

**Joint Program Plan Application Document**  
**Program to Program Agreement**  
**leading to the**  
**Associate of Business Administration at Grand Rapids Community College,**  
**and**  
**The Bachelor of Business Administration at the Haworth College of**  
**Business**  
**at Western Michigan University**  
**June 2012**

This Program to Program Agreement of June 2012 is established under the Grand Rapids Community College and Western Michigan University Joint Program Plan.

The Board of Trustees of Western Michigan University (WMU) through its Haworth College of Business (HCOB) and the Board of Trustees of Grand Rapids Community College (GRCC) wish to facilitate the transfer of GRCC students to the WMU Bachelor of Business Administration. To participate in this joint program, students must meet the admission requirements of WMU and the Haworth College of Business as well as GRCC, and must maintain the academic standards required of all students enrolled in WMU, the Haworth College of Business, and GRCC.

This Joint Program provides students with advising and a curriculum map for the GRCC-WMU Joint Program Agreement, which enables them to initiate their college studies at GRCC and complete their Bachelor of Business Administration degree from WMU. A WMU HCOB advisor will be available at GRCC on a regular basis (twice per month). GRCC students who are admitted to WMU and intending to major in a HCOB program will meet with a WMU HCOB advisor to develop a personal program plan and to receive other information about this Joint Program.

GRCC and WMU agree to the following:

- 1. Transfer of community college courses:** WMU agrees to accept designated GRCC courses toward completion of the Bachelor of Business Administration program, provided that the student earns a grade of 'C' or better (2.0 or better) in each course. Approved course requirements for this articulated program are included on the curriculum map made available to the student. The map indicates a preferred sequence of courses that is designed to optimize the student's efficiency in completing the program.

The current curriculum map will be posted on the WMU Haworth College of Business web site. A link will be provided from the GRCC web site.

2. **Advising:** WMU HCOB advising staff will advise students regarding admission and program requirements for WMU. As noted above, a WMU HCOB advisor will be available at GRCC on a regular basis. The WMU HCOB advisor will be WMU's point of contact for advising questions about the WMU - GRCC Joint Program.

When a student is admitted to the Joint Program, the student, in conjunction with the WMU HCOB advisors, will create and follow a personal program plan that follows the curriculum map. The personal program plan also includes advising recommendations, substitutions, exceptions and modifications.

The WMU HCOB will coordinate course selection and tracking, as well as monitor progress.

3. **Communication:** GRCC and WMU HCOB agree to cooperate in communicating with each other and with their common and respective publics concerning the established relationship between the two institutions.
  - Any marketing of this articulation in print will be subject to the prior approval of both parties. Each institution will assume responsibility for appropriate marketing to reach their respective student and faculty populations.
  - Faculty and staff at both institutions will communicate information about this agreement to students and prospective students.
  - GRCC will provide, at its Web site, a link to the WMU HCOB Web site, and WMU HCOB will provide a link to GRCC on the WMU HCOB website.
  - WMU HCOB will conduct a yearly audit of all students in the GRCC-WMU HCOB Joint Program. Students whose lack of academic progress (i.e., failure to follow the Personal Program Plan, inadmissible GPA) making them ineligible to continue in a HCOB program will receive notice from WMU HCOB.
4. **Review and Maintenance of Agreement:** Each institution retains control over its curriculum, course requirements, program requirements and degree requirements, and will notify the other of any contemplated curricular or other changes that would affect the courses on the associated curriculum map or the future of this agreement. Either institution implementing such a change will communicate this information within 30 days from the approval date for the change.

Transfer guides are dated and will be revised to reflect changes to WMU HCOB program requirements or GRCC curriculum changes. Courses identified on an earlier version of the curriculum map will be honored, provided the course was started prior to the curriculum map's revision and successfully completed. Students who "stop out" of their program for more than a semester will be required to review their personal program plan with their advisor to ensure it reflects the current curriculum map.

Future changes to the curriculum map do not require an updated Program to Program agreement but do require the consent of the Transfer and Articulation Coordinator at GRCC and the Associate Dean of Undergraduate Programs at WMU HCOB.

- 5. Tuition and Financial Aid:** Students will pay tuition and fees for courses taken at GRCC according to the tuition and fee schedule of GRCC. Students will pay tuition and fees for courses taken at the WMU campus according to the tuition and fee schedule for WMU's main campus. The one-credit WMU course taken in the freshman year at GRCC will be charged at WMU rates, with students receiving a scholarship from WMU for the difference between WMU and GRCC rates.

Financial aid will be awarded per the terms of any active consortium agreement between the two schools. In cases where a consortium agreement does not apply, students' financial aid will be awarded after consultation between the financial aid offices at the two schools.

Specific financial aid information will be provided to students at the time of entry to this joint program. The WMU Office of Admissions will determine when students in this GRCC-WMU Joint Program will be eligible for WMU transfer scholarships.

- 6. Student Conduct:** All students who are a part of the GRCC-WMU HCOB Joint Program will be governed by the student codes at both institutions. When a student is in attendance at GRCC, GRCC's policies and processes shall apply. When a student is in attendance at WMU, WMU's policies and processes shall apply.
- 7. Academic Standing:** Participating students will be responsible for following the academic policies of both GRCC and WMU. This includes but is not limited to remaining in good academic standing for both institutions as well as being cognizant of the fact that academic policies (including deadlines such as drop/add dates, registration dates, etc.) will vary from institution to institution.

**8. Graduation:** Students will complete a graduation audit for an Associate of Business Administration degree from GRCC.

**9. Administrators of the Agreement:**

**Admissions:**

Penny Bundy  
Director of Admissions  
Office of Admissions  
Western Michigan University  
1903 W. Michigan Ave.  
Kalamazoo, MI 49008-5211

Diane Patrick  
Associate Dean of Enrollment Services  
Student Records Office  
Grand Rapids Community College  
143 Bostwick Avenue N.E.  
Grand Rapids, MI 49503-3295

**Registrar:**

Carrie Cumming, Registrar  
Registrar's Office  
Western Michigan University  
1903 W. Michigan Ave.  
Kalamazoo, MI 49008-5256

Erin Busscher  
Transfer & Articulation Coordinator  
Grand Rapids Community College  
143 Bostwick Avenue N.E.  
Grand Rapids, MI 49503-3295

**Financial Aid:**

Mark Delorey, Director  
Office of Student Financial Aid  
Western Michigan University  
1903 W. Michigan Ave.  
Kalamazoo, MI 49008-5337

Jill Nutt, Executive Director  
Financial Aid Office  
Grand Rapids Community College  
143 Bostwick NE  
Grand Rapids, MI 49503

**Advising:**

Paul Hildenbrand, Director  
Academic Advising  
Haworth College of Business  
Western Michigan University  
1903 W. Michigan Ave.  
Kalamazoo, MI 49008

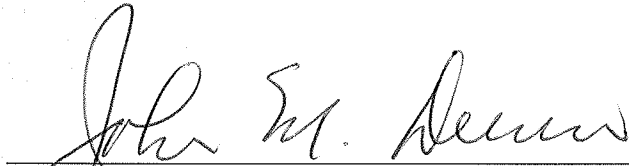
Lynnae Selberg, Program Director  
Counseling & Career Center  
Grand Rapids Community College  
122 Lyon street N.E.  
Grand Rapids, MI 49503-3295


**Academic Administrators:**

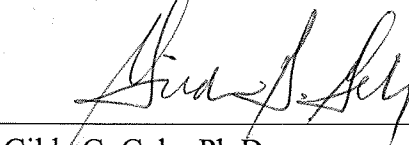
Christina Stamper  
Associate Dean for Undergraduate Programs  
Haworth College of Business  
Western Michigan University  
1903 W. Michigan Ave.  
Kalamazoo, MI 49008


Amy Koning  
Interim Associate Dean of Operations  
School of Workforce Development  
Grand Rapids Community College  
143 Bostwick Avenue N.E.  
Grand Rapids, MI 49503-3295

**AGREEMENT SIGNATURES:**

  
\_\_\_\_\_  
John M. Dunn, Ph.D. 6/4/2012  
President Date  
Western Michigan University

  
\_\_\_\_\_  
Steven C. Ender, Ed.D. 6/4/12  
President Date  
Grand Rapids Community College

  
\_\_\_\_\_  
Gilda G. Gely, Ph.D. 6-4-12  
Provost/Executive Vice President for Academic & Student Affairs Date  
Grand Rapids Community College

  
\_\_\_\_\_  
Christina Stamper, Ph.D. 6/4/12  
Associate Dean of Undergraduate Programs, Haworth College of Business Date  
On behalf of Dr. Kay Palan, Ph.D.  
Dean, Haworth College of Business  
Western Michigan University