

CityUniversity
of Seattle

Shoreline
COMMUNITY COLLEGE

and 

Agreement

THIS agreement is entered this 22nd day of February 2011, between **City University of Seattle**, having its principal place of business at 11900 NE First Street, Bellevue, Washington 98005, and **Shoreline Community College**, having its principal place of business at 16101 Greenwood Avenue North, Shoreline, Washington 98133.

City University of Seattle is a private, non-profit educational institution incorporated in the State of Washington, exempt from United States federal income taxation under section 501(c)3 of the Internal Revenue Code and is accredited by the Northwest Commission on Colleges and Universities.

Shoreline Community College is a public institution and a component of the Washington State Community and Technical College system, and is accredited by the Northwest Commission on Colleges and Universities.

NOW, THEREFORE, the Parties agree as follows:

- I. Shoreline Community College (SCC) and City University of Seattle (CityU) agree to offer a four-year Bachelor of Arts in Management (BAM) degree program that will be available to Shoreline students who have completed their Associate's degrees and are seeking an opportunity to earn a Bachelor's degree. Based upon demonstrated interest, CityU will also explore offering courses leading to other Bachelor's completion programs on the Shoreline Community College campus.

Students who apply to and are accepted by Shoreline Community College will be offered dual admission to both Shoreline Community College and City University of Seattle. CityU will waive the \$50 application fee for a Shoreline Community College Student who applies for dual admission.

Upon successful completion of the lower division requirements at Shoreline Community College, students can transition seamlessly into the upper division courses in the bachelors' degree completion program. Students may also choose to apply to City University of Seattle's Bachelor degree completion program(s) a minimum of one quarter prior to the anticipated start of upper division coursework.

- II. Subject to the minimum class enrollment provisions indicated below, City University of Seattle will deliver all required upper division core courses to enable students to complete their Bachelor of Arts in Management degree on the Shoreline Community College campus. These courses will be taught by City University of Seattle Faculty.

City University of Seattle agrees whenever possible to hire teaching faculty recommended by Shoreline Community College. Teaching Faculty must meet the University's employment standards including a master's degree and appropriate professional experience.

- III. Shoreline Community College and City University of Seattle will establish a list of core and elective courses that will be offered at the Shoreline Community College campus. Along with the core courses that are required by the BAM program, the identified electives will make up the full set of 18 upper division courses needed to complete the BAM degree. On a regular schedule, each of the 18 courses will be offered at the Shoreline campus. The list of all required courses for the four-year City University of Seattle / Shoreline Community College program will be listed in a separate articulation agreement and will be revised as agreed by both parties.
- IV. Shoreline Community College will provide classrooms and technology lab access (as necessary) to host City University of Seattle classes, per schedule agreed to in Section III of this agreement. City University of Seattle classes will be scheduled in conjunction with Shoreline CC to meet the needs of on campus students. Each CityU course is typically scheduled to meet once per week for ten consecutive weeks. If and when necessary to accommodate classes held as part of the regular SCC calendar/schedule, SCC reserves the right to make changes and adjustments to City U classroom(s), on the condition that City U. students are provided satisfactory alternative classroom space.
- V. Shoreline Community College will provide one (1) suitable office or appropriate desk space to be utilized by assigned on campus advisor and as part of the general support for City University of Seattle Faculty members who are teaching on the Shoreline CC campus. When not in use by City U personnel, this space may be shared with other non-City University affiliated faculty and/or staff, as determined by Shoreline Community College.
- VI. Shoreline Community College will, as part of this agreement, provide City University of Seattle with a designated space in which to conduct advising and outreach activities for students of this program. This space will include access to an electrical hook-up, access to the internet for City University of Seattle's use in advising, and access to an outside phone line. In addition, a public location will be made available for placement of a City University of Seattle provided display rack stocked with requisite marketing materials for transfer programs made available to Shoreline Community College students. City University will be responsible for reimbursing SCC for any and all long distance calls placed on its phone line. When not in use by City U personnel, this space may be shared with other non-City University affiliated faculty and/or staff, as determined by Shoreline Community College.
- VII. City University of Seattle will provide, at its own expense, an Admissions Advisor and/or Student Advisor to perform advising functions on a scheduled basis. CityU will set up a quarterly advising calendar in the Shoreline Community College Advising office where students interested in the four-year completion program can set appointments to meet with a City University of Seattle Admissions Advisor. A permanent City University of Seattle Student Advisor will be assigned to the Shoreline Community College Campus at such time student attendance in City University of Seattle degree completion program reaches 25 enrolled international students or 50 total enrolled students.
- VIII. Students in the four-year degree completion program who are also taking the City University of Seattle courses will have access to some of the same services that are available to other Shoreline students. These services may include: parking, campus services, use of technology labs, etc. City University of Seattle students attending courses at the Shoreline campus will be required to pay student use fees directly to Shoreline CC for these services in an agreed-upon quarterly or yearly fee i.e. parking fee, student union renovation fee, and technology fee. Such final determinations will be made subsequent to the execution of this agreement.

- IX. To cover Shoreline Community College's operational costs for City University of Seattle's use of Shoreline's facilities in the delivery of a bachelor's degree completion program, City University of Seattle agrees to share, with Shoreline Community College, 12.5% of the gross tuition revenue per course (tuition is based on City University's tuition schedule, and is on a per credit basis, currently \$364 per credit for the upper division courses in the Business Undergraduate program) for each City University of Seattle student taking courses on the Shoreline Community College campus. Fee paid to Shoreline Community College will be calculated utilizing the then current per credit
- X. City University of Seattle reserves the right to cancel – prior to the first class day - any Shoreline CC campus section that does not enroll a minimum of 12 students, and transition its students enrolled in that class into online courses or to sections that are running at one of its other regional campuses. City University of Seattle reserves the right to elect to run an individual course with less than 12 students. City U will be subject to the following fee schedule for cancelled classes:
- Section cancels within 14 days – No charge
 - Section cancels within 14 days but prior to the first class day - Room reservation fee equivalent to one (1) credits (currently \$364)
 - Section cancels after the first class day - \$364 (or per credit fee as published in the most current City U tuition schedule), PLUS \$50 per class held
- XI. Shoreline Community College and City University of Seattle agree that its designated representatives will meet a minimum of twice per year to discuss issues related to the offering of the degree completion programs at Shoreline Community College. Substantive changes, including the addition of other degree completion programs, will be mutually agreed upon and published pursuant to this agreement.
- XII. City University of Seattle agrees to establish a joint admissions process for dual admissions of students. In addition, City University of Seattle will establish transfer advising guides pursuant to the stipulations in specific Articulation Agreements, for use in student advising for transfer by Shoreline Community College Counseling and Advising Staff as well as City University of Seattle's Admissions and Student Advisors. Both parties agree to consult in regard to substantive changes for the degrees listed in Articulation Agreements.
- XIII. The Dean of Business at Shoreline Community College will be timely notified of curricular changes that affect the four-year BAM program at Shoreline and the dean and registrar of City University of Seattle will be timely notified of any curricular changes at Shoreline Community college that affects transfer or articulation.
- XIV. If a student taking a Shoreline Community College course has a grievance, Shoreline Community College grievance policy and procedure shall apply. Conversely, if a student attending City University of Seattle has a grievance, City University of Seattle's Grievance Policy and procedure will apply. It is the responsibility of each institution to enforce its own academic or discipline sanctions.
- XV. City University of Seattle students attending courses in facilities hosted by Shoreline Community College are subject to Shoreline Community College's code of conduct. Failure to comply may result in the students not being allowed on the Shoreline Community College Campus. The Vice President of Student Services of Shoreline Community College will process these matters pursuant to Shoreline Community College rules and regulations.

- XVI. Both parties agree to collaborate in public relations and marketing campaigns in support of this agreement. Both parties agree to publication of the program on their respective web-sites and in their respective catalogs, as well as development of a joint recruitment brochure highlighting the 4-year degree option on the Shoreline Community College Campus.

Both parties agree to collaborate on the recruitment of international and domestic Students to the 4-year degree option at Shoreline Community College. Whenever possible, and in a manner to be subsequently determined, both parties agree to share costs and/or conduct joint recruitment activities at foreign recruitment fairs.

- XVII. This agreement is not intended to and shall not create a relationship such as a partnership, franchise, community interest, joint venture, agency, or employment relationship. Neither party may act in a manner that expresses or implies a relationship other than that of independent contractor nor bind the other party.
- XVIII. Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.
- XIX. Either party may terminate this Agreement upon 180 days' prior written notification to the other party; PROVIDED that this Agreement shall remain in effect for any student who is currently enrolled and remains enrolled at Shoreline Community College at the time of the notification of termination who may wish to transfer to City University of Seattle.

Accepted for
Shoreline Community College by:



Signature of College Official

President

Title

February 22, 2011

Date

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City University of Seattle by:



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