

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

A. RATIONALE

Guttman Community College (Guttman) 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 Guttman 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 if they complete the required admissions process and enroll at Guttman. In addition, other students enrolled at Guttman who would like to transfer to Lehman will also be considered for this program. Lehman will have an Advisor in residence one day per month at Guttman to provide pre-transfer academic advisement, student services and counseling on the transfer process to students while they are enrolled in an Associate Degree Program at Guttman. This agreement will be supplemented by a blanket articulation agreement, which also identifies specific program to program transfer opportunities and creates clear degree pathways to an Associate's and Bachelor's degree.

The agreement provides students with a seamless transfer to Lehman College once they have completed their associate degree requirements at Guttman. This 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 a minimum of 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 expressed interest in a transfer pathway established with Lehman College.
- Will have applied to and been accepted by Guttman.
- 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 Guttman within three years.

C. RESPONSIBILITIES OF THE PARTIES

Lehman College will have the responsibility to:

- Identify students who applied as freshmen and were not eligible for admission at Lehman. This list will be shared with the Director of Admissions at Guttman who will identify which of these students also applied to and registered at Guttman.
- Work with Guttman to create a guaranteed admission letter which will be sent to prospective candidates. 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 Guttman 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 Guttman will provide space for these events.
- Provide an advisor who will be on-site at Guttman at least once a month to counsel students on optimal courses to take for 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 Guttman faculty and staff to expand and promote articulation agreements, and will serve as the liaison between Lehman and the Guttman Transfer Center.
- Ensure that the admission process from Guttman 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

Guttman will have the responsibility to:

- Work closely with the Office of Admissions at Lehman to identify students who will have applied to Lehman's freshman class but were ineligible for admission at the time of that application, or students who are interested in a transfer pathway available at Lehman.
- Guttman will identify students from this group who applied to and are registered at Guttman, and notify these students about the possibility of participating in the Guaranteed Admission Program.
- Prepare a guaranteed admission letter with Lehman and disseminate it to students who are selected for this program and registered at Guttman. 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 one day per month.
- 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 Guttman will provide space for these events.
- Share student information with Lehman for advisement purposes after students accept admissions to the Guaranteed Admission Program, and students will 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, 2019**, 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.

Dr. Scott E. Evenbeck
President
**Guttman 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.