AND

APPLIED SCIENCES AT WESTERN MICHIGAN UNIVERSITY

12/18/08

This Program to Program Agreement of 12/18/2008 is established under the Kellogg Community College and Western Michigan University Joint Program Plan.

The Board of Trustees of Western Michigan University (WMU) through its College of Engineering & Applied Sciences (CEAS) and the Board of Trustees of Kellogg Community College (KCC) wish to facilitate the transfer of KCC students to the WMU Bachelor of Science in Engineering, Engineering Technology and Applied Science degree programs (all programs in CEAS are included in this agreement). To participate in this joint program, students must meet the admission requirements of WMU as well as KCC, and must maintain the academic standards required of all students enrolled in WMU and KCC.

This Joint Program provides students with advising and a transfer guide sheet for the KCC-WMU Joint Program Agreement, which enables them to initiate their college studies at KCC and complete their Bachelor of Science degree from WMU. The WMU CEAS advisor will be available at the WMU Battle Creek branch campus or at KCC on a regular basis. KCC students who are admitted to WMU and intending to major in a CEAS program will meet with an advisor to develop a personal program plan (PPP) and to receive other information about this Joint Program.

KCC and WMU agree to the following:

1. **Transfer of community college courses:** WMU agrees to accept designated KCC courses toward completion of the Bachelor of Science in Engineering program, provided that the student earns a grade of 'C' or better (2.0 or better) in each course. Approved course requirements for this articulated program are included on the attached transfer guide. The guide indicates a preferred sequence of courses that is designed to optimize the student's efficiency in completing the program. The current transfer guide will be posted on the WMU College of Engineering & Applied Sciences web site. A link will be provided from the KCC web site.

2. **Advising:** KCC advising staff will advise students regarding admission and program requirements for WMU. As noted above, a WMU Engineering program advisor will be available at the WMU Battle Creek branch campus or at KCC on a regular basis. The WMU Engineering program advisor will be the WMU's point of contact for advising questions about the WMU - KCC Joint Program. Advisors will work together to
supplement the core courses on the attached guide with course selections appropriate for the student’s intended major.

When a student is admitted to the Joint Program the student, in conjunction with the KCC and WMU advisors will create and follow a PPP that follows the curriculum guide or the transfer guide. The PPP also includes advising recommendations, substitutions, exceptions and modifications.

Advisors for KCC and WMU will coordinate course selection and tracking, as well as monitor progress.

3. Communication: KCC and WMU agree to cooperate in communicating with each other and with their common and respective publics concerning the established relationship between the two institutions.

   - Any marketing of this articulation in print will be subject to the prior approval of both parties. Each institution will assume responsibility for appropriate marketing to reach their respective student and faculty populations.
   - Faculty and staff at both institutions will communicate information about this agreement to students and prospective students.
   - KCC may provide, at its Web site, a link to the WMU Web site, as well as a link from WMU to KCC.
   - Each institution will monitor the academic performance of students enrolling under this agreement, and identify problems that may interfere with the successful transfer of students to WMU. WMU will conduct a yearly audit of all students in the KCC/WMU Joint Program. Students whose lack of academic progress (i.e., failure to follow the Personal Program Plan, inadmissible GPA) will make them ineligible to continue in a CEAS program will receive notice from WMU.
   - Students will be required to sign a waiver allowing faculty and staff at both WMU and KCC to exchange information related to student’s academic progress and behavior issues including violation of either institution’s policies and procedures at both institutions including courses completed and grades earned.

4. Review and Maintenance of Agreement: Each institution retains control over its curriculum, course requirements, program requirements and degree requirements, and will notify the other of any contemplated curricular or other changes that would affect the courses on the associated transfer guide or the future of this agreement. Either institution implementing such a change will communicate this information within 30 days from the approval date for the change.

Transfer guides are dated and will be revised to reflect changes to WMU program requirements or if additional KCC courses are added. Courses identified on an earlier version of the transfer guide will be honored, provided the course was started prior to the guide’s revision and successfully completed. Students who “stop out” of their program for more than a semester will be required to review their PPP with their advisor to ensure it reflects the current curriculum guide sheet for their major.
5. Tuition and Financial Aid: Students will pay tuition and fees for courses taken at KCC according to the tuition and fee schedule of KCC. Students will pay tuition and fees for course taken at the WMU Battle Creek campus according to the WMU EUP tuition and fee schedule and students will pay tuition and fees for courses taken at WMU's Kalamazoo campus according to the tuition and fee schedule for WMU's main campus.

Financial aid will be awarded per the terms of the consortium agreement. In terms of financial aid status, students will be considered Kellogg Community College students until they complete the first 62 credit hours outlined on the transfer guide; students with 63 or more credit hours outlined on the transfer guide will be considered Western Michigan University students. Specific financial aid information will be provided to students at the time of entry to this joint program. WMU will determine when students in this KCC-WMU Joint Program will be eligible for transfer scholarships and financial aid.

6. Student Conduct: All students who are a part of the KCC-WMU Joint Program will be governed by the student codes at both institutions and the policies and processes contained therein.

7. Academic Standing: Participating students will be responsible for following the academic policies of both KCC and WMU. This includes but is not limited to remaining in good academic standing for both institutions as well as being cognizant of the fact that academic policies (including deadlines such as drop/add dates) will vary from institution to institution.

8. How to Apply: Students seeking entry to this joint program between WMU and KCC must identify themselves on each institution’s application as seeking admission to WMU - KCC Joint Program in Engineering.

9. Graduation: Students will be advised when they have completed the requirements for an Associate of Science degree from KCC and will be encouraged to apply for graduation.

10. Administers of the Agreement:

Admissions:
Denise Newman
Director of Enrollment Services
Kellogg Community College
450 North Ave.
Battle Creek MI 49017-3397
(269) 965-3931 ext. 2616
newmand@kellogg.edu

Penny Bundy
Director of Admissions WMU
Office of Admissions
1903 W. Michigan Ave.
Kalamazoo MI 49008-5211
(269) 387- 2000
penny.bundy@wmich.edu
Registrar:

Dr. Kay Keck  
Dean of Enrollment Management / Registrar  
Kellogg Community College  
(269) 965-3931  
keckk@kellogg.edu

Barbra McKinney  
Registrar  
Registrar's Office  
1903 W. Michigan Ave.  
Kalamazoo, MI 49008-5256  
(269) 387-4336  
barbara.mckinney@wmich.edu

Financial Aid:

Barbara Sudeikis  
Director of Financial Aid  
Kellogg Community College  
(269) 965-3931  
sudeikisb@kellogg.edu

Mark Delorey  
Director  
Office of Student Financial Aid  
1903 W. Michigan Ave.  
Kalamazoo, MI 49008-5337  
(269) 387-6000  
mark.delorey@wmich.edu

Advising:

Natala Mohl  
Director of Academic Advising  
Kellogg Community College  
(269) 965-393  
mohl@kellogg.edu

Sandra Blanchard  
Director of Advising  
College of Engineering and Applied Sciences  
1903 W. Michigan Ave.  
Kalamazoo, MI 49008-5317  
(269) 276-3258  
sandra.blanchard@wmich.edu
Academic Administrators:

Dr. Edmund Tsang  
Associate Dean for Undergraduate Programs and Assessment  
College of Engineering and Applied Sciences

Robert Westdorp  
Chair, Math and Science

AGREEMENT SIGNATURES:

[Signature]
Signed by the Dean of the College of Engineering and Applied Sciences at WMU: Dr. Daniel Litynski

[Signature]
Signed by the Dean of Arts, Science and Regional Education at KCC

Dr. Kevin Rabineau