

**Policy and Procedures Manual
for
Academic Transfer Partnership between
William Rainey Harper College's
Associate of Applied Science Degree
in Fire Science Technology
and
Western Illinois University's
Board of Trustees Bachelor of Arts Degree Program**

A SHARED COMMITMENT

*William Rainey Harper College
and
Western Illinois University*

September, 2005

ADMISSION AGREEMENT

William Rainey Harper College and Western Illinois University agree to facilitate the transfer of students who have completed Harper's Associate of Applied Science Degree in Fire Science Technology and wish to enroll in the WIU Board of Trustees Bachelor of Arts degree program. Western Illinois University is one of only seven universities nationwide that offer the National Fire Academy's Degrees at a Distance courses as a way for firefighters to take college courses and earn a bachelor's degree with an emphasis in fire service courses. Graduates of William Rainey Harper College's Fire Science Technology program may take one or more of these courses, and at the same time work toward completing WIU's Board of Trustees Bachelor of Arts degree without campus attendance at Western Illinois University.

Students who have completed the Associate of Applied Science degree in Fire Science Technology at William Rainey Harper College, and wish to transfer to Western Illinois University into the Board of Trustees Bachelor of Arts (BOT/BA) degree program will be admitted to the program if the minimum required admission standards have been achieved.

1. Students who wish to participate in this Partnership Program shall complete the Western Illinois University Board of Trustees Bachelor of Arts Degree Program application, pay the application fee, and supply Western Illinois University with official transcripts from all colleges attended. This application may be completed through the Western Illinois University web site. If necessary, Western Illinois University will mail the student the Western Illinois University BOT/BA degree program application.
2. Applicants must meet all admission criteria at the time they officially matriculate to Western Illinois University. Admission to William Rainey Harper College does not constitute admission to Western Illinois University's Board of Trustees Bachelor of Arts degree program. Whether enrolled as a degree candidate at Western Illinois University, a non-degree candidate at Western Illinois University or as a Dual Admission Program student at William Rainey Harper College and Western Illinois University, the applicant is subject to all policies and procedures of each institution.

Western Illinois University Board of Trustees Bachelor of Arts Degree

Admission Requirements:

1. At least 5 years beyond high school graduation.
 - If a student has earned an associate's degree in fire science, this requirement will be waived.
 - If a student has served in the military within the last two years and not attended another regionally accredited institution, this requirement will be waived.
 2. A minimum 2.0 GPA from last institution attended on a 4.0 scale.
 3. A minimum cumulative 2.0 GPA from all schools attended on a 4.0 scale.
3. Applicants must request that original transcripts from all other institutions attended be forwarded directly to the Non-Traditional Programs office at Western Illinois University before they will receive transcript evaluations from Western Illinois University.
 4. If a student takes courses “on-site” at a Western Illinois University campus, State of Illinois law requires students to furnish proof of proper immunization against certain communicable diseases. Full information concerning this requirement may be obtained from Beu Health Center on the Macomb campus of Western Illinois University.
 5. Western Illinois University BOT/BA students may appeal the implementation of any University regulation that relates to admission, academic standards, or graduation by submitting a formal written appeal to the BOT/BA Advisory Council.
 6. Upon receipt of a completed Western Illinois University Board of Trustees Bachelor of Arts Degree Program application and fee, and all necessary official transcripts, Western Illinois University will provide regular updates of course evaluations that will assist the student in tracking his or her progress toward meeting baccalaureate degree requirements. To earn the Western Illinois University Board of Trustees Bachelor of Arts Degree, the following graduation requirements must be met:
 1. Complete 120 semester hours
 - 60 semester hours from a four-year institution
 - 40 semester hours of upper-division credit
 - 30 semester hours from Western Illinois University
 - 16 semester hours of upper-division courses from Western Illinois University

2. Maintain a minimum 2.0 GPA from all coursework at Western Illinois University.
 3. Complete one writing intensive course.
 4. Complete constitution exam or provide proof of completion from an Illinois high school or community college.
7. Students transferring to Western Illinois University will start with a new grade point average. Students on federal financial aid have a time frame allowed for degree completion. Credit hours, as determined by the Financial Aid office, would be counted toward the number of semesters a student could receive financial assistance if they wish to maintain financial aid. Students must graduate within 150% of the credit hours necessary to receive a degree.
8. This Agreement shall commence upon the Effective Date and shall automatically renew each year, consecutive terms, until terminated by either party by providing at least one hundred twenty (120) days written notice to the other party prior to the commencement of any subsequent renewal term. The individual program directors will review and update the Transfer Guide (Appendix A) annually as needed. In the event that the agreement is terminated, Western Illinois University will allow all accepted students to complete the program.

SIGNATURE PAGE

WILLIAM RAINEY HARPER COLLEGE WESTERN ILLINOIS UNIVERSITY

Robert L. Breuder Date
President

Dr. Alvin Goldfarb Date
President

Dr. Margaret Skold Date
Vice President for Academic Affairs

Dr. Joseph C. Rallo Date
Provost and Academic Vice
President

Dr. Jeanne Clerc Date
Associate Provost, School of
Extended Studies and Quad Cities

Dr. Richard W. Carter Date
Director, Board of Trustees Bachelor
of Arts Degree

Effective Date _____

ADMISSION INFORMATION

WIU Application Process

1. Complete the Western Illinois University Board of Trustees Bachelor of Arts Degree Program application (paper or online).
2. Pay the one-time, non-refundable application fee to Western Illinois University.
3. Arrange to have official transcripts from previously attended institutions sent to the Non-Traditional Programs Office at Western Illinois University.

Transfer Admission Process

For entry into the Western Illinois University Board of Trustees Bachelor of Arts Degree Program:

1. Applicants must meet all admission criteria at the time they officially matriculate to Western Illinois University.
 1. At least 5 years beyond high school graduation.
 - If a student has earned an associate's degree in fire science, this requirement will be waived.
 - If a student has served in the military within the last two years and not attended another regionally accredited institution, this requirement will be waived.
 2. A minimum 2.0 GPA from last institution attended on a 4.0 scale.
 3. A minimum cumulative 2.0 GPA from all schools attended on a 4.0 scale.
2. If an applicant plans to take courses “on-site” at a Western Illinois University campus, State of Illinois law requires the student to furnish proof of proper immunization against certain communicable diseases. Information may be obtained from the Beu Health Center on the Western Illinois University Macomb campus by calling 309/298-1888. A health form will be sent from Western Illinois University and must be on file before the student may begin classes “on-site” at Western Illinois University.
3. Students in this Partnership Program will follow the *Western Illinois*

University Undergraduate Catalog in effect the date they begin their participation in this Partnership Program, unless otherwise requested.

4. When Western Illinois University has received a Western Illinois University BOT/BA degree program application (online or paper), appropriate application fee, and official transcripts from previously attended institutions that verify transfer eligibility, an acceptance will be granted into the Board of Trustees Bachelor of Arts Degree Program. The student will receive written notification of this acceptance.

Tuition

1. Students who reside within the State of Illinois qualify for in-state rates at Western Illinois University.

Fees

1. When applying for admission to the Western Illinois University Board of Trustees Bachelor of Arts Degree, students are assessed a one-time, non-refundable application fee of \$30 for paper applications and \$25 for online applications.
2. All Western Illinois University students are assessed a one-time fee of \$7.00 for official transcripts from Western Illinois University. This fee will be charged to the student upon being accepted into the Board of Trustees Bachelor of Arts Degree Program at Western Illinois University.
3. WIU students must pay student fees.

Financial Aid

1. All students seeking financial aid must complete the Free Application for Federal Student Aid (FAFSA).
2. Students receiving financial aid at William Rainey Harper College should indicate Western Illinois University's financial aid number on their financial aid renewal form prior to transferring.
3. Students awarded financial aid at WIU must meet Western Illinois University standards for satisfactory progress. Copies of the standards

are available from the Financial Aid office at WIU.

Scholarships

1. Western Illinois University has several scholarships reserved for transfer students. For specific information, contact the Scholarship Office at 309/298-2001.

Student Services

1. Western Illinois University will provide enrolled students financial aid counseling, academic advising services, personal and career counseling, an upper-division academic assistance program, access to library services and career placement services for Western Illinois University graduates. Each BOT/BA student is assigned a specific designated Western Illinois University academic adviser who will be the primary contact person for this student. The adviser can be reached at 309/298-1929 or through e-mail at NP-BOT@wiu.edu.
2. Each semester, Western Illinois University will provide a copy of the student's evaluation of coursework to track his or her requirements toward his or her baccalaureate degree.

Appendix A

Transfer Guide

Western Illinois University is one of only seven universities nationwide that offer the National Fire Academy's Degrees at a Distance courses as a way for firefighters to take college courses and earn a bachelor's degree with an emphasis in fire service courses. Graduates of William Rainey Harper College's Fire Science Technology program may take one or more of these courses, and at the same time work toward completing WIU's Board of Trustees Bachelor of Arts (BOT/BA) degree without campus attendance at Western Illinois University.

Students transferring to Western Illinois University's Board of Trustees Bachelor of Arts Degree Program with an Associate of Applied Science Degree in Fire Science Technology from William Rainey Harper College will use the following charts for academic transfer of coursework. To earn the Western Illinois University Board of Trustees Bachelor of Arts Degree, the following graduation requirements must be met:

1. Complete 120 semester hours
 - 60 semester hours from a four-year institution
 - 40 semester hours of upper-division credit
 - 30 semester hours from Western Illinois University
 - 16 semester hours of upper-division courses from Western Illinois University
2. Maintain a minimum 2.0 GPA from all coursework at Western Illinois University.
3. Complete one writing intensive course.
4. Complete constitution exam or provide proof of completion from an Illinois high school or community college

Required General Education Courses from Harper College

Harper Courses	WIU Course Equivalents	Requirement Met
ENG 101	Eng 180	Communications 3 hours
Humanities Elec	Hum elec	Gen Ed Hum 3 hours
MTH 080 ¹	No credit	None
Natural Science Elec ²	NS/M elec	Gen Ed NS/M 3-4 hours
PSY 101	Psy 100	Gen Ed Soc Sci 3 hours
SPE 101	Comm 241	Communications 3 hours

15-16 hours

¹ If Math 101, Math 120, Math 124, Math 134, Math 200 or Math 165 is taken at Harper, the math competency at WIU will be considered met and credit toward WIU's Natural Science/Math general education requirement will be granted.

² To meet degree requirements at WIU, students must have one lab science. Students who take a lab science at Harper will meet the WIU lab science requirement.

Required Core Courses from Harper College

Harper Courses	WIU Course Equivalents	Requirement Met
CIS 100 or CIS 101	CS 101	120 hour 3 hours
FIS 100	ELECTIVE	120 hour 3 hours
FIS 102	ELECTIVE	120 hour 3 hours
FIS 103	ELECTIVE	120 hour 3 hours
FIS 104	ELECTIVE	120 hour 3 hours
FIS 121	ELECTIVE	120 hour 3 hours
FIS 122	ELECTIVE	120 hour 3 hours
FIS 132	ELECTIVE	120 hour 3 hours
FIS 145	ELECTIVE	120 hour 3 hours

27 hours

Required Electives from Harper College

Harper Courses	WIU Course Equivalents	Requirement Met
15 hours of any below	ELECTIVE	120 hour 15 hours
EMS 110	ELECTIVE	120 hour 7 hours
FIS 109	ELECTIVE	120 hour 12 hours
FIS 123	ELECTIVE	120 hour 3 hours
FIS 133	ELECTIVE	120 hour 3 hours
FIS 200	ELECTIVE	120 hour 3 hours
FIS 202	ELECTIVE	120 hour 3 hours

FIS 203	ELECTIVE	120 hour 3 hours
FIS 210	ELECTIVE	120 hour 3 hours
FIS 212	ELECTIVE	120 hour 3 hours
FIS 220	ELECTIVE	120 hour 3 hours
FIS 230	ELECTIVE	120 hour 3 hours
FIS 240	ELECTIVE	120 hour 3 hours

15 hours

Upon completion of William Rainey Harper College’s Associate in Applied Science Degree in Fire Science Technology, the student will transfer to Western Illinois University with a total of 57-58 hours. The student will then complete the additional 62-63 hours needed in the following manner.

Complete Balance of the WIU General Education Requirement

Balance of Gen Ed for a total of 30 hours from WIU which is a four year school or another four-year regionally accredited institution **with ten of the hours being 300 or 400 level (upper division credit).**

Math Competency	3 hours	
Communications	3 hours	ENG 280
Natural Science with Lab and Math	6-7 hours	
Social Science	6 hours	
Humanities	6 hours	
Human Well Being	3 hours	
Multicultural Studies	3 hours	
		30 hours

Complete Upper Division Residency Electives 30 hours

Complete Balance of Elective Hours 2 hours

Total 120 hours