



Office of Pre-College, Continuing Education & Workforce Development  
222-05 56<sup>th</sup> Ave., Room L-118P, Bayside, NY 11364

**MEMORANDUM OF UNDERSTANDING (MOU)**

**Between Queensborough Community College, Connect2College  
and**

**High School Name**

**This agreement is valid until January 1, 2017.**

This is an agreement between "Party A", hereinafter called QCC C2C and "Party B", hereinafter called HIGH SCHOOL NAME.

**I. PURPOSE & SCOPE**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the Connect2College program.

In particular, this MOU is intended to:

Outline the relationship between QCC C2C and (High School) and identify the goals and expectations. In addition, the MOU will show the agreed upon courses to be offered with approved adjunct faculty identified.

**II. BACKGROUND: Queensborough Community College & Connect2College**

Queensborough proudly reflects the unique character of the local Queens community—the most diverse county in the United States--, and we distinguish ourselves from other higher education institutions in America because of that diversity, with nearly equal populations of African Americans, Asians, Caucasians and Latinos. In fact, our students come from more than 140 countries and speak some 84 different languages.

Students attend Queensborough primarily as the gateway to transfer to a four-year college or university—and over half of our students transfer to a four-year CUNY college after earning their Associate degree—or to obtain the necessary skills for career advancement.

Connect2College, formerly a grant-funded program, was designed to allow high school students to earn dual credits while attending classes at their schools in career and technical education. The program is no longer grant funded but continues to offer high school students the opportunity to earn college credits while in high school. The newly packaged program has been designed to support and motivate high school students to make informed choices about their future educational endeavors. By participating in college and career-ready courses, the students are able to explore and embrace their interests that will ultimately connect them to college. C2C courses encompass an array of disciplines such as career and technical, business, health and the arts.

**III. BACKGROUND: HIGH SCHOOL NAME & BACKGROUND**

**IV. QCC C2C RESPONSIBILITIES UNDER THIS MOU**

QCC C2C shall undertake the following activities:

- Assist partner schools in developing new courses to offer their students
- Arrange campus visits for partner schools which include tours, college IDs, service learning opportunities, etc.
- Visit partner schools and meet with stakeholders – evaluate the school’s needs and offer recommendations that are feasible via C2C
- Be the liaison between the high school and QCC in all manners
  - Assist in process for appointing new adjuncts
  - Submit / coordinate student applications each semester with the Registrar
  - Establish college courses each semester with the Registrar
  - Ensure instructors submit grades on time
  - Offer professional development opportunities to adjuncts
- Provide literature about the program for students/parents/administrators
- Communicate any other opportunities that are relevant to the high school partner

**V. [PARTY B] RESPONSIBILITIES UNDER THIS MOU**

[Party B] shall undertake the following activities:

- Appoint a liaison who will communicate on behalf of the school for the instructors, administrators, etc.
- Collect complete program applications from students and submit electronically before the deadlines as communicated by C2C administrators
- Collect all other program items before the start of each semester and submit by established deadlines:
  - Parent consent forms for students
  - Money order for each class being offered (student fees)
  - Complete class roster for each class being offered
  - Campus tour request form

**VI. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

1. *Agreement can be modified per semester if necessary.*

**VII. EFFECTIVE DATE AND SIGNATURE**

This MOU shall be in effect upon the signature of Party A’s and Party B’s authorized officials. It shall be in force from 1/1/2016 to 1/1/2017.

Parties A and B indicate agreement with this MOU by their signatures.

*Signatures and dates:*

\_\_\_\_\_ Date \_\_\_\_\_

Denise Ward, VP Pre-College,  
Continuing Education & Workforce Development, QCC

\_\_\_\_\_ Date \_\_\_\_\_

Principal of XXX

Spring 2016 Dual Credit Courses and/or Articulated Courses

Course title

Code

Dates / Days of the Week / Time the class meets

Adjunct Instructor