

# DUAL ADMISSION AGREEMENT

TERRA COMMUNITY COLLEGE, TOLEDO, OHIO  
THE UNIVERSITY OF TOLEDO, TOLEDO, OHIO

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This Dual Admission Agreement (“DAA”) effective August 18, 2014 by and between The University of Toledo (“University”) and TERRA Community College (“TERRA”) (collectively referred to as “institutions”) sets forth the terms upon which the institutions will cooperatively promote successful undergraduate educational experiences for students who attend both institutions. We are entering into this DAA to better serve students and to mutually benefit our institutions.

## 1. Purpose and Goals

Through the Dual Admission Partnership Program (“Program”), the University and TERRA will cooperate to promote successful undergraduate educational experiences for students who wish to attend both institutions. TERRA has undergraduate programs for students to achieve their associate’s degree. The University has undergraduate programs for students to achieve their bachelor’s degree.

The goals of the partnership are to:

- Enable students to be jointly admitted and if desired, enrolled concurrently at both institutions.
- Improve student access, success, and 4-year degree completion.
- Expand student options for college-level services and curriculum.
- Improve academic program articulation.
- Use resources at both institutions more efficiently and effectively.

## 2. Recruitment and Admission

- a. Recruitment of students into the DAA Program will continue to be the responsibility of both institutions.
- b. Students will be admitted through a joint admission process:
  - i. Students will initially apply to TERRA and be designated a DAA participant. (i.e., student attribute specific to this Program will be entered at the time of admission)
  - ii. A reciprocal FERPA waiver will be required of each student to permit the necessary disclosure of admission/application materials.
  - iii. Upon application to TERRA, each DAA applicant’s materials will be forwarded to the University to officially admit eligible students to the University.
- c. Either party reserves the right to not admit a student to an academic program if the student does not meet its admission requirements.

### 3. Tuition and Fees

- a. Tuition and fees will be based on the courses for which students register. TERRA will assess and collect tuition and fees for all courses offered by TERRA in which the student registers; the University will assess and collect tuition and fees for all courses offered by the University in which the student registers. Course withdrawals and refunds will be handled by the institution offering the course in accordance with its respective policies.
- b. Tuition will be assessed at resident or non-resident rates depending upon the residency classification of the student. Residency classification will be based on the courses taken according to criteria established by each institution.
- c. For students enrolled in the DAA Program and taking classes only at TERRA, TERRA tuition and fees will be assessed through the normal fee structure. Students in this Program will be assigned a Terra student number and an ID card and Rocket number and card upon first registered course at the University.
- d. For students enrolled in the DAA Program and taking classes only at UT, UT tuition and fees will be assessed through the normal fee structure. Students in this Program will be assigned Rocket number and ID card and a Terra student number and ID card upon first registered course at TERRA.
- e. For students enrolled in the Program and taking classes at both the University and TERRA, students will pay tuition and fees to each institution according to each institution's policies. The University of Toledo will waive parking fees for TERRA students who are participating in the DAA.
- f. Students registered for six (6) or more credit hours at the University will be required to submit proof of health insurance or be required to purchase University health insurance.
- g. Students must meet the established requirements of the University to be eligible to live in a campus residence hall.

### 4. Program Curriculum

- a. The Program curriculum and institutional offering from TERRA can be found online at <http://catalog.Terra.edu/>
- b. The Program curriculum and institutional offering from the UNIVERSITY can be found online at <http://www.utoledo.edu>
- c. Programs curriculum and institutional offering from both institutions shall be reviewed annually by the College Dean or designee in consultation with the Provost or designee.
- d. Some courses have prerequisites; students are expected to complete the prerequisite requirements.
- e. Each institution will provide placement testing and preparation for coursework as necessary.
- f. Any course substitutions must be approved by that institution's Provost or Provost designee to ensure all substitutions are handled similarly within the institution.

### 5. Registration and Student Records

- a. Students will register for courses through the regular registration processes at the respective institutions.
- b. The Registrar's Office at each institution will be responsible for maintaining student records and attribute for DAA students for coursework taken at the respective institutions.
- c. DAA students will be coded and tracked in the student information system at both institutions.
- d. Affiliate access will be granted to select administrators at both institutions to facilitate collection of course registration and transcript information.
- e. If required by law, each institution will ensure that students have executed a proper FERPA release prior to transferring any FERPA protected information to the other institution. Students will be informed that the proper release of pertinent educational records to permit the exchange of educational records between the parties will be required for participation in the DAA. Such proper FERPA release shall be comprehensive in permitting disclosure of educational records including but not limited to applications, transcripts, disciplinary records and financial aid records.
- f. Coursework will be posted as transfer credit on a semester-to-semester basis.
- g. Students will be responsible for forwarding an official transcript to the University Registrar's office.
- h. A TERRA student who continues their enrollment at the University but who does not earn an associate degree is eligible to participate in reverse transfer. The TERRA students who have completed a minimum of 20 semester credit hour and are in academic good standing at the University will be notified by the University of their Eligibility for reverse transfer at TERRA.
  - i. The University will notify the student who meets this requirement; it is the student's responsibility to pursue the awarding of the associate degree earned through reverse transfer credit.

## **6. Financial Aid**

- a. The University and TERRA will maintain the institutional financial aid Consortium Agreement currently in place between the parties.
- b. It is the student's sole responsibility to make full and timely payment to TERRA and/or the University for courses in which he/she is enrolled at each institution.

## **7. Student Grievances and Conduct**

- a. Parties agree that any complaint or grievance by a student solely against or involving one institution and/or its administration, faculty, staff, services or facilities will be addressed by the institution involved through its respective grievance procedures. The parties agree that students will not be allowed to utilize the other party's grievance procedures to pursue complaints solely involving the first party.
- b. Students participating in the DAA will comply with the student codes of conduct and all policies and procedures at both institutions. If either institution decides to charge a student with a disciplinary violation, it will notify the other institution within 7 days, so long as a valid FERPA release is effective. Both institutions have the right to charge a student with

disciplinary violations and the other institution will cooperate with those efforts. A student may be charged with a disciplinary violation at both institutions for the same offense.

## 8. Marketing

- a. The Parties will jointly market and brand the DAA Program. One brochure for the Program will be created and the cost split equally between institutions. Neither Party will appropriate or make use of another Party's name or other identifying marks or property in its advertising without prior written consent of the relevant Party.
- b. All promotional material must be approved by the home institution's Office of the Vice President for Academic Affairs, Office of the Provost and/or Marketing Department before it is released.

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## 9. Terms and Termination

- a. This Agreement will not create any rights in any third parties, specifically any students participating in the Program. The only Parties to this Agreement are the University and TERRA.
- b. Amendments to this Agreement must be in writing and approved by the designated representative of each institution.
- c. This Agreement is effective upon execution. It will be reviewed ANNUALLY BY THE PROVOST and the Vice President for Academic Affairs OR THEIR DESIGNEE and modified at intervals not to exceed three years.
- d. Either party may terminate this DAA by giving at least 60 days written notice to the President of the other institution.
- e. In the event of termination, the Parties will continue this Agreement or make substitute arrangements to allow the students dually enrolled under this Agreement to complete their chosen degree programs at both institutions.

## 10. Miscellaneous

- a. **Relationship of the Parties.** Neither of the Participating institutions, by entering into and performing this Agreement, will become agents of any other Party or be liable for any existing or future obligations, liabilities, or debts of the other members and/or partners. Each Party will be solely responsible and liable for negligent acts or omissions of its employees and agents and for claims or losses arising out of their performance of this Agreement on its behalf, consistent with Ohio Statutes and other applicable law.
- b. **Applicable Law.** This Agreement will be governed by and interpreted in accordance with the laws of the state of Ohio.
- c. **Entire Understanding/Amendment.** This Agreement contains the entire understanding of the Parties and supersedes all prior and contemporaneous agreements and understandings, oral or otherwise, between the Parties with respect to the subject matter contained herein and may not be modified except if signed by both Parties in writing.
- d. **Insurance.**
  - (1) The Parties will have general liability insurance coverage in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate.



