



## MEMORANDUM OF UNDERSTANDING

### Columbia College and Piedmont Technical College

The following agreement between Columbia College and Piedmont Technical College is designed to enhance the transfer of students from Piedmont Technical College to Columbia College. This collaboration is intended to serve students by providing program support and services which facilitate the transfer process and prepare and acclimate students desiring to matriculate at Columbia College.

#### Overview

This program utilizes existing policies, programs and services in a defined and targeted way for students beginning at Piedmont Technical College who wish to matriculate at Columbia College. Policies governing the admission, enrollment and transfer of students are the sole purview of each institution.

Students served by the program begin their academic studies at Piedmont Technical College. Transfer consideration generally requires at least 30 semester hours of transferable work. While it is anticipated that students will spend at least a full year at Piedmont Technical College, students meeting Columbia College's freshman admission requirements may transfer after one semester.

Columbia College and Piedmont Technical College will promote associate degree attainment to interested students. This includes, but is not limited to, completing all necessary course work and hours to earn an associate's degree at Piedmont Technical College or the reverse transfer of courses back to Piedmont Technical College upon successful completion of coursework and hours at Columbia College.

#### Promotion/Eligibility

The program is intended for first-time college attendees who are recent high school graduates, as well as adult learners. Participation in the program is determined by the student's express desire to eventually matriculate to Columbia College.

Students will be identified in the following ways:

- Students denied admission to Columbia College either for academic or space available reason and who live in the Piedmont Technical College service area will be notified of the program option by the Columbia College Admissions Office.
- Piedmont Technical College will notify prospective and/or newly matriculated students who desire to transfer to a four-year college about the availability of PTC bridge programs with four-year colleges, including Columbia College.

Once students are identified by Columbia College or Piedmont Technical College and students have provided a release to share their contact information, student names and contact information will be sent to the Columbia College Admissions Office and the PTC Admissions Office for system input and tracking.

### **Admission**

All admission policies and procedures, including the admission standards of individual academic departments of Columbia College and Piedmont Technical College, will be in force.

Initial admission to the first year at Piedmont Technical College is determined by Piedmont Technical College while subsequent transfer is determined by existing transfer admissions policy at the Columbia College.

Each institution will provide updates of admission policy changes as soon as practical. Any official policy change is subject to change without notice.

### **Program Components**

Students will be invited to visit the Columbia College Campus, and visit itineraries will be developed for each student. If there is sufficient demand, a special visitation day for program students will be scheduled.

### **Special Opportunities**

Students will be offered the opportunity to be matched with a transfer student mentor the semester before entering Columbia College. This mentor will answer questions as the student prepares for his/her transition to Columbia College. This same mentor will continue to work with the student throughout the student's first year at Columbia College.

Early in their first semester at Columbia College, students will attend a session specifically designed for bridge program and transfer students. This session addresses personal and academic success.

To reinforce student engagement and support the transition from Piedmont Technical College to the Columbia College, students will be offered the opportunity to participate in identified Columbia College programs and events while still in attendance at Piedmont Technical College. These opportunities may include but are not limited to campus and cultural events, provided students meet

the eligibility criteria for these programs.

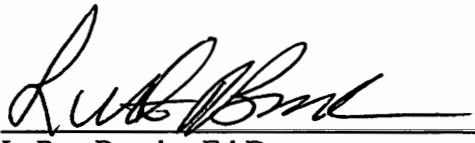
Columbia College and Piedmont Technical College will collaborate to assess program effectiveness through the use of student focus groups, surveys and enrollment data. Columbia College will provide Piedmont Technical College with admission, enrollment and OPA information on students who transfer from Piedmont Technical College to Columbia College so that both colleges can jointly assess program quality and make modifications as needed to enhance student transfer success.

**Summary Comments**

All aspects of the program will be periodically reviewed by representatives of Columbia College and Piedmont Technical College. Any alterations or new program elements will be implemented when mutually agreed upon by the two institutions.

Piedmont Technical College and Columbia College agree to the terms of this agreement as indicated by the signatures below:

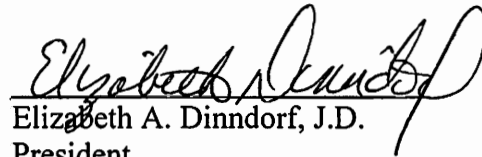
For Piedmont Technical College



L. Ray Brooks, Ed.D.  
President

10/22/2013  
Date

For Columbia College



Elizabeth A. Dinndorf, J.D.  
President

October 22, 2013  
Date