



# SIENA HEIGHTS COLLEGE

November 27, 1991

Dr. G. Edward Haring  
Vice President of Instruction  
Kellogg Community College  
450 North Avenue  
Battle Creek, MI 49017-3397

Dear Ed:

Enclosed is the signed letter of agreement. After you and Dr. Ohm sign it, I will look forward to receiving a copy. We are excited about the addition of the program with Kellogg Community College.

I am also pleased to inform you that Siena Heights College will offer a 50 per cent tuition reduction to all full-time Kellogg Community College employees who enroll in our degree completion program on your campus. I hope this policy will encourage those of your support staff who can benefit from our program to enroll.

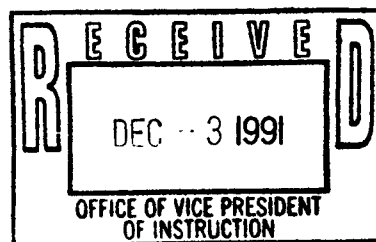
I look forward to meeting with you and your colleagues in December to discuss implementation issues. Thanks again for your help in finalizing things.

Sincerely,

Norman A. Bukwaz  
Dean of Admissions and  
External Programs

dc

Enclosures





# SIENA HEIGHTS COLLEGE

## LETTER OF AGREEMENT BETWEEN KELLOGG COMMUNITY COLLEGE, BATTLE CREEK, MICHIGAN AND SIENA HEIGHTS COLLEGE, ADRIAN, MICHIGAN

Kellogg Community College and Siena Heights College agree to the establishing of a Baccalaureate degree program as specified below to be offered by Siena Heights College on the Kellogg Community College campus in Battle Creek. This letter details the arrangements agreed to by Kellogg Community College and Siena Heights College to insure the viability and long term stability of this cooperative endeavor between the above said colleges. This agreement becomes effective when signed by the appropriate administrative officials of each college as indicated at the end of this letter. To facilitate proper monitoring of this agreement, an annual review will be conducted on the anniversary date of the agreement.

The following academic and administrative details have been agreed to:

1. Siena Heights College will offer the Bachelor of Art degree in Accounting, Business Administration and General Studies and the Bachelor of Applied Science degree in Allied Health and Trade and Industrial areas. Other academic programs may be developed at a later time if mutually agreed upon by both colleges. Siena Heights College will begin this program by offering three to five upper-level classes in the Fall, 1992 semester. Siena Heights College classes will be offered on week nights and on the weekend. Siena Heights College will not duplicate course offerings already regularly scheduled by Kellogg Community College. Ordinarily, Siena Heights College will only offer 300/400 level courses in this program.
2. In completing a Baccalaureate degree, it is agreed that a student will ordinarily take additional course work with Kellogg Community College beyond the point where the student completes the Associate degree. A typical student completing an Associate degree with Kellogg Community College and a Bachelor degree with Siena Heights College would end up with approximately 75 semester hours from Kellogg Community College and approximately 45 hours from Siena Heights College in fulfilling the 120 semester hour requirement for the Baccalaureate degree. The exact degree plan of any specific student is the responsibility of the academic advisor provided the student by Siena Heights College.



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3. The tuition established for this program for the 1992/93 academic year will be \$147 per semester hour (subject to board approval in February). Tuition in subsequent years will be in accordance with the guidelines established by the administration of Siena Heights College.
4. The marketing/promoting of this program is the responsibility of Siena Heights College. Kellogg Community College does, however, agree to assist in promoting the program where possible, i.e., providing names of graduates, helping to secure media coverage, allowing Siena to share the Kellogg Community College promotional booth at the Mall and County Fair, etc. Siena Heights College will develop appropriate promotional literature (program brochure) and will utilize a variety of marketing techniques in promoting the program. Siena Heights College will set up a tentative two year schedule of classes to be offered on the Kellogg Community College campus.
5. Siena Heights College will be responsible for advising, working with those students who are seeking the Baccalaureate degree. Inquiries about the program will be handled by Siena Heights College staff. Appropriate visits by administrative officials of Siena Heights College will insure program coordination.
6. Kellogg Community College agrees to provide Siena Heights College with appropriate classroom space and a small office area without charge. A phone (Siena Heights College extension of the Kellogg Community College line) would be provided. If no one is in the Siena Heights College office, provision would be made to transfer the call automatically to the secretary of the Division of Business.
7. Students in this program will be accorded library privileges by Kellogg Community College.



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8. While veterans and financial aid questions are the responsibility of Siena Heights College, close cooperation will be required between Kellogg Community College and Siena Heights College staff in these areas. This will especially be true in those cases where a student is taking courses from each institution.
9. Students in this program will register with the Siena Heights College advisor. Registration forms will be available, however, in the Kellogg Community College Registrar's office for occasional use when a student cannot reach the Siena Heights College advisor. It is agreed that the use of the Kellogg Community College Registrar's office will be minimized.
10. Books for this program will be secured by students from the Kellogg Community College Bookstore in accordance with policy established by the store's management.
11. The Business Department staffs of Kellogg Community College and Siena Heights College will meet at least once a year to examine questions related to program coordination and to insure appropriate interfacing of their respective efforts. Where appropriate, Kellogg Community College faculty will be considered for teaching upper-level business courses (and other disciplines) offered by Siena Heights.



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Dr. Paul R. Ohm  
President  
Kellogg Community College

Paul R. Ohm

Date 12-9-91

Sister Cathleen Real  
President  
Siena Heights College

Sister Cathleen Real

Date Dec. 2, 1991

Dr. G. Edward Haring  
Vice President of Instruction  
Kellogg Community College

G. Edward Haring

Date 12-6-91

Dr. Robert W. Gordon  
Dean of the College and  
Provost  
Siena Heights College

Robert W. Gordon

Date 12/2/91