MEMORANDUM OF UNDERSTANDING BETWEEN AMERICAN PUBLIC UNIVERSITY SYSTEM AND EDMONDS COMMUNITY COLLEGE

THIS MEMORANDUM OF UNDERSTANDING (this “MOU”) is made and entered into this November 1, 2013 by and between Edmonds Community College (EDCC), 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 over 100,000 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 Learning Commission (HLC) of the North Central Association. The APUS mission includes expanding access to higher education and preparing graduates for service and leadership in a diverse, global society.

Edmonds Community College began serving students from Snohomish County and the greater Seattle Metro area in 1967. The College is located on a 50 acre campus and is a comprehensive community college with a wide variety of Transfer, Professional Technical, Adult Basic Education, English as a Second Language and Continuing Education programs. EDCC serves approximately 20,000 students every year. Based on fall 2012 enrollment information, it is the third largest single campus community college in the State of Washington.

AGREEMENT

APUS and Edmonds Community College hereby agree as follows:

1. American Public University System and Edmonds Community College will maintain the integrity of their separate programs and enter into this agreement as equal partners.

2. Advising of Edmonds Community College students—APUS will designate one or more points of contact to respond to advising questions from EDCC.

3. On-Site Outreach — APUS will arrange with EDCC to meet and make contact with potential EDCC transfer students at a minimum of two times annually. EDCC will provide an appropriate location for presentations and advising.

4. Communication — EDCC 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 EDCC students any lower division courses that EDCC 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. EDCC may provide at its website, a link to the APUS website and APUS will provide a link to EDCC website.

g. Representatives from APUS and EDCC will meet 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**—At no time will Family Education Rights and Privacy Act (FERPA) regulations or requirements be violated. In particular, the Institutional Research and Assessment Office of APUS will provide annual transfer institutional data to EDCC.

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 EDCC showing an eligible conferred degree. Students will complete all transfer requirements at EDCC and APUS will not compete with the college for undergraduate courses.

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 EDCC or APUS. 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 EDCC on or after May 1, 2013 and enrolled at APU into an eligible Baccalaureate degree without selecting a concurrent minor or certificate.

   b. Only EDCC students who are admitted to APU on or after November 1, 2013 are eligible for this block agreement. Students already enrolled at APU prior to November 1, 2013 are not eligible for the block transfer.

   c. EDCC students are eligible for this block transfer agreement regardless of where they completed all of their previous courses for their EDCC degree, as long as an eligible degree was earned from EDCC per the eligibility requirements above.

9. **Award**

   a. Eligible EDCC graduates will be granted junior status at APU and the degrees will transfer as a block.

   b. Students transferring under a block agreement will be required to take all remaining course credit as upper level courses, unless there are lower level
course requirements remaining in the program not covered by the block award.

(continued)
c. EDCC 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.

d. Any program academic changes made by APU will not affect EDCC 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 Grant** – APUS will extend to any partner college’s full-time employees a graduate studies book grant.

11. **Length of Agreement** – This agreement will become effective upon the execution of signatures by the responsible authority for each institution and will last until January 1, 2015, after which time both institutions will undertake renegotiations of the agreement.

   a. Both APUS and EDCC 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 EDCC 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.

Edmonds Community College

By:

Gail Miulli

Name: Gail Miulli
Title: Interim Executive Vice President for Instruction
Date:

American Public University System

By:

Wallace E. Boston, Jr., Ed.D
Name: Wallace E. Boston, Jr., Ed.D
Title: President and CEO
Date: 12/16/13
Edmonds Community College - APU Degree Transfer Eligibility

<table>
<thead>
<tr>
<th>APUS DEGREE</th>
<th>Eligible Edmonds Community College Degree</th>
<th>Hours Awarded*</th>
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<tbody>
<tr>
<td>General Studies</td>
<td>Any AA or AS Degree</td>
<td>60</td>
</tr>
<tr>
<td>Intelligence Studies</td>
<td>Any AA or AS Degree</td>
<td>60</td>
</tr>
<tr>
<td>Management</td>
<td>Any AA or AS Degree</td>
<td>60</td>
</tr>
<tr>
<td>Retail Management</td>
<td>Any AA or AS Degree</td>
<td>60</td>
</tr>
</tbody>
</table>

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