

**MEMORANDUM OF UNDERSTANDING BETWEEN AMERICAN PUBLIC  
UNIVERSITY SYSTEM AND DABNEY S. LANCASTER COMMUNITY COLLEGE**

**THIS MEMORANDUM OF UNDERSTANDING** (this “MOU”) is made and entered into this Dec. 1, 2010 by and between Dabney S. Lancaster Community College (“DSLCC”) and American Public University System (“APUS”) (individually a “Party” and collectively the “Parties”).

**DESCRIPTION OF THE PARTIES**

American Public University System includes American Public University (APU) and American Military University (AMU) and serves more than 70,000 learners worldwide. APUS’s relevant curriculum, affordability, and flexibility help students pursue degrees in subjects ranging from homeland security to management and liberal arts. American Public University System is regionally accredited by the Higher Education Commission (HLC) of the North Central Association and nationally accredited by the Accrediting Commission, Distance Education and Training Council. The APUS mission includes expanding access to higher education and preparing graduates for service and leadership in a diverse, global society.

Dabney S. Lancaster Community College.....

**AGREEMENT**

American Public University System and Dabney S. Lancaster Community College hereby agree as follows:

1. APUS and DSLCC will maintain the integrity of their separate programs and enter into this agreement as equal partners.
2. **Advising of DSLCC students** – Advising of DSLCC students regarding admission and program requirements to APUS will be the responsibility of the regular advising staff at DSLCC and APUS. APUS will designate one or more points of contact to respond to advising questions from DSLCC advisors. DSLCC will monitor the academic performance of their students enrolling under this agreement, and identify problems that may interfere with the successful transfer student to APUS.
3. **On-Site Outreach** – APUS will arrange with DSLCC to meet and make contact with potential DSLCC transfer students at a minimum of two times annually. DSLCC will provide an appropriate location(s) for presentations and advising.
4. **Communication** – DSLCC and APUS agree to cooperate in communicating with each other and with their common and respective publics concerning the established relationship between the two institutions.
  - a. Any marketing of the MOU will be subject to the prior approval of both parties.

- b. Each institution will assume responsibility for appropriate marketing to reach their respective student and faculty populations.
  - c. Each institution will designate a marketing point of contact.
  - d. APUS will not market or promote to DSLCC students any lower division courses that DSLCC is scheduled to teach during the period of the MOU
  - e. Faculty and staff at both institutions will communicate information about this agreement to students and prospective students.
  - f. DSLCC will provide a link from its website to the APUS website and APUS will provide a link to DSLCC website
  - g. Representatives from APUS and DSLCC will confer annually to exchange updated degree requirements, admissions, and transfer information to be used the subsequent academic year. Each institution will notify the other of any contemplated planned changes that would affect the future of this agreement.
5. **Exchange of Student Information** – APUS and DSLCC agree to exchange transfer information for the purpose of monitoring and enhancing student academic success. The information may also be used to enhance curricular offerings. At no time will Family Education Rights and Privacy Act (FERPA) regulations or requirements be violated. In particular, the Provost Office of APUS will provide yearly statistical and global data to DSLCC for the achievement of transfer students from DSLCC: GPA, success in course completion after the first semester.
6. **Concurrent Enrollment** -Students may concurrently take courses at both institutions, as well as have access to advising and other services at both institutions, although the transfer block credit cannot be awarded until after the student submits an official transcript from DSLCC showing an eligible conferred degree. Students will complete all transfer requirements at DSLCC.
7. **Financial Aid**- Federal regulations require that students receive financial aid from only a single college from which courses are taken during a given quarter or semester. Advisors should recommend that financial aid recipients take all their courses at either APUS or DSLCC. If a student attends both institutions in a single semester, financial aid may be granted from only one institution.
8. **Eligibility**
- a. Students who were conferred a designated transfer AA or AS degree by DSLCC on or after May 1, 2010 and enrolled at APU into an eligible Baccalaureate degree without selecting a concurrent minor or certificate
  - b. Only DSLCC students who are admitted to APU on or after Dec 1, 2010 are eligible for this block agreement. Students already enrolled at APU prior to Dec 1, 2010 are not eligible for the block transfer.
  - c. DSLCC students are eligible for this block transfer agreement regardless of where they completed all of their previous courses for their DSLCC degree, as long as an eligible degree was earned from DSLCC per the eligibility requirements above

9. **Award**

- a. Eligible DSLCC graduates will be granted junior status at APU and the degrees will transfer as a block.
- b. DSLCC students transferring under a block agreement are not eligible for any other transfer credit outside of the block award, and will not receive course credit to fulfill any specific course requirements outside of the block award, regardless of what courses student previously completed.
- c. Any program academic changes made by APU will not affect DSLCC students CURRENTLY ENROLLED at APU at the time of the program change and they will be subject to original requirements that were in effect at the time the student enrolled in an APU program.

10. **Graduate Book Voucher** - APUS will extend to DSLCC full-time employees a graduate studies book voucher.

11. **Length of Agreement** – This agreement will become effective upon the execution of signatures by the responsible authority for each institution and will last for a maximum of three (3) years, after which time both institutions will undertake renegotiation of the agreement.

- a. Both APUS and DSLCC agree to provide written notice of at least one full academic year in advance of termination.
- b. APUS reserves the right to alter the format of the transfer block, based on a change of APU program requirements, as long as the DSLCC graduate is awarded 60 hours upon transferring to APU.

**In Witness whereof**, the Parties hereto have executed this MOU as of the date first mentioned above by their authorized representatives.

**Dabney S. Lancaster Community College**

By:

Name: Richard R. Teaff, Ph. D.

Title: President

Date:

**American Public University System**

By:

Name: Wallace E. Boston, Jr., Ed.D.

Title: President and CEO

Date:

### DSLCC-APU Degree Transfer Eligibility

APU DEGREE	Eligible DSLCC Degree	Hours Awarded
General Studies	Any Associate of Arts & Sciences Degree	61
History	Any Associate of Arts & Sciences Degree	61
Intelligence Studies	Any Associate of Arts & Sciences Degree	61
Management	Any Associate of Arts & Sciences Degree	61
Marketing	Any Associate of Arts & Sciences Degree	61
Security Management	Any Associate of Arts & Sciences Degree	61
Information Systems Security	Any Associate of Arts & Sciences Degree	61
Sports and Health Sciences	Any Associate of Arts & Sciences Degree	61

APU DEGREE	Eligible DSLCC Degree	Hours Awarded
Business Administration	AA& S, BUSINESS ADMINISTRATION	62
Transportation and Logistics Management	AA&S, BUSINESS ADMINISTRATION	62

\* Students must select remaining courses at APU at the upper level (300-499)