

Amendment to Transfer Guide
Of the Policy and Procedures
Manual for Academic Transfer Partnership between
Harper College's
Associate of Applied Science in Fire Science Technology Degree
And
Western Illinois University's
Bachelor of Arts in General Studies Degree Program

September 2011

Western Illinois University and Harper College entered into an Agreement on or about October 1, 2005 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 Bachelor of Arts in General Studies (BGS) degree program. As a result of a graduation requirement change to the BGS degree program, it is necessary to amend the Agreement and Appendix A, Transfer Guide.

ADMISSION AGREEMENT

Western Illinois University is one of seven universities nationwide that offers the National Fire Academy's Degrees at a Distance courses as a way for firefighters to earn a bachelor's degree with an emphasis in fire service courses. The program provides higher education to Harper College through online coursework for fire service personnel and allows them to earn a bachelor's degree without losing time on the job.

Harper College and Western Illinois University agree to facilitate the transfer of students who have enrolled in Harper College's Associate in Applied Science in Fire Science Technology program and wish to enroll in Western Illinois University's Bachelor of Arts in General Studies (BGS) degree. The agreement allows students to complete the AAS degree plus an additional 14-17 semester hours at Harper College and then transfer to WIU's Bachelor of Arts in General Studies degree program to complete a BA degree and the requirements for a Certificate of Achievement through the National Fire Academy in Fire Administration and Management or Fire Prevention Technology. A student may also earn a minor in Fire Administration from Western Illinois University. Students of Harper College Associate in Applied Science in Fire Science Technology degree program may take one or more courses, and at the same time work toward completing WIU's Bachelor of Arts in General Studies degree program without campus attendance at Western Illinois University.

A key benefit of this partnership agreement is that place-bound students within the Harper College area can now earn a Bachelor of Arts degree from Western Illinois University without being required to relocate. Therefore through association, Harper College can market a bachelor completion program to students and Western Illinois University can provide additional educational opportunities to students who were unable to attend one of the WIU campuses. Students who have completed the Associate in Applied Science in Fire Science Technology through Harper College and wish to transfer to Western Illinois University into the Bachelor of Arts in General Studies (BGS) degree program may be admitted to the degree program as long as the minimum required admission standards have been achieved.

1. Students who wish to participate in this partnership program shall:

- A. Complete the Western Illinois University Bachelor of Arts in General Studies degree program application. This application may be completed through the Western Illinois University web site at <https://www.student.services.wiu.edu/admissions/bgs/application/>. If necessary, Western Illinois University will mail the student the Western Illinois University BGS Degree Program application.
 - B. Pay the one-time, non-refundable application fee to Western Illinois University (\$30 paper application, \$25 online application).
 - C. Arrange to have official transcripts from previously attended institutions sent to the Distance Education Support office at Western Illinois University before they will receive transcript evaluations from Western Illinois University.
2. Applicants must meet all admission criteria at the time they officially matriculate to Western Illinois University. Admission to Harper College does not constitute admission to Western Illinois University's Bachelor of Arts in General Studies degree program. Applicants are subject to all policies and procedures of each institution.

Western Illinois University Bachelor of Arts in General Studies degree program admission requirements:

- A. Be at least 5 years beyond high school graduation, or have completed an Associate's Degree, or have earned at least 60 hours of college credit.
 1. If a student has served one year active duty and not attended another regionally accredited institution in the last two years, this requirement will be waived. (Copy of current orders or DD-214 required for documentation.)
- B. A minimum 2.0 GPA from the last institution attended on a 4.0 scale.
- C. A minimum cumulative 2.0 GPA from all schools attended on a 4.0 scale.
- D. If you do not meet the admissions requirements identified in B and C above, you may be considered for admission if:
 1. You have been separated from higher education institutions for five or more years.
 2. You submit a letter of explanation to the office of Distance Education Support explaining past academic performance and why you should be admitted in to the Bachelor of Arts in General Studies degree program.

Any former WIU student admitted to the degree program under option D above will continue under the last transcribed academic standing status (e.g. academic probation, academic warning).

Students who do not meet the criteria identified in A - D above may appeal to the BGS Advisory Committee for admission.

Note: Students who have been academically suspended or dismissed from Western Illinois University must be readmitted to the University before seeking admission to the BGS Degree program.

3. 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.
4. Western Illinois University BGS 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 BGS Advisory Council.
5. Upon receipt of a completed Western Illinois University Bachelor of Arts in General Studies 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 Bachelor of Arts in General Studies degree, the following graduation requirements must be met:
 - A. Complete 120 semester hours
 1. Western Illinois University or IAI General Education requirements, which can be met by completing the required curriculum as outlined in the University *Undergraduate Catalog*; or through the completion of an Associate of Arts (AA) or an Associate of Science (AS) degree from a regionally accredited college or university satisfies the general education requirement. Specific courses in other associate degree programs such as an Associate of Applied Science (AAS), an Associate of General Studies (AGS), an Associate of Arts in Business (AAB), an Associate of Arts in Business Administration (AABA), etc. may also satisfy these requirements, but credits are transferred into the program on an individual course by course basis.

2. 40 semester hours from a four-year institution.
 3. 40 semester hours of upper-division credit.
 4. 30 semester hours from Western Illinois University.
 5. 16 semester hours of upper-division courses from Western Illinois University.
 6. Maintain a minimum 2.0 GPA from all coursework at Western Illinois University.
- B. Maintain a minimum 2.0 GPA from all coursework at Western Illinois University.
- C. Complete one Writing Instruction in the Discipline (WID) course OR a BGS Writing course by completing one of the following options:
1. Receive a passing grade in one of the Western Illinois University courses specifically designated as a WID course in the University *Undergraduate Catalog*.
 2. Approved BGS Writing courses are (BC 323, 325, 328, CS 320, ENG 380, 381, HIST 422, LEJA 484, 485, PHIL 330, SOC 300, 360, UNIV 490, and WS 455, 360)
- D. Complete one math competency course. Students must fulfill the competency requirement which illustrates their ability to use general baccalaureate-level skills in mathematics by one of the following means:
1. Receive University credit for Math 100, Core Competency in Math (3 s.h.).
 2. Receive a satisfactory score on an assessment instrument designated by the Department of Mathematics.
 3. Receive University credit for a mathematics course which lists Math 100 as a prerequisite.
- E. Complete the Foreign Language/Global Issues requirement by successfully completing one of the following:
1. an intermediate foreign language requirement;
 2. a General Education global issues course;
 3. any major's discipline-specific global issues course; or
 4. an approved study abroad program.
- F. Complete the University First Year Experience (FYE) requirement. The FYE is a comprehensive approach to ensure first year students make a successful transition to college. This requirement will apply only to students with less than 24 hours of completed coursework who are enrolled full time in 12 or more hours.

6. Students transferring to Western Illinois University will start with a new grade point average provided they have never attended WIU. 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.
7. When Western Illinois University has received a Western Illinois University BGS degree program application (online or paper), appropriate application fee, and official transcripts from previously attended institutions that verify transfer eligibility, and minimum admission criteria met, an acceptance will be granted into the Bachelor of Arts in General Studies degree program. The student will receive written notification of this acceptance.
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 annually as needed. In the event that the agreement is terminated, Western Illinois University will allow all accepted students to complete the program.

HARPER COLLEGE



Dr. Kenneth Ender
President

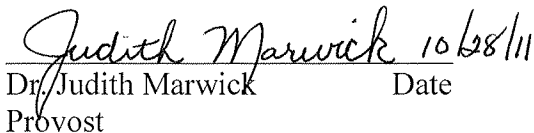
10/30/11
Date

WESTERN ILLINOIS UNIVERSITY



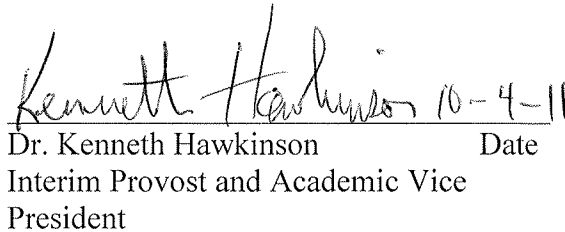
Dr. Jack Thomas
President

10/11/11
Date



Dr. Judith Marwick
Provost

10/28/11
Date



Dr. Kenneth Hawkinson
Interim Provost and Academic Vice
President

10-4-11
Date



Dr. Richard W. Carter
Executive Director, School of Distance
Learning, Int'l Studies and Outreach

10/12/11
Date

Effective Date 10/30/11

Appendix A

Transfer Guide

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

- A. Complete 120 semester hours
 - Western Illinois University or IAI General Education requirements
 - 40 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
- B. Maintain a minimum 2.0 GPA from all coursework at Western Illinois University.
- C. Complete one Writing Instruction in the Discipline (WID) course, or a BGS Writing course by completing one of the two following options:
 1. Receive a passing grade in one of the Western Illinois University courses specifically designated as a WID course in the University *Undergraduate Catalog*,
 2. Approved BGS Writing courses are (BC 323, 325, 328, CS 320, ENG 380, 381, HIST 422, LEJA 484, 485, PHIL 330, SOC 300, SOC 360, UNIV 490, WS 355, 360)
- D. Complete one math competency course. Students must fulfill the competency requirement which illustrates their ability to use general baccalaureate-level skills in mathematics by one of the following means:
 1. Receive University credit for Math 100, Core Competency in Math (3 s.h.).
 2. Receive a satisfactory score on an assessment instrument designated by the Department of Mathematics.

3. Receive University credit for a mathematics course which lists Math 100 as a prerequisite.
- E. Complete the Foreign Language/Global Issues requirement by successfully completing one of the following:
1. an intermediate foreign language requirement;
 2. a General Education global issues course;
 3. any major's discipline-specific global issues course; or
 4. an approved study abroad program.
- F. Complete the University First Year Experience (FYE) requirement. The FYE is a comprehensive approach to ensure first year students make a successful transition to college. This requirement will apply only to students with less than 24 hours of completed coursework who are enrolled full time in 12 or more hours.

Required General Education Courses from Harper College

<u>Harper Courses</u>	<u>WIU Course Equivalents</u>	<u>Requirement Met</u>
ENG 101	Eng 180	Communications 3 hours
Humanities Elec	Hum elec	Gen Ed Hum 3 hours
MTH Elec ¹	Math elec	Gen Ed Hum 3 hours
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 124, Math 134, Math 140, Math 165 or Math 200 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. If Math 201 is taken the math competency at WIU will be considered as met.

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. The following courses may be taken to meet the Natural Science/Math requirement:

AST 100, 101, 111, 115, 150

BIO 101, 103, 104, 105, 110, 120, 135, 140, 150, 151, 152, 153, 220

CHM 100, 103, 105, 110, 121, 122, 125

GEG 111, 112, 101, 102, 201, 202

PHS 101, 105, 111, 112, 115, 121, 201

Required Core Courses from Harper College

<u>Harper Courses</u>	<u>WIU Course Equivalents</u>	<u>Requirement Met</u>
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

24 hours

Required Electives from Harper College

<u>Harper Courses</u>	<u>WIU Course Equivalents</u>	<u>Requirement Met</u>
18 hours of any below	ELECTIVE	120 hour 15 hours
EMG 101	ELECTIVE	120 hour 3 hours
EMG 107	ELECTIVE	120 hour 3 hours
EMG 253	ELECTIVE	120 hour 3 hours
EMS 110	ELECTIVE	120 hour 7 hours
FIS 106	ELECTIVE	120 hour 1 hour
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
FIS 250	ELECTIVE	120 hour 3 hours
FIS 260	ELECTIVE	120 hour 3 hours

16 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. Twenty of the hours may be taken at Harper College *with ten of the hours being 300 or 400 level (upper division credit from Western Illinois University).*

Math Competency	3 hours	
Communications	3 hours	ENG 280
Public Speaking	3 hours	
Natural Science with Lab and Math	6-7 hours	
Social Science	6 hours	
Humanities and Fine Arts	6 hours	
Human Well Being	3 hours	
Multicultural Studies	3 hours	
		33-34 hours

Complete Upper Division Residency Electives 30 hours

To include one writing in the discipline or BGS writing course and one Foreign Language/Global Issues course

Total 120 hours

Tuition

1. Students who reside within the State of Illinois qualify for in-state rates at Western Illinois University.
2. Western Illinois University has implemented a cost guarantee for tuition and fees for all undergraduate students. Upon enrolling at Western Illinois University all new undergraduate students entering the University are automatically included in the plan which will lock in the per-hour rate of their entire four-year college education, freezing the annual rate for tuition, fees, and Macomb campus room and board. Students will pay the same rate for four straight years, as long as the student maintains continuous enrollment. Western Illinois University was the only public university in Illinois to offer this guarantee and is still the only public university in the state to include fees and room and board as part of the guarantee. This offer extends to students enrolled at the Quad Cities campus as well, minus the room and board and health insurance costs.

In addition, WIU has implemented a cost guarantee for tuition and fees for all transfer undergraduate students who will earn or have earned an Associate's degree and matriculate the semester following the completion of an Associate's degree, which reduces and freezes the per-hour tuition and fee rate at last year's rates. The tuition and fee rate will be fixed for a four-year period and remain in effect as long as the student maintains continuous enrollment in the University as

an undergraduate. Detailed information regarding tuition is located at www.wiu.edu/tuition/.

Fees

1. When applying for admission to the Western Illinois University Bachelor of Arts in General Studies degree program, 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, non-refundable fee of \$15.00 for official transcripts from Western Illinois University. This fee will be charged to the student upon acceptance into the Bachelor of Arts in General Studies degree program at Western Illinois University.
3. Students will be assessed a \$30 per semester hour instructional enhancement charge for all courses designated Internet (I and IC), and Extension site (E). This distance learning instructional enhancement charge is applicable only to new students, students who re-enroll at the University under new Cost Guarantee programs (i.e. future new student cohorts and students who do not maintain continuous enrollment), and non-degree graduate students.
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).
4. Students receiving financial aid should indicate Western Illinois University's financial aid number on their financial aid renewal form prior to transferring.
5. 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 (<http://fa.wiu.edu/>) at WIU.

Scholarships

1. Western Illinois University has several scholarships reserved for transfer students. For specific information, contact the Scholarship Office online (<http://www.wiu.edu/Scholarships/>) or 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 BGS 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 BGS@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 degree completion.