

**MEMORANDUM OF UNDERSTANDING
BETWEEN LEHMAN COLLEGE AND HOSTOS COMMUNITY COLLEGE**

A. RATIONALE

Hostos Community College (Hostos) and Lehman College (Lehman), in order to encourage Associate and Bachelor's degree completion among students, are further fostering their already robust relationship by creating a Guaranteed Admission Program as described in this document (henceforth referred to as "the agreement" or "agreement"). Both Colleges are cognizant that students with associate degrees are more likely to pursue and earn a baccalaureate degree. The goal of the agreement is to improve associate degree completion rates and facilitate seamless transfer from Hostos to Lehman College.

Students who originally did not meet Lehman's admission requirements will be offered the opportunity to participate in a Guaranteed Admission Program at Hostos. Lehman will have an Advisor in residence two days per week at Hostos to provide additional academic advisement, student services and counseling on the transfer process to students while they are enrolled in an Associate Degree Program at Hostos. This agreement will be supplemented by a blanket articulation agreement, which also identifies specific program to program transfer opportunities and creates clear degree pathways from an Associate's to a Bachelor's degree.

The agreement provides students with a seamless transfer to Lehman College once they have completed their associate degree requirements at Hostos. The agreement will have a significant impact on improving student academic credential completion rates by providing students with a solid academic undergraduate plan that has clear interim goals, and advisement and counseling to aid in their transition to a baccalaureate program.

B. GUARANTEED ADMISSIONS POLICY AND CONDITIONS

Student Identification and Criteria

This agreement intends to identify 30 students each year, who did not originally meet Lehman's admission standards, to participate in a Guaranteed Admission Program.

The students in this program:

- Will have applied to Lehman, but did not meet Lehman's admission criteria at the time of application.
- Will have also applied to and been accepted by Hostos.
- Must "opt-in" to this program, sign an agreement form detailing the conditions of the program, and sign a waiver allowing both institutions to share the students' information, including but not limited to their educational records.
- Must wish to pursue a major that is offered at Lehman. Students interested in pursuing Social Work or Nursing Programs at Lehman must file an additional application, and be separately admitted to these programs.
- Are expected to graduate from Hostos within three years.
- Must meet Lehman's transfer admission criteria.

C. RESPONSIBILITIES OF THE PARTIES

Lehman College will have the responsibility to:

- Identify students who have applied to Lehman as freshmen and were not eligible for admission. This list will be shared with Hostos' Admissions Office. Admissions will then pursue these students to make sure they applied to and registered at Hostos.
- Collaborate on the design of a guaranteed admission letter which will be sent to prospective candidates by Hostos. Students will receive a letter of agreement which they must sign to opt into the program.
- Develop and promote a series of events and workshops with Hostos for guaranteed admission students that will be offered on both campuses, designed to help them transition into a Baccalaureate program upon completion of the Associate's degree. Topics such as admission, financial aid, major and career planning will be covered. Lehman and Hostos will provide space for these events.
- Provide an advisor who will be on-site at Hostos at least once a week to counsel students on what courses to take, general education and major requirements, the application and transfer process and any other issues relating to the students' academic success.
- The advisor will work with Hostos faculty and staff to expand and promote articulation agreements, and will serve as the liaison between Lehman and the Hostos Transfer Center.
- Ensure that the admission process from Hostos to Lehman is frictionless.
- Provide data on student success once enrolled at Lehman such as:
 - Academic success of the students on a semester and annual basis (semester and cumulative GPA)
 - Progress towards degree completion (credits earned)
 - Number of students who graduate
 - Number of students who enrolled at Lehman

Hostos will have the responsibility to:

- Reach out to students from a list supplied by Lehman of students who were not eligible for admission to Lehman. These students will be encouraged to apply to Hostos, and told about the possibility of participating in the Guaranteed Admission Program.
- Contact newly enrolled freshmen encouraging them to join the program during or immediately after their first semester.
- Prepare a guaranteed admission letter with Lehman and disseminate it to students who are selected for this program and registered at Hostos. Have students sign a letter of agreement. A student group designation will be assigned in CUNYfirst to facilitate tracking at both institutions.
- Provide space for a Lehman Advisor to be on-site at least two days per week.
- Develop and promote a series of events and workshops with Lehman College for these students that will be offered on both campuses, designed to help them transition into a Baccalaureate program upon completion of the Associate's degree. Topics such as admission, financial aid, major and career planning will be covered. Lehman and Hostos will provide space for these events. The Admissions Office, Success Coaching Unit and Transfer Office will work closely with the Lehman Advisor.
- Share student information with Lehman for advisement purposes after students accept admissions to the Guaranteed Admission Program, and sign a waiver that allows the release of academic information.

- Provide student tracking data to Lehman such as:
 - Academic success of the students on a semester and annual basis (semester and cumulative GPA)
 - Progress towards degree completion (credits earned)
 - Number of students who graduate after 3 years
 - Number of students who transfer to Lehman

D. ASSESSMENT

The Guaranteed Admission Program will be assessed at the end of each academic year.

E. TERMINATION

This agreement begins on **January 1, 2017**, and will remain in effect unless terminated by one or both of the institutions in writing with at least six months' notice prior to termination.

David Gómez
President
**Hostos Community College of the City
University of New York**

Dr. José Luis Cruz
President
**Lehman College of the City
University of New York**

***Signed copy on file at both institutions.**