



**Guaranteed Transfer Admission Agreement**  
between  
**Oakton Community College**  
and  
**Columbia College Chicago**

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This Memorandum of Understanding ("MOU") dated as of March 19, 2019, ("Effective Date") is by and between Oakton Community College ("Oakton") and Columbia College Chicago ("Columbia"), an Illinois not-for-profit college.

RECITALS

Through this Memorandum of Understanding, Oakton and Columbia agree to a cooperative relationship to better serve students and to facilitate the transfer process from Oakton 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 Oakton students who have completed Columbia's Transfer Inquiry 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, Oakton and Columbia agree as follows:

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

- a. Program Participants must complete both EGL 101 and EGL 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 by completing any IAI-approved college-level mathematics course with 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 Oakton with a cumulative grade point average of 2.5 on a 4.0 scale on all transferrable coursework taken at Oakton. At the time of application to Columbia, the Program Participant must be degree-seeking at Oakton and in good standing at Oakton.
- 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

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

(75) transfer credit hours towards completion of a Bachelor of Arts Degree at Columbia. Program participants and advising staff should refer to Transferology<sup>2</sup> for the most recent Oakton course transferability information. Only coursework for which a Program Participant earns a "C" or higher is transferrable, except for Illinois Articulation Initiative ("IAI") 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 IAI 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 transfer advisors at both Oakton and Columbia. Program Participants shall authorize Oakton and Columbia to share their education records, as defined by the Family Educational Rights and Privacy Act of 1974, and its implementing regulations ("FERPA"). 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, are selective entry programs and require a separate application process at the departmental level following enrollment at Columbia. Applicants transferring from Oakton 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 Oakton, in addition to completion of the associate degree at Oakton 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:**

Columbia shall endeavor in good faith to facilitate the transfer of credit back to Oakton (“Reverse Transfer”) for Program Participants who do not earn their Associate’s Degree at Oakton prior to transfer to Columbia. Reverse Transfer enables Oakton to include acceptable Columbia coursework in their review of degree completion.

**5. Term:**

- a. This MOU will remain in effect until terminated 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.

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

- 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. Oakton shall publish the details of this Program in a form agreeable to Columbia on its website to market it to students. Columbia and Oakton 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 Oakton Community College:

Anne O. Brennan  
Oakton Community College  
1600 East Golf Road  
Des Plaines, IL 60016

For Columbia College Chicago:

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

cc:

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

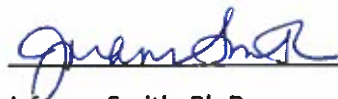
- e. Waivers. The waiver by either party of any provision of this MOU on any occasion and upon any particular circumstance shall not operate as a waiver of such provision of this MOU on any other occasion or upon any other circumstance. No such waiver shall be effective unless in writing and then only 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.
- m. 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.
- n. 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.

Oakton Community College

Columbia College Chicago

 3/19/19

Joanne Smith, Ph.D.  
President

Date

 4/11/19

Holly Herrera, PhD  
Associate Provost for Transfer Initiatives  
and Academic Partnerships

Date

 3-28-19

Ileo Lott, Ed.D.  
Vice President Academic Affairs

Date

 3/18/19

Anne Brennan  
Assistant Vice President for Academic  
Affairs. College Transitions

Date

APPENDIX A  
MAJORS AVAILABLE FOR 2019 ADMISSIONS  
OAKTON COMMUNITY COLLEGE GUARANTEED ADMISSION PROGRAM

**Bachelor of Arts**

Acting	Illustration
Advertising Art Direction	Interaction Design
Advertising	Interdisciplinary Documentary
Animation	Journalism
Art and Materials Conservation	Live and Installed Sound
Art History	Live and Performing Arts Management
Arts Management	Marketing
ASL-English Interpretation	Music
Audio Design and Production	Music Business
Comedy Writing and Performance	Musical Theatre
Communication	Photography
Creative Writing	Photojournalism
Cultural Studies	Programming
Dance	Public Relations
Deaf Studies	Radio
Design Management	Social Media and Digital Strategy
English	Television
Fashion Studies	Theatre
Filmmaking	Theatre Design and Technology
Fine Arts	
Game Art	
Game Design	
Graphic Design	

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