

Memorandum of Understanding  
Columbia College  
And  
Piedmont Technical College

The following agreement between Columbia College and Piedmont Technical College is designed to encourage student completing an associate's degree at Piedmont Technical College to continue their education and complete a bachelor's degree from Columbia College.

Overview

This agreement will allow Columbia College to offer fifty-five hours of coursework on the Piedmont Technical College Greenwood campus. By providing the opportunity for Piedmont Technical College students to complete a bachelor's degree in a familiar and convenient location, students with an associate's degree can more easily make the commitment to finish their education. This partnership should provide additional incentives for students enrolled in two-year degree programs to complete those programs.

Policies governing the admission, enrollment and transfer of students are the sole purview of each institution.

Logistics

Students who have completed an associate's degree and those near completion will be recruited by Columbia College personnel and encouraged to apply for the program. Recruitment strategies may include mailings, distribution of pamphlets and visits to Piedmont Technical College with permission when convenient. Surveys of students may also be used to determine interest in particular majors.

Beginning in the Spring of 2014, Piedmont Technical College will provide one furnished classroom and one furnished office space through a lease to Columbia College. The classroom will have guest internet access and will include the visual/IT support of overheads. The classroom will be available on Tuesday and Thursday evenings from 6:00 pm – 9:00 pm for use by Columbia College in providing instruction for the classes. A small office space will also be made available for the Columbia College program coordinator on the Piedmont Technical College campus. The office space will include a desk but no telephone, telephone services, or computer. A lease will be signed between Columbia College and PTC outlining the appropriate charges and stipulations.

Columbia College will teach 3 classes per semester for 6 consecutive semesters (including summers) which will enable students who have completed seventy-two hours of transferable work, including English 101, a general education level mathematics course and a laboratory science to complete the Bachelors of Arts degree in Community and Organizational Leadership, Health Communication or Applied Business. A list of relevant AA degrees for those BA degrees is attached in Appendix A. After two semesters, a student may have completed the general education requirements for any program at the Columbia College Evening College, except for the senior capstone class. Students wishing to pursue a different major than the one(s) being offered in Greenwood may transfer to the Columbia College campus to complete the program of their choice. Students transferring into Columbia College must have completed the following requirements:

- 1) The student will have received the Associate in Arts or Science Degree from PTC.
- 2) The student will have taken all of the required courses listed in Appendix A of the Agreement.
- 3) The student's cumulative grade point ratio must be 2.5 or higher.
- 4) The grade of "C" or better is necessary in all courses applied toward a bachelor's degree.

Columbia College personnel will register students for the Columbia College classes at the Piedmont Technical College campus. Students enrolled in Columbia College classes will pay tuition to Columbia College at an hourly rate that is set at \$385 for the 2013-2014 school year. Cost to each student is estimated to be \$3465 per semester paid directly to Columbia College. Columbia College financial aid officers will be available to students as necessary, and Columbia College will be responsible for collecting tuition.

Students enrolled in the Columbia College classes will have access to the Columbia College library and instructional technology support. These students may continue to have access to the Piedmont Technical College library resources as well. The Columbia College program coordinator on the Piedmont Technical College campus will provide logistical support for the faculty and students in the degree completion program. Students of Columbia College will be required to follow all safety policies and procedures set by PTC.


Columbia College will provide the classes to a cohort of students. If fewer than twelve students are accepted into any one program, Columbia College may delay the start of the program until a sufficient number of students enroll. All notifications of admission, non-admission or program delays will be provided by Columbia College.

Columbia College anticipates continuing to offer the program to students, beginning a new cohort of students each semester that enrollment warrants as long as it is feasible and it continues to be of benefit to Piedmont Technical College for the classes to be offered at the campus. If the demand for the degree completion program should require additional space in the future, availability of the space and the terms of use will be negotiated between Columbia College and Piedmont Technical College as a separate agreement.

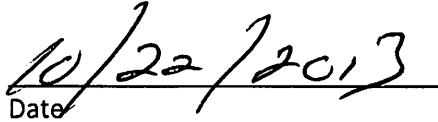
#### Summary Comments

All aspects of the program and the lease 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. Either college has the right to terminate services.


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



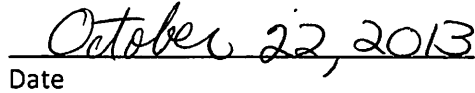
Dr. L. Ray Brooks  
President



Date



Elizabeth Dinndorf  
President



Date

### Appendix A

1. Applied Business – A case study and experiential approach to a business degree.  
AAS Business
2. Community and Organization Leadership – A blend of social sciences to prepare graduates interested in non-profit work, human services and community endeavors  
AA,  
AS  
AAS Criminal Justice  
AAS Human Services  
AAS Early Care and Education
3. Health Communication –A communication degree designed to build on the health related associate's degrees  
AAS in Radiologic Technology  
AA S in Nursing