



Memorandum of Understanding  
between  
Maricopa Community Colleges  
and  
Union Institute & University



The Maricopa Community Colleges ("Maricopa") and Union Institute & University ("UI&U") hereby establish a Memorandum of Understanding ("MOU") to facilitate students' transfer from Maricopa to Union Institute & University.

### **PURPOSE**

- This MOU formally recognizes that both institutions are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat competencies already achieved.
- Both institutions enter into this MOU in the spirit of cooperation and mutually recognize each other as quality institutions of higher learning.
- Under the terms and conditions of this MOU, participating students will maximize as much as possible their community college coursework and credits.
- Through ongoing communication between their faculty and staff, Maricopa and Union Institute & University will better understand the obstacles confronting students who are transferring and cooperate in removing such obstacles. By working at the department level, the courses that a student takes at Maricopa can be matched with courses required at Union Institute & University.

The MOU provides a structure through which transfer articulation on all levels can be supported. Union Institute & University understands and agrees that transfer articulation is with the Maricopa Community Colleges as a whole and not with individual colleges within the district. Therefore, it is understood and agreed that courses taken at any Maricopa college or center are considered equally transferable. This is particularly important at Maricopa where students may be enrolled at more than one Maricopa Community College.

### **TRANSFER ELEMENTS**

#### **Treatment of Associate's Degrees and General Education Core as Admission Criteria**

This MOU establishes the principle that all applicable associate's degrees at Maricopa transfer to the Union Institute & University. Maricopa graduates will not need to repeat lower-division general education requirements at Union Institute & University. All credits are accepted and applied toward the designated/appropriate college degree(s). Articulated associate's degrees will be identified, maintained, and available as a separate document from this MOU.

Maricopa graduates with a minimum cumulative GPA of 2.0, courses numbered 100 and above, entering under the terms of this MOU are guaranteed admission into the university. However, students should be advised that some degree programs at Union Institute & University might require a higher GPA for admission.

Maricopa graduates will follow Union Institute & University's transfer process and, therefore, must meet all applicable requirements and deadlines pertaining to application for admission, advising, registration, and

payment of tuition and fees. They will abide by the policies and procedures, along with any revisions thereof that apply to all students from that institution.

In order to complete the baccalaureate program in a timely manner, students are advised to follow the transfer guide for the academic program they plan to pursue at Union Institute & University. If the student intends to change degree focus upon admission to Union Institute & University, the student may be required to complete some lower-division preparation work prior to beginning the program at Union Institute & University.

### **Arizona General Education Curriculum (AGEC)**

Union Institute & University requires a minimum of 36 credit hours of general education courses.

For the purposes of this agreement between Union Institute & University and Maricopa, completion of Maricopa's Arizona General Education Curriculum (AGEC), a 35 semester-credit general education program of study will transfer and satisfy lower-division general education requirements at Union Institute & University. The AGEC can be transferred and accepted as a component of an associate's degree or as a stand alone general education block not affiliated with an associate's degree.

For MCCC students who transfer with either an AA or AS degree, Union Institute & University's general education requirements are considered fulfilled.

MCCC students completing an applied associate's degree (AAS) and have not completed the Arizona General Education Curriculum are still eligible to transfer to UI&U but may be required to take additional general education courses (either at MCCC or at UI&U) to complete a baccalaureate degree.

### **Treatment of Maricopa Coursework as Admission Criteria**

Students who transfer to Union Institute & University with less than an associate's degree (AA / AS) (and have not completed the general education requirements), or who transfer with an Associate's in Applied Science degree (and have not completed the Arizona General Education Curriculum), or who transfer with an associate's degree that does not articulate to a Union Institute & University program, will have their general education courses evaluated on a course-by-course basis and may be required to take any additional courses necessary to satisfy the general education requirements at Union Institute University.

However, if these students have taken equivalent general education courses at the sending institution, these courses will be accepted toward satisfying general education requirements at Union Institute & University.

Maricopa students who plan to transfer to Union Institute & University may complete any missing general education by taking the additional courses at either Maricopa or at Union Institute & University.

### **Substitutions for Upper-Division Requirements**

Students who transfer lower-division credits beyond that required for an associate's degree or whose lower-division credits/competencies are equivalent to designated upper-division credits/competencies, can request/petition these courses/competencies be evaluated by Union Institute & University and, where appropriate, Maricopa courses will substitute for and be accepted in fulfillment of UI&U requirements.

The transferred, substituting credits do not preclude the requirement of 20 upper-level credits in the student's major which must be completed at UI&U for graduation.

### **Total Number of Transferable Credits**

The *maximum* number of lower-division credits that can be accepted and applied to the university degree at Union Institute & University is up to 90 credit hours.

These 90 transferred credit hours do not preclude the requirement of the 32 upper-level credits required for graduation at UI&U, 20 credit hours of which must be in the major and completed at UI&U.

Maricopa students are encouraged to talk with their UI&U advisor early in their academic career to clarify how many of their transferred credits can be accepted and applied to the requirements of a UI&U major and how many of their transferred credits will be accepted and differently applied (e.g. as elective courses).

### **Evaluation Process**

There will be an annual evaluation process of the partnership supported by this MOU. The information obtained from this evaluation will be used to improve the transfer process for the benefit of students.

### **Longevity of the MOU**

This MOU shall be effective immediately upon approval and shall continue in force and effect until terminated by either party. Termination shall occur upon written notice by either party to the other submitted six (6) months prior to the termination date. Students accepted into the program prior to the termination date will be allowed to continue in the program.

### **OBLIGATIONS OF UNION INSTITUTE & UNIVERSITY**

- Union Institute & University will provide academic advising to Maricopa students. Additionally, Union Institute & University will provide materials, catalogs, and other information to Maricopa advisors to facilitate their understanding of university requirements and academic programs. Union Institute & University agrees, at its own expense, to hold at least one advising event each year at Maricopa for prospective transfer students.
- Union Institute & University may place Maricopa students, interested in attending Union Institute & University, on its mailing lists and invite the students to participate in cultural events, social activities, and presentations open to the public and occurring on campus.
- If warranted by the student's academic achievement and/or special talents, Union Institute & University will inform the student of scholarship opportunities.

### **OBLIGATIONS OF MARICOPA**

- Maricopa will provide Union Institute & University with timely curriculum updates.

### **JOINT OBLIGATIONS**

- Maricopa and Union Institute & University agree to exchange data and documents as agreed that will contribute to the maintenance and improvement of these transfer arrangements, and promote effective cooperation between the two institutions. The institutions will exchange admission, grades, and retention data after obtaining appropriate permission from the students involved and in compliance with all federal, state, and local laws.
- Union Institute & University will work with Maricopa on recruitment efforts.
- Students transferring to Union Institute & University will receive advising from both institutions, assisting them in timely degree completion.
- Under this MOU, both institutions will work together to identify scholarship opportunities for Maricopa students.
- Information about this MOU will be available at both institutions and on both institutions' websites.
- Maricopa and Union Institute & University agree to provide direct links between their institutional websites, indicating the existence of this MOU.
- Transfer articulation materials developed by an articulating institution are not valid without a MOU signed by the Maricopa Executive Vice Chancellor and Provost.

- In collaboration with the Maricopa Community Colleges, the development, distribution, and accuracy of all transfer articulation products (e.g., Transfer Guide) are the responsibility of Union Institute & University.

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**Maricopa Community Colleges**

Maria Harper- Marinick, Ph.D.  
Executive Vice Chancellor and Provost

**Union Institute & University**

Nelson E. Soto, Ph.D.  
Vice President for Academic Affairs

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**Contact Information at Maricopa:**

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