

COUNTY COLLEGE OF MORRIS

COLLEGE OF SAINT ELIZABETH

LETTER OF AGREEMENT

This letter of agreement delineates the terms of understanding between the College of Saint Elizabeth (CSE) and the County College of Morris (CCM) regarding a program that would facilitate the achievement of a Bachelor of Arts in Justice Studies degree from CSE by students/graduates of the CCM Associate in Science program in Criminal Justice.

**The Program**

The College of Saint Elizabeth proposes a plan whereby individuals who have earned Associate degrees in Criminal Justice from CCM may earn the BA in Justice Studies through a flexible program of study including courses taught at both CSE and CCM. It is expected that most of the courses beyond the Associate degree would be taught at the CSE location.

Students in this program would be matriculated at CSE once they have their Associate degree and have been accepted by CSE, using CSE standards. Courses beyond the Associate degree, up to a maximum total of 80 credits (including the credits required for their Associate degree), would be taken at CCM. These are existing courses at CCM which have been approved by the College of Saint Elizabeth for the Justice Studies program, and will be referred to herein as "bridge" courses/credits. The faculty teaching these bridge courses would be CCM faculty. Course content, test completion and grading criteria for the bridge courses will be determined by CCM. It is documented that both institutions maintain established standards and qualifications for faculty members. Faculty assigned to teach the bridge courses will hold a master's degree or equivalent. Students would be billed by CCM, and pay CCM rates to CCM for the bridge courses. Financial aid for the bridge courses would be handled through the CSE Financial Aid office. CSE, CCM and the student would need to sign individual consortial agreements that would facilitate the financial aid process for these courses/these students.

Courses beyond the 80 credits would be CSE courses. Students will be billed by CSE at CSE rates, and will pay CSE. CSE will handle the financial aid process. While taking bridge courses at CCM, students in this program would be able to take courses at CSE.

CSE and CCM will agree on a process for enrolling, registering and maintaining records for these bridge courses. CSE will be responsible for enrolling, advising, registering and maintaining official student records beyond the 80 credits.

CSE will be responsible for faculty for the courses beyond the 80-credit limit.

CSE will determine the minimum class size for its courses.

## **Facilities and Student Services at CCM**

CCM will be responsible for providing facilities and student services for the students taking the bridge courses in this program as though the students were matriculated at CCM. This includes library privileges, parking privileges, and access to other facilities and services.

## **CCM Responsibilities**

CCM will serve as the site for the bridge portion of this program.

For the first year, CCM will provide the part-time services of a coordinator, at the CCM adjunct faculty rate, to serve as adviser for the program and liaison with CSE and to provide support for students who are in the program or who show interest in the program. After the first year, CSE will provide coverage for these services.

The responsibilities of the coordinator will include:

- Assisting in the recruitment of students by means of mailings to CCM graduates and personal recruitment of CCM students;
- Ensuring good communications with students in the program;
- Assisting in the coordination of an orientation program with students;
- Advising students, and assisting with the registration of those who are completing their bridge courses and transferring to CSE;
- Performing other duties as required.

## **CSE Responsibilities**

CSE will supervise and evaluate the program.

CSE will provide library access as well as access to student activities and services for students in the bridge portion of the program. This includes computer labs, food services, parking and other facilities.

CSE will provide financial aid services for the students in the bridge portion of the program.

The department chair or academic adviser will serve as CSE's liaison to CCM regarding all administrative and student matters, including being the lead person at CSE regarding resolution of any issues and concerns.

## **Discipline and Grievances**

Students will be the subject to disciplinary rules and grievance procedures of the college on whose campus the issue exists.

### The Agreement

1. This agreement will be in force until dissolved or mutually modified.
2. The agreement will be reviewed at the mid-point of the second semester by representatives of both institutions.
3. This agreement may be cancelled by either party. Non-renewal notice must be given by February 15 for cancellation the following year. In the event the agreement is cancelled, arrangements will be made for students to complete the program on the CSE campus. The agreement may not be terminated during a semester.
4. The chairs of the two departments and the advisers from each college shall meet at least twice a year to review the progress of the program and to plan and review course offerings and facilities.

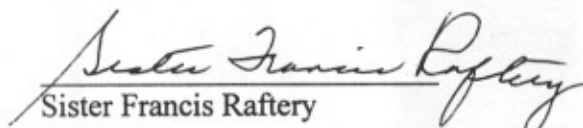
### Attachments

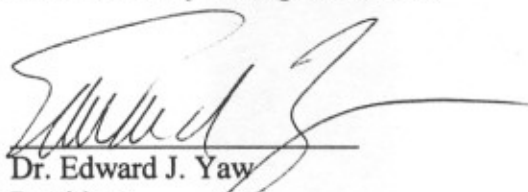
The attachments to this document represent the agreements worked out by appropriate representatives of the affected offices of both colleges for the purpose of implementing this agreement.

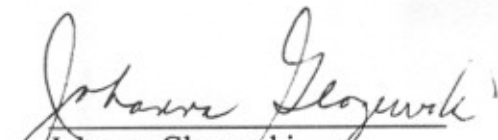
### Dates and Signatures

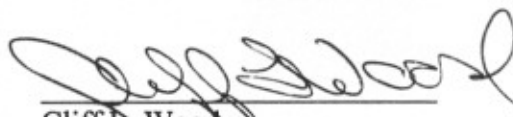
For the College of Saint Elizabeth

For the County College of Morris

  
Sister Francis Raftery  
President

  
Dr. Edward J. Yaw  
President

  
Johanna Glazewski  
Vice President and Dean  
for Academic Affairs

  
Cliff L. Wood  
Vice President of Academic Affairs

This agreement takes effect on March 25, 2002 (date)