

Memorandum of Understanding
Between
Bellevue University
And
Career Quest Learning Centers

Bellevue University and Career Quest Learning Center hereby establish a Memorandum of Understanding (“MOU”) to facilitate the terms of an educational partnership between the two institutions.

SECTION 1 - PURPOSE

This memorandum between Career Quest Learning Centers located at 3215 S. Pennsylvania Ave, Lansing, MI 48910 and Bellevue University located at 1000 Galvin Road South, Bellevue, NE 68005, is for the purpose of allowing local students to gain enhanced access to upper division undergraduate programs.

1. This memorandum defines the nature of the relationship and responsibilities between Bellevue University and Career Quest Learning Centers. The parties mutually understand that this agreement is intended to represent a good faith effort to accommodate the partnership and carry out the parameters defined below.

SECTION 2 - TRANSFER QUALIFICATIONS

1. Bellevue University prefers that transfer students obtain an Associate’s degree, or approximately 60 credit hours prior to transfer. All applicants not meeting these standards will be referred to Career Quest Learning Centers for additional coursework whenever possible. Both institutions will work together to mutually support the needs of their students, and the needs of their respective partner institutions.
2. Students transferring with an Associate’s degree will receive credit for all coursework in their degree program and will enter Bellevue University with junior status. This is applicable for both the traditional Bachelor’s degree program and the accelerated Bachelor’s degree completion program.
3. All transfer students may submit unofficial transcripts to Bellevue University for initial evaluation and to be provided information on remaining requirements for degree completion. Official transcripts are required prior to admittance.
4. Transfer students must complete a minimum of 30 hours in residence with Bellevue University. On-line courses satisfy residence requirements.
5. Transfer students must meet all catalog requirements for their degree program.

SECTION 3 - OBLIGATIONS OF PARTNER INSTITUTION

1. Bellevue University Relationship Manager will be allowed access to various contacts within the partner institution to schedule classroom and other presentation opportunities and for general recruitment purposes. Partner institution to provide guidance on the appropriate process and protocol to follow in requesting faculty appointments and classroom presentations. Those contacts will include, but are not limited to faculty, program directors, advisors, managers and other school personnel.
2. Career Quest Learning Centers agrees to provide Bellevue University students and Bellevue staff residing in the local area access to library services and computers in the College library.
3. In the event of any agreed upon shared marketing effort, Career Quest Learning Centers will provide updated logos for the production of co-branded promotional material. Career Quest Learning Centers reserves the right to review in advance any information including, but not limited to, websites, cobranded web portals, and in-print marketing publications.

SECTION 4 - OBLIGATIONS OF BELLEVUE UNIVERSITY

1. Local student inquiries in which the student is in need of an associate's degree or equivalent lower-division credits will be referred to the Career Quest Learning Centers admissions department for additional coursework completion.
2. Bellevue University will create and maintain a co-branded microsite to provide Career Quest Learning Centers students information relevant to transfer requirements, partnership agreements, and additional information as agreed upon by the partner institution.
3. An annual meeting or conference call will be coordinated by Bellevue University with the leadership of the Career Quest Learning Centers for the purpose of reviewing all aspects of the partnership.
4. Fellowship grants will be established for Career Quest Learning Centers employees who are seeking a Bellevue University undergraduate or graduate degree. Full-time Career Quest Learning Centers employees will be awarded a two thousand dollar (\$2000) grant toward a degree program at Bellevue University. Part-time Career Quest Learning Centers employees will be awarded a five hundred dollar (\$500) grant toward a degree program at Bellevue University. This is intended to be a one-time use grant and will not be duplicated if the employee changes their degree plan, pursues an additional degree, or takes just a single course. Confirmation of employment from the Career Quest Learning Centers human resources department will be required before the fellowship grant can be applied to the student's account.
5. Bellevue University will maintain all transcript records for BU coursework, as well as handle the processing and administration of all Bellevue University student transactions.

SECTION FIVE- ACCREDITATION

1. Bellevue University and Career Quest Learning Centers will ensure that they maintain accreditation with the appropriate accrediting body and ensure that all operations will be in keeping with accreditation requirements of the two institutions.

This MOU shall be effective upon executive signatures below and any necessary state approvals that may be required and shall continue in force and effect until either party requests amendment or termination of said MOU. Amendment shall occur at the mutual agreement of both parties. Termination shall occur upon written notice by either party to the other submitted ninety (90) days prior to the termination date. Bellevue University programs in progress at the time of termination shall be permitted to run to completion for the sake of the student participants.

DocuSigned by:
James Nekuda
E412847A1D4644C

Jim Nekuda, Vice President
Bellevue University

Date 3/25/2021

DocuSigned by:
Dr. James Hutton
2B91A330E29840E

Dr. James Hutton, President and CEO
Career Quest Learning Centers

Date 3/24/2021