

Letter of Agreement

between

Kellogg Community College, Battle Creek, Michigan

Siena Heights (College) University, Adrian, Michigan

Kellogg Community College and Siena Heights (College) University agree to the establishing of a Baccalaureate degree program as specified below to be offered by Siena Heights (College) University on the Kellogg Community College campus in Battle Creek. This letter details that arrangements agreed to by the Kellogg Community College and Siena Heights (College) University to insure the viability and long term stability of this cooperative endeavor between the above said colleges. This agreement becomes effective when signed by the appropriate administrative officials of each college as indicated at the end of this letter. To facilitate proper monitoring of this agreement, an annual review will be conducted on the anniversary date of this agreement.

The following academic and administrative details have been agreed to:

1. Siena Heights (College) University will offer the Bachelor of Art degree in Accounting, Business Administration and General Studies and the Bachelor of Applied Science degree in Allied Health and Trade and Industrial areas. Other academic programs may be developed at a later time if mutually agreed upon by both colleges. Siena Heights (College) University will begin in this program by offering three to five upper level classes in the fall, 1992 semester. Siena Heights (College) University classes will be offered on week nights and on the weekend. Siena Heights (College) University will not duplicate course offerings by Kellogg Community College. Ordinarily, Siena Heights (College) University will only offer 300/400 level courses in this program.
2. In completing a Baccalaureate degree, it is agreed that a student will ordinarily take additional course work with Kellogg Community College beyond the point where the student completes the Associate degree. A typical student completing an Associate degree with Kellogg Community College and a Bachelor degree with Siena Heights (College) University would end up with approximately 75 semester hours from Kellogg Community College and approximately 45 hours from Siena Heights (College) University in fulfilling the 120 semester hour requirement for the Baccalaureate degree. The exact degree plan of any specific student is the responsibility of the academic advisor provided the student by Siena Heights (College) University.
3. The tuition established for this program for the 1992/1993 academic year will be \$147 per semester hour (and subject to board approval in February). Tuition in subsequent years will be in accordance with the guidelines established by the administration of Siena Heights (College) University.
4. The marketing/promoting of this program is the responsibility of Siena Heights (College) University. Kellogg Community College does, however, agree to assist in promoting the program where possible, i.e., providing names of graduates, helping to secure media coverage, allowing Siena to share the Kellogg Community College promotional booth at the mall and county fair, etc. Siena Heights (College) University will develop appropriate

promotional literature (program brochure) and will utilize a variety of marketing techniques in promoting the program. Siena Heights (College) University will set up a tentative two year schedule of classes to be offered on the Kellogg Community College campus.

5. Siena Heights (College) University will be responsible for advising, working with those students who are seeking the Baccalaureate degree. Inquiries about the program will be handled by Siena Heights (College) University staff. Appropriate visits by administrative officials of Siena Heights (College) University will insure program coordination.
6. Kellogg Community College agrees to provide Siena Heights (College) University with appropriate classroom space and a small office area without charge. A phone (Siena Heights (College) University extension of the Kellogg Community College line) would be provided. If no one is in the Siena Heights (College) University office, provision would be made to transfer the call automatically to the secretary of the Division of Business.
7. Students in this program will be accorded library privileges by Kellogg Community College.
8. While veterans and financial aid questions are the responsibility of Siena Heights (College) University, close cooperation will be required between Kellogg Community College and Siena Heights (College) University staff in these areas. This will especially be true in those cases where a student is taking courses from each institution.
9. Students in this program will register with the Siena Heights (College) University advisor. Registration forms will be available, however, in the Kellogg Community College Registrar's office for occasional use when a student cannot reach the Siena Heights (College) University advisor. It is agreed that the use of the Kellogg Community College Registrar's office will be minimized.
10. Books for this program will be secured by students from the Kellogg Community College bookstore in accordance with policy established by the store's management.
11. The Business department staffs of Kellogg Community College and Siena Heights (College) University will meet at least once a year to examine questions related to program coordination and to insure appropriate interfacing of their respective efforts. Where appropriate, Kellogg Community College faculty will be considered for teaching upper-level business courses (and other disciplines) offered by Siena Heights.

Agreement signed: December 6, 1991