

**Memorandum of Understanding
between
Roanoke College
and
Virginia Western Community College
for the
Rapid Maroons Program**

Introduction

The *Rapid Maroons Program* (hereafter referred to as the Program) is a partnership between Roanoke College (RC) and Virginia Western Community College (VWCC), whereby students who are admitted to RC but choose to attend VWCC as they begin college (“Program Students”) may have access to joint advising and a selection of student activities at RC while they enroll in classes at VWCC. The Program will help to prepare Program Students to meet RC’s academic requirements for transfer, while enabling them to be integrated into the community of student life both at VWCC and at RC.

Purpose

The Program will be jointly administered by RC and VWCC as a source of enrollment growth and degree attainment for both institutions. Applicants who do not yet meet RC’s standard admission requirements (based on their high school academic performance), or who meet the requirements but choose to begin college at VWCC, may be eligible to receive an invitation to participate in the Program. If accepted, then such students shall be considered Program Students.

Program Students will enjoy many privileges and opportunities available to RC students, such as clubs and organizations, and athletic, artistic, and community events. Program Students will be enrolled in classes at VWCC, where they will be offered support services, and enjoy activities and events afforded to VWCC students.

Admittance to the Program

Applicants who do not initially meet RC academic requirements may be offered “conditional acceptance” to RC and enter the Program (such students shall be considered Program Students). Applicants who do meet RC academic requirements but choose to begin college at VWCC will be admitted to both institutions and enter the Program. Students will declare a curricular program at RC and will be encouraged to complete their associate degrees from VWCC.

Finances

VWCC will process and disburse Program Students’ financial aid, and will assess charges, generate bills, and collect payment for VWCC tuition and mandatory fees. Financial Aid will only cover Virginia Western tuition and fees. RC will bill Program Students directly for relevant RC student orientation and activity fees. Program Students will be counted by VWCC for IPEDS and

SCHEV_enrollment reporting, and VWCC will process and issue Program Students' 1098-T forms.

The following VWCC tuition and fees will be charged to Program Students by VWCC and paid to VWCC:

- Tuition and Mandatory E&G Fee
- Mandatory Non-E&G Fees (Student Activities, Facilities, and Parking/Transportation)
- Capital Fee (applicable to out-of-state students only)
- Individual Course Fees (as applicable)
- Any future mandatory fees approved by the State Board for Community Colleges

The following RC fees will be charged to Program Students and retained by RC:

- Rapid Maroons Program Participation Fee (for Program Students choosing to participate in student activities at RC)

Additional fees or fines that may be imposed on other students at either VWCC or RC may be assessed as applicable against Program Students.

If a Program Student has been approved to enroll in an RC course to fulfill a requirement in their VWCC program, RC tuition rates and related mandatory fees will be charged to the Program Student by RC and retained by RC. Program Students follow the RC payment schedule (to include drop, late payment fee, etc.). The parties agree to work in good faith in a flexible manner to adapt the Program as facts and circumstances evolve, especially in year one of the Program. Program Students will follow the VWCC withdrawal schedule.

Program Students receiving financial aid at VWCC may submit a consortium agreement to have the approved RC course(s) count toward their financial aid enrollment status at VWCC. Approved RC courses must meet program requirements at VWCC. VWCC is the home school and RC is the host school for financial aid purposes until the Program Student completes their VWCC program of study or enrolls as a degree seeking student at RC.

For classes taken at RC under a consortium agreement, RC will bill the Program Student directly for tuition and fees. It is the Program Student's responsibility to pay RC directly.

An analysis of the billing process will be performed upon completion of the spring term to determine the viability of this process in the future.

Student Affairs

Program Students will be allowed to participate in a variety of clubs and organizations and intramural sports at both RC and VWCC, excluding intercollegiate or club sports or Greek life at RC.

Academic Affairs (advising, course schedules, reverse transfer)

Program Students will receive advising services from RC and VWCC. Based upon the desired major at RC, tailored schedules may be provided to Program Students during orientation. Program Students will enroll in VWCC classes. The collaboration between VWCC and RC will allow Program Students to make progress in their intended RC major during their time at VWCC while preparing to enroll in classes at RC.

Program Students may be placed into developmental coursework to help improve their writing and math skills at VWCC; this coursework does not transfer to RC. Additionally, RC and VWCC will provide the following:

- Academic support in the form of subject tutoring and academic coaching;
- Skill development workshops; and
- Accessibility information.

Reverse transfer information will be shared annually between the parties with an automatic award of an associate degree from VWCC upon the student's successful completion of VWCC degree requirements.

Completion of the Program

Program Students will be encouraged to complete their Associate's degrees at VWCC. Program Students who complete at least 21 or more credit hours and earn a grade point average (GPA) of 2.0 or higher will be eligible to enroll in RC courses without re-applying to RC. Program Students who do not meet the credit hour and/or GPA threshold will be reviewed on a case-by-case basis to determine their future in the Program.

Transportation

Program Students enrolled in VWCC classes may utilize their VWCC ID Valley Metro pass for transportation between the VWCC and RC campuses.

Student Conduct

Program Students are expected to follow all student conduct policies of each institution. Should an accusation of violation be made, the institution where the violation occurred will follow their existing process to ensure due process. Information on conduct violations may be shared between institutions when there is a student release of information form on file.

Joint Promotion

RC and VWCC will jointly promote the Program on websites and in print material.

Support Services (placement testing, orientation, student coding, reports, etc.)

VWCC will follow the VCCS Multiple Measures for Placement policy to determine appropriate Math and English placement. RC and VWCC will provide a joint student orientation before Program Students' arrival on the campuses. The coding of Program Students in student information systems, such as Colleague, Navigate, and Oracle, to support Program administration will be determined by each party.

VWCC and RC agree to share aggregate and student-level data for Program Students. The parties shall obtain written consent from Program Students to disclose personally identifiable information to the other party.

Annual Evaluation

In the spirit of cooperation, it is understood that both parties will act in good faith to address any extenuating circumstances that may arise over the term of this MOU for items not specifically identified at the time of this document execution. The parties will communicate frequently and adequately to ensure all needs are addressed in a mutually beneficial manner to further the purpose of this program. An annual evaluation will drive continuous improvement of the Program. This evaluation will be directed by representatives at the decision-making level of RC and VWCC. Both parties may request a more frequent review in response to curricular changes and other institutional changes and conditions.

Term and Modification

This MOU will be in effect until terminated by either RC or VWCC. Either party may terminate this MOU for cause upon not less than six (6) months written notice to the other party setting forth the cause for such termination. Unless such other party is able to cure such cause during such six (6) month period, this MOU shall terminate as of the end of the current Program year. Additionally, either party may terminate this MOU without cause by submitting a written notification by July 31, and such termination shall be effective upon the completion of the Program by the Program Students enrolled as of the date of the written notification and no additional students shall be enrolled in the Program after the date of such written notice. For example, if written notification of termination is provided by either party on January 1, 2024, then the effective date of termination will be July 31, 2025, which will allow the Program Students enrolled prior to January 1, 2024 to complete the Program. Any modifications to the MOU must be in writing and signed by the parties.

Liability

The parties shall be responsible for any liability arising from the negligent acts or omissions of their respective officers, employees and agents, and retain immunity and all defenses available to them pursuant to Virginia law under this MOU. The parties agree not to insure, defend, or indemnify the other party.

Limitation of Liability

In no event shall either party be liable for any consequential, incidental, indirect, special, or punitive damages. The parties shall not be responsible for delays or failures in the performance of this MOU for acts or occurrences beyond the reasonable control of a party, and which could not have been avoided through the exercise of due care.

Independent Contractors

Notwithstanding anything herein, the relationship of the Partners to each other is solely that of independent contractors. No Partner shall be considered an employee, agent, partner, or fiduciary of the other, nor shall anything contained in this MOU be construed to create any partnership or joint venture between the parties.

Signatures

By: Robert H. Soule
President
Virginia Western Community College

9/5/23
Date

By: Frank
President
Roanoke College

9/5/2023
Date