

**MEMORANDUM OF UNDERSTANDING  
FOR THE JOINT ADMISSION AND TRANSFER OF CREDITS  
AMONG THE FOLLOWING INSTITUTIONS:**

**NORTHEAST LAKEVIEW COLLEGE  
NORTHWEST VISTA COLLEGE  
PALO ALTO COLLEGE  
SAN ANTONIO COLLEGE  
ST. PHILIP'S COLLEGE**

- I. The above listed colleges, members of the Alamo Community College District (ACCD), hereinafter referred to as the institutions, enter into this agreement in the interest of promoting cooperation and to facilitate the transfer of credits among the institutions. This agreement is established to foster collaboration, alignment and student centeredness and success, and the institutions cooperate to promote successful undergraduate educational experiences for students. Faculty and staff at the participating institutions collaborate to develop cooperative efforts related to the delivery of courses and support services.
- II. The Alamo Community College District (ACCD) Board of Trustees operates under Texas Education Code, §130.084 and establishes policies to guide each college individually and collectively. The board provides leadership and direction to the colleges focused on promoting student success through institutional collaboration.
- III. **Admissions**  
The following articles delineate the understanding among the institutions related to the joint admissions of a student. Institutional admissions policies are uniform and consistent with the open-admissions policies outlined in the Texas Education Code, §130.0011, "PUBLIC JUNIOR COLLEGES; ROLE AND MISSION. Texas public junior colleges shall be two-year institutions primarily serving their local taxing districts and service areas in Texas and offering vocational, technical, and academic courses for certification or associate degrees. Continuing education, remedial and compensatory education consistent with open-admission policies, and programs of counseling and guidance shall be provided."
  - a. Students may apply to two or more of the above institutions by:
    1. Submitting the required application materials, as noted in the institution's catalog.
    2. Indicating the institutions they wish to attend in Apply Texas. Students will designate one of the institutions as the home institution.
  - b. Admission materials are retained in a common database to enable access to the student application materials by each institution to which the student applies.
  - c. Students must meet the enrollment requirements of the home institution, as specified in the institution's catalog.
- IV. **Transfer**  
The following articles relate to the transfer of course credits among institutions. Faculty at the participating institutions collaborate, and common courses have consistent student learning outcomes (SLOs).
  - a. The minimum grade for a course to transfer to any institution is the grade of D. A grade of C is required for workforce courses.
  - b. The courses identified in the following systems are accepted as transfer courses among the institutions.
    1. Texas Common Course Numbering System (TCCNS), a voluntary, co-operative effort among Texas community colleges and universities to facilitate transfer of freshman and sophomore level general academic coursework. TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis.

2. The lower-division Academic Course Guide Manual (ACGM), the official list of approved courses for general academic transfer to public universities that may be offered for state funding by public community and technical colleges in Texas.
  3. The Workforce Education Course Manual (WECM), a web-based inventory of current workforce education courses available for use by public two-year colleges.
  4. The courses equivalencies not included in the above common systems are evaluated on a case-by-case basis and by faculty in the appropriate discipline. Credit will be recorded in the course equivalency list (SHATATR) accessible by the institutions if a course is evaluated and accepted as transfer.
- c. The institutions agree to utilize a combined GPA including courses transcribed as transfer among the institutions. The grade point average will include all courses completed through direct instruction and the grade point average excludes any developmental education courses.

V. Graduation Requirement

- a. The designated home institution, declared by the student, is the institution which grants awards earned by students attending more than one institution.
  1. The designated home institution is solely responsible for conferring degrees and certificates earned at the institution.
  2. If a student is eligible for an award at more than one institution, the student must complete the requirements at the designated home institution then transfer home institutions and complete the degree/certificate final audit process at the transferred home institution.
- b. Students must earn at least 25% of the credit hours required for graduation through direct instruction (excluding non-traditional credit) at the college granting the award. The degree or certificate must be awarded by a college that has approval from the Texas Higher Education Coordinating Board to offer such an award.

VI. Accreditation Disclaimer

Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College are independently accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate degrees. Northeast Lakeview College is not accredited by SACSCOC, and the accreditation of Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College does not extend to or include Northeast Lakeview College or its students. Northeast Lakeview College was granted candidacy status in June 2016 and a final site visit scheduled for Spring 2017. Further, although Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College agree to accept certain coursework from Northeast Lakeview College to be applied toward an award from Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College, that coursework may not be accepted by other colleges or universities in transfer, even if it appears on a transcript from Northwest Vista College, Palo Alto College, San Antonio College, or St. Philip's College. The decision to accept coursework in transfer from any institution is made by the institution considering the acceptance of credits or coursework.

VII. Term

The term of this agreement begins Monday, August 29, 2016. Presidents/Vice Chancellors (PVC) will review the agreement on at least a biennial basis for continuous improvement.

  
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 Dr. Tom Cleary, Interim President, Northeast Lakeview College

Date: 8-24-16

*Ric Baser*

Dr. Ric Baser, President, Northwest Vista College

Date: 8/29/16

*Mike Flores*

Dr. Mike Flores, President, Palo Alto College

Date: 8.29.16

*Robert Vela*

Dr. Robert Vela, President, San Antonio College

Date: 8/29/16

*Adena Loston*

Dr. Adena Loston, President, St. Philip's College

Date: 8/29/16

*Bruce Leslie*

Dr. Bruce Leslie, Chancellor

Date: 8/29/16