

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Memphis College of Art**  
**And**  
**Columbia College Chicago**

**THIS MEMORANDUM OF UNDERSTANDING** is by and between Memphis College of Art (hereinafter referred to as "MCA") and Columbia College Chicago, effective November 8, 2017, for the establishment of a collaboration whereby Columbia College Chicago will accept into its institution, currently enrolled and qualified MCA students for transfer. The entities agree to enter full Transfer Agreements, according to the stipulations and policies below.

**Institutions Entering Into Agreement: Memphis College of Art and Columbia College Chicago**

**1. STUDENTS**

Students who are currently at freshman level status will be advised to transfer out of MCA for the Fall 2018. However, Columbia College Chicago may offer to waive its residency requirement and therefore accept teach-out-eligible students as transfer students. MCA will be responsible for identifying students eligible for teach-out versus transfer according to this guideline, and will cooperate with Columbia College Chicago to identify and provide relevant program information regarding transfer-eligible students, in accordance with the Family Educational Rights and Privacy Act (FERPA)

**2. TIMING**

The establishment of course to course equivalencies will be completed and executed via a Transfer Agreement no later than April 1, 2018, for the fall 2018 entering class.

The MCA Team will work with Columbia College Chicago to develop and market events, distribute information to MCA students, and work through other planning logistics during this period.

**3. TRANSFER CRITERIA**

- Suitability and similarity of programs with good faith that maximum transferability of coursework will be realized in accordance with this agreement. This assumes that Columbia College Chicago has reviewed MCA's course credit structure and in good faith enters into this agreement on this premise;
- The majority of MCA transfer-eligible students meet admissions requirements;
- MCA students will be treated fairly and equitably in the transfer process;
- Columbia College Chicago provides equivalent student support services

**4. ACCREDITATION**

- MCA is accredited by the Southern Association of Colleges and Schools (SACS) and is in good standing with SACS and other accreditors. Columbia College Chicago is accredited through the Higher Learning Commission (HLC) and is currently in good standing with HLC and other accreditors.

## 5. PROGRAMS

MCA	Columbia College Chicago
BFA Animation	BA, BFA Animation
BFA Illustration	BA, BFA Illustration
BFA Graphic Design	BA, BFA Graphic Design
BFA Photography	BA Photography
BFA Fine Arts/Painting + Drawing	BA, BFA Fine Arts

## 6. BENEFITS OFFERED TO MCA STUDENTS

- A minimum \$5,200 annual scholarship to Columbia College Chicago (continuous, full-time enrollment required every Fall and Spring term; limited to earlier of 4 years or 120/128 credit hours, including transfer credits; GPA of 3.0 or higher required for renewal of scholarship);
- Students with GPA of 3.2 (earned at MCA) or higher will be considered for additional scholarship funding from Columbia;
- These benefits are available to any MCA students who enroll at Columbia during the Spring 2018, Fall 2018, or Spring 2019 semesters;
- Waiver of admission application fee

## 7. TUITION

### MCA

- Average annual tuition: \$33,130
- Average housing: \$2650-3445 per semester.

### Columbia College Chicago:

- 2018/19 tuition is \$26,090: <https://www.colum.edu/student-financial-services//where-to-start/tuition-fees/2018-19-undergrad.html>
- A minimum \$5,200 scholarship from Columbia College Chicago is offered to all MCA transfer students. Columbia scholarships require continuous full-time enrollment every Fall and Spring term, are limited to the earlier of 4 years or 120/128 credit hours (including transfer credits), and require a minimum 3.0 GPA for renewal;
- MCA transfer students with GPA of 3.2 or higher will be considered for additional scholarship funding from Columbia;
- Students must first enroll in Spring 2018, Fall 2018, or Spring 2019, as full-time students to **take advantage** of scholarship;
- FAFSA highly recommended

**8. TRANSFER STUDENT POLICIES**

Addendum A (See page 4)

**9. TRANSFER PROCESS**

Addendum B (See page 5)

**10. RESPONSIBILITIES OF PARTIES**

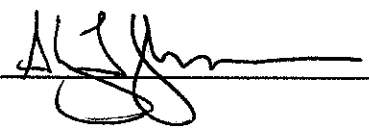
**Columbia College Chicago:**

- Will accept into its applicable programs qualified students who are currently enrolled at MCA, according to the transfer policies and process articulated in this agreement;
- Will coordinate with MCA transfer team staff to participate in on-campus transfer events;
- Will provide permission for MCA to publicly announce through its website, press releases, or other communications channels the transfer agreement with Columbia College Chicago

**MCA:**

- Will cooperate with Columbia College Chicago to provide information and support during the curriculum mapping and course equivalency process in order to establish maximum transferability of coursework;
- Will cooperate with Columbia College Chicago to provide information to students regarding program offerings and transfer incentives, as articulated in this agreement;

**COLUMBIA COLLEGE CHICAGO**


Signature: 

Printed Name: Dr. Stanley Wearden

Title: Senior Vice President and Provost

Date: 11/13/17

**MEMPHIS COLLEGE OF ART**

Signature: 

Printed Name: Haley Mums Catino

Title: Acting Vice President of Academic Affairs

Date: 11/20/17

## **ADDENDUM A:**

Columbia College Chicago accepts transfer credit from other regionally accredited colleges and universities and will consider transfer credit from select institutions with discipline-specific accreditation. Transfer courses must be completed with a C grade or better and must be similar or equivalent in content to those offered by Columbia College Chicago. The acceptance of transfer credit is at the sole discretion of Columbia College Chicago. To be accepted, official college transcripts, military records, or Advanced Placement test scores must be received, at the latest, by the Undergraduate Admissions Office before the end of the student's first semester of attendance at Columbia College Chicago. Grades and grade point averages do not transfer. All transfer students will receive an official transcript evaluation as part of the admissions process.

### **No minimum number of transfer credits is required to transfer to Columbia College Chicago**

- The maximum number of accepted credits earned outside of Columbia College Chicago for students transferring from MCA in the 2018-19 academic year is seven;
- The final 12 credits required for graduation must be taken at Columbia College Chicago;
- For students transferring from MCA in academic year 2018-19, a minimum of 45 total credits must be taken at Columbia College Chicago;
- A minimum of 15 credits required for the major must be taken at Columbia College Chicago;
- ESL, adult education, continuing education, workshops, seminars, and developmental courses (those courses usually numbered below 100) are not transferable;
- Topics, independent study, and Internships will be reviewed on a case-by-case basis

## ADDENDUM B:

### Transfer Process Details:

- Begin filling out the application at [www.colum.edu/apply](http://www.colum.edu/apply). There is no need to submit a letter of recommendation - when you arrive at the recommendation section, you can fill in the fields with your own contact information, and you will be permitted to move to the next section of the application;
- For the essay portion, you may upload any brief, recent writing sample rather than prepare something that specifically addresses one of our prompts;
- Select "Yes" on the "*Request a Fee Waiver*" question and that waiver will be granted;
- We will need official transcripts from MCA, any other college(s) you have attended, and the high school you graduated from, so please request those be sent as soon as possible. If you would like to receive an unofficial evaluation of your transfer credit, you can upload copies of any transcripts to the Registrar's submission form;
- Log on to FAFSA and resubmit your 2017-18 or 2018-19 FAFSA to Columbia College Chicago (001665)