

**Guaranteed Transfer Admission Agreement Between  
The Board of Trustees of Community College District 508  
and  
Columbia College Chicago**

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This Admissions Agreement (the "Agreement") is entered into by and between Columbia College Chicago ("Columbia") whose address is 600 S. Michigan Ave., Suite 721 Chicago, IL 60605 and The Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, a body politic and corporate, d/b/a City Colleges of Chicago ("CCC") whose address is 180 N Wabash Avenue-Ste. 200, Chicago, IL 60601.

RECITALS

Through this Memorandum of Understanding, CCC and Columbia agree to a cooperative relationship to better serve students and to facilitate the transfer process from CCC to Columbia through a Guaranteed Transfer Admission Program ("the Program").

The Program offers guaranteed admission to Bachelor of Arts degree programs at Columbia to all CCC students who have completed Columbia's Guaranteed Admission Participation Form<sup>1</sup> ("Program Participants") and satisfied the Program requirements established herein.

Now, therefore, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CCC and Columbia agree as follows:

**1. Academic Requirements for Program Participants:**

- a. Program Participants must complete both ENGLISH 101 and ENGLISH 102 with final grades of "C" or higher to meet the English proficiency requirements at Columbia. Program Participants shall not be required to submit separate proof of English proficiency at the time of application as a transfer student to Columbia. Program Participants must demonstrate math proficiency at the college-level through completing an IAI approved math course and earning a final grade of "C" or higher.
- b. Program Participants must have graduated from high school (as evidenced by a high school diploma or GED), and have completed a minimum of twenty-four (24) transferrable credit hours at CCC with a cumulative grade point average of 2.5 on a 4.0 scale on all transferrable coursework taken at CCC. At the time of application to Columbia, the Program Participant must be degree-seeking at CCC and in good standing at CCC.
- c. Courses numbered lower than 100-level and other courses deemed non-transferrable by Columbia are not included in the Program. Columbia shall apply no more than seventy-five (75) transfer credit hours towards completion of a Bachelor of Arts Degree at Columbia.

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<sup>1</sup> Transfer Inquiry Form is available at <https://apply.colum.edu/register/GAinquiry>.

Program participants and advising staff should refer to Transferology<sup>2</sup> for the most recent CCC course transferability information. Only coursework for which a Program Participant earns a "C" or higher is transferrable, except for Illinois Articulation Initiative ("IA") eligible general education courses ("GECC") applying toward the general education core curriculum at Columbia. GECC applicable coursework must be graded at a "D" or higher to transfer for IA eligible students, with the exception of a college-level math course and the composition sequence, as addressed above in section 1(a), which require a final grade of "C" or higher.

- d. Each institution shall encourage Program Participants to track their progress towards completion of the Program requirements by working with their College Advisors at both CCC and Columbia. Program Participants shall authorize CCC and Columbia to share their education records, as defined by the Family Educational Rights and Privacy Act of 1974, and its implementing regulations ("FERPA"). Program Participants will complete an online participation form which will allow the sharing of education records between Columbia and CCC. Columbia shall provide reasonable advising services to Program Participants seeking to discuss Columbia's academic program requirements and transfer credit policies. Columbia may elect to communicate directly with Program Participants to inform them of presentations, workshops, activities, visits, and other events and resources relevant to Program Participants.

## **2. Admission Requirements for Program Participants:**

- a. Program Participants must apply to Columbia through its transfer enrollment process and meet all applicable requirements and deadlines, including but not limited to the payment of tuition and fees, completion of a background check (if required), and receipt of certain vaccinations. Unless explicitly stated herein, all Program Participants who enroll at Columbia are subject to the same general rules and requirements applicable to all other Columbia students, including, but not limited to, those governing course enrollment, financial aid, academic sanction, suspension, and expulsion.
- b. Program Participants who satisfy the Program requirements are eligible to enroll in any available Bachelor of Arts program listed in Appendix A, which is attached hereto and incorporated by reference as if fully set forth herein. All other Columbia degree programs, including, but not limited to, its Bachelor of Music, Bachelor of Science, and Bachelor of Fine Arts programs, require additional review and consideration for enrollment. Applicants transferring from CCC through the Program are not precluded from pursuing these selective-entry programs. However, admission is not guaranteed.
- c. Notwithstanding anything to the contrary, Columbia reserves the right to deny admission or the benefits of the MOU to individuals who: (1) have been suspended, dismissed, or expelled for academic or non-academic reasons from any academic institution; (2) have been convicted of any criminal offense; or (3) present other factors in their personal or academic background that Columbia deems inappropriate, inconsistent with Columbia standards, or otherwise harmful as determined by Columbia's Admissions Committee or Columbia's Office of the Dean of Students.

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<sup>2</sup> The Transferology site is [www.transferology.com](http://www.transferology.com).

- d. Failure to meet the academic and admission requirements for the Program does not preclude Program Participants from applying and being considered for admission to Columbia under the same conditions as traditional transfer applicants.

**3. Eligibility for a Program Transfer Scholarship:**

- a. As indicated in the chart below, Program Participants shall receive an admissions scholarship for their first year of enrollment at Columbia based on their cumulative grade point average on all transferrable course work taken at CCC, in addition to completion of the associate degree at CCC prior to enrolling at Columbia. This annual scholarship is renewable each year up to one hundred and twenty (120) attempted credits hours or four (4) years, whichever is reached first, upon the terms and conditions provided online<sup>3</sup>, to the extent applicable. Applicants shall be considered for additional merit-based scholarships for which they qualify and apply (when required). Completion of the Free Application for Federal Student Aid ("FAFSA") is required for consideration for many need-based awards.

Grade Point Average	No Associate Degree earned	Associate Degree earned
4.00 - 3.75	\$6,000	\$8,000
3.74 - 3.51	\$5,500	\$7,500
3.50 - 3.26	\$5,000	\$7,000
3.25 - 3.00	\$4,500	\$6,500
2.99 - 2.75	\$4,000	\$6,000

**4. Reverse Transfer:**

In collaboration with CCC, Columbia will also participate in a "Reverse Transfer", allowing students who do not enter this partnership and leave CCC without an associates degree prior to transferring, the opportunity to be awarded a degree prior to baccalaureate completion. The Reverse Transfer provides an opportunity for students who have enrolled at Columbia as transfer students from CCC to transfer their earned Columbia credits back to CCC to earn their Associate Degree. Columbia will develop processes and identify students eligible for Reverse Transfer using their institutions admissions application to take advantage of this opportunity. Columbia will only share such information under a valid, signed FERPA waiver by the student. The Reverse Transfer process will inform qualifying students with 60 or more cumulative credit hours of the opportunity to obtain the credential of an Associate Degree from CCC while they pursue further education. After verifying eligibility, the student academic record shall be uploaded to a Reverse Transfer Data Sharing Platform which will then notify CCC. CCC will provide a report of the number of reverse transfer students who are awarded an associate's degree to Columbia annually.

**5. Term:**

<sup>3</sup> Dean's Scholarship information is available at <https://www.colum.edu/student-financial-services/scholarships/deans-scholarship.html>.

- a. This MOU will commence upon the date last signed below and remain in effect until February 28, 2023, unless the Agreement i) is mutually extended by written agreement of the parties or (ii) terminated sooner as provided below. The Program will be subject to annual review to adjust scholarship requirements and amounts, participating degree programs and requirements, and any other terms of the MOU the parties deem appropriate. Any changes to the Program must be agreed-upon in writing at least sixty (60) days prior to the first day of instruction (at both institutions) of the academic year in which the change will be implemented.
- b. Either party may terminate this MOU for any reason or no reason upon sixty (60) days' written notice to the other party.
- c. In the event of termination, the Program Participants at the time of termination will be guaranteed transfer into Columbia provided they satisfy all Program requirements and apply for admission as a transfer student to Columbia no later than two (2) years after the date of termination.

**6. Miscellaneous:**

- a. Marketing. CCC shall publish the details of this Program in a form agreeable to Columbia on its website to market it to students. Columbia and CCC will have the right to review and approve all advertising for the Program.
- b. Severability. If any provision of this MOU is found illegal, unenforceable or in conflict with any law by a court of competent jurisdiction, such provision of this MOU shall be deemed severed from this MOU and the validity of the remainder of this MOU shall not be affected thereby.
- c. Governing Law & Venue. This MOU shall be governed by and construed in accordance with the laws of the State of Illinois. The parties shall use Cook County in the State of Illinois as the venue for any disputes arising from or in connection with this MOU.
- d. Notices. All notices or other written communications relating to termination, expiration, or any other legal matter relating to this MOU will be effective when received in accordance with this Section 6(d) and must be given in writing by courier or reputable overnight delivery service, or by certified mail, return receipt requested, to either party at the following address (or to such other address as such party may substitute, by providing a written notice in the manner specified in this Section) with, in the case of the Columbia, an additional copy addressed to "General Counsel:"

For City Colleges of Chicago:  
Shelley Lemons  
City Colleges of Chicago  
180 N Wabash Avenue, Ste. 200  
Chicago, IL 60601

For Columbia College Chicago:  
Holly Herrera, PhD  
Columbia College Chicago  
600 S. Michigan Avenue, Ste. 601A  
Chicago, IL 60605

cc:  
City Colleges of Chicago  
Office of the General Counsel  
180 N Wabash Avenue, Ste. 200  
Chicago, IL 60601

cc:  
Columbia College Chicago  
Office of the General Counsel  
600 S. Michigan Avenue, Rm. 810  
Chicago, Illinois 60605

- e. Waivers. The waiver by either party of any provision of this MOU on any occasion and upon any particular circumstance shall not operate as a waiver of such provision of this MOU on any other occasion or upon any other circumstance. No such waiver shall be effective unless in writing and then only to the extent expressly set forth in writing.
- f. Amendments. This MOU may be modified or amended only via a writing signed by both parties.
- g. Assignment. Neither party may assign its rights or delegate its duties under this MOU. Any attempted assignment or delegation in violation of this Section shall be null and void.
- h. Entire Agreement & Modification. This MOU contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all other agreements, understandings, communications and promises of any kind, whether oral or written, between the parties with respect to such subject matter. This MOU shall not be modified, altered, or amended in any way other than by a written instrument executed by the parties.
- i. Counterparts: Facsimile Signatures. This MOU may be executed in multiple counterparts, all of which shall be originals and which together shall constitute a single agreement. For the purpose of interpreting this MOU, facsimile signatures shall be considered equivalent to original signatures.
- j. Survival. All sections of this Agreement which by their nature would be expected to survive termination or expiration shall do so.
- k. Independent Contractors. The parties are independent contractors, and no agency, partnership, franchise, joint venture, or employment relationship is intended or created by this MOU. Neither party shall make any commitment, or give the impression that it has authority to make any commitment, on behalf of the other party.
- l. Compliance with Laws. The parties shall comply with all applicable laws and regulations in performing their obligations hereunder, including, but not limited to, FERPA. When taking actions (or failing to act) in any way relating to this MOU, each party agrees that it shall not unlawfully discriminate against any person on the basis of race, sex, sexual orientation, religion, disability, age, national origin, or ancestry, genetic information, military status, gender identity and expression, veteran status, pregnancy or color.
- n. Force Majeure. Neither party shall be responsible for failure to perform the MOU if circumstances beyond its control (including but not limited to: acts of God, hurricanes, floods, epidemic or pandemic, strikes, work stoppages, or other labor disturbances, governmental authority, or declared war in the United States) make it illegal or impossible to perform as required. In such event, both parties shall use good faith efforts to arrange for a mutually agreeable alternative form of performance. If the parties are unable to agree to an alternative form of performance, the MOU shall terminate and neither party shall have any further obligations to perform.

- o. Headings. The section headings appearing in this MOU are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or extent of any such section, or in any way affect this MOU.

By signing below, each party acknowledges its agreement with the terms and conditions of this MOU and each signatory represents and warrants that he/she is authorized to sign on behalf of and to bind his/her party to all of the terms and conditions of this MOU as of the Effective Date.

**Board of Trustees of Community College District No. 508, County of Cook and State of Illinois**

Approved as to Legal Form:

By:  10/06/2020

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Eric Lugo, Executive Vice  
Chancellor on behalf of  
Juan Salgado, Chancellor

Date

Karla Mitchell Gowen  
General Counsel

Date

**Columbia College Chicago**

 March 10, 2020

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Holly Herrera, Ph.D.

Date

Associate Provost for Transfer  
Initiatives and Academic  
Partnerships

APPENDIX A  
 MAJORS AVAILABLE FOR 2021 ADMISSIONS  
 CITY COLLEGES OF CHICAGO GUARANTEED ADMISSION PROGRAM  
 CONCENTRATIONS IN ITALICS

Acting	Fashion Studies	Music Business
Advertising	<i>Fashion Merchandising</i>	<i>Artist Management</i>
<i>Art Direction</i>	<i>Fashion Product</i>	<i>Live and Touring</i>
<i>Copywriting</i>	<i>Development</i>	<i>Recorded Music and</i>
<i>Strategy</i>	Film and Cinema	<i>Publishing</i>
ASL-English Interpretation	Fine Arts	Musical Theatre
Animation	Game Art	Photography
<i>Computer Animation</i>	Game Design	<i>Commercial</i>
<i>Traditional Animation</i>	<i>Sound Design</i>	<i>Fashion Photography</i>
Art History	<i>Game Development</i>	<i>Fine Art</i>
Arts Management	Graphic Design	<i>Photography - General</i>
<i>Creative Industries</i>	<i>Publication Design</i>	Photojournalism
<i>Film Business</i>	<i>Web Design</i>	Programming
<i>Performing Arts</i>	<i>General</i>	<i>Application Programming</i>
<i>Visual Arts Management</i>	Illustration	<i>Game Programming</i>
Audio Arts	Interaction Design	Public Relations
<i>Audio and Sound Design</i>	<i>Graphic Design</i>	Radio
<i>Audiovisual Systems</i>	<i>Smart Interfaces</i>	<i>Narrative</i>
<i>Integration</i>	<i>User Experience</i>	<i>Production</i>
<i>General Audio Arts</i>	<i>Web and Mobile</i>	<i>Voiceover</i>
<i>Live Sound Reinforcement</i>	<i>Development</i>	Social Media & Digital
<i>Music Recording</i>	Interdisciplinary	Strategy
Comedy Writing and	Documentary	Television
Performance	Journalism	<i>Internet and Mobile Media</i>
Communication	<i>Broadcast Journalism - Radio</i>	<i>Post-Production Effects</i>
Creative Writing	<i>Broadcast Journalism - TV</i>	<i>Production and Directing</i>
<i>Fiction</i>	<i>Magazine Program</i>	<i>Writing and Producing</i>
<i>Nonfiction</i>	<i>News &amp; Features</i>	Theatre
<i>Poetry</i>	Marketing	<i>Directing</i>
Dance	<i>Digital Media</i>	<i>Playwriting</i>
Deaf Studies	<i>Entertainment Industry</i>	<i>Stage Management</i>
Design Management	<i>Sports Management</i>	Theatre Design and
English	Music	Technology

Please note: A complete list of all Columbia undergraduate degree programs may be found at [colum.edu](http://colum.edu)