

Agreement regarding Graduate Studies Cooperation

Between

Clarke College and University of Wisconsin – Platteville

This agreement is made on the _____ day of April, 2010

BETWEEN

The University of Wisconsin – Platteville, Platteville, WI (UWP)

AND

Clarke College, Dubuque, IA (Clarke)

Recitals:

Whereas, UWP and Clarke, recognizing the benefits of educational cooperation at the graduate level, wish to offer supplementary graduate education in project management to Clarke graduate students, and

Whereas, Clarke and UWP wish to enter into this Agreement to establish a graduate certificate program in project management to provide said education for Clarke graduate students,

NOW THIS AGREEMENT WITNESSES that the parties have agreed as follows:

1. Definitions

- 1.1. MBA is understood to mean “Master of Business Administration.”
- 1.2. MSPM is understood to mean “Master of Science in Project Management.”

2. Responsibilities of UWP

- 2.1. UWP will establish an advanced certificate in graduate project management studies (the “Certificate”) specially for Clarke graduate students, to be delivered online only and based on a standard academic semester of 15–16 weeks spring/fall or 10 weeks summer session.
- 2.2. The Certificate will include courses relevant to current professional practice in the project management discipline, totaling 9 semester credit hours, as follows:
 - 2.2.1. Project Scope Management, PROJMG 7080 in the UWP Graduate Catalog
 - 2.2.2. Interpersonal Skills for Virtual and Co-Located Project Teams, PROJMG 7040 in the UWP Graduate Catalog
 - 2.2.3. Quality Management, BUSADMIN 5540 in the UWP Graduate Catalog, **OR**
 - 2.2.4. Advanced Quality Management, BUSADMIN 7540 in the UWP Graduate Catalog
- 2.3. UWP will waive the normal academic course pre-requisites for the Certificate courses if the enrolling Clarke student has completed Topics in Project Management, BUMG 561 in the Clarke Catalog

- 2.4. Upon successful completion of the Certificate by a Clarke student, UWP will issue an official Advanced Certificate in Project Management. Issuance of the certificate is contingent upon the following conditions:
 - 2.4.1. Students must achieve a minimum grade of “C” in each course for the Certificate program
 - 2.4.2. Student must complete the Certificate program with a minimum grade point average of 3.00 on a scale of zero to 4.0
 - 2.4.3. Student must request a certificate from UWP’s Distance Learning Center within one year of completion of the final course required in the specified certificate program.
- 2.5. UWP will provide Certificate students from Clarke with student services as follows:
 - 2.5.1. registration
 - 2.5.2. cashiering
 - 2.5.3. permanent academic record of completed UWP coursework (transcript)
 - 2.5.4. technical support
 - 2.5.5. online bookstore
 - 2.5.6. UWP electronic mail account
 - 2.5.7. access to UWP physical and online library resources
- 2.6. UWP will maintain a tentative course rotation posted online as a planning tool for Certificate students from Clarke to schedule future Certificate coursework, available (as of the date of this agreement) at <http://www.uwplatt.edu/disted/courses/project-management.html>.
- 2.7. For the purpose of earning the Certificate, UWP will accept and enroll Certificate students from Clarke as “special” (non-degree-seeking) students. Special students are not required to apply to a degree program at UWP and are not required to submit application documents normally affiliated with degree program admission.
- 2.8. UWP will consider any Clarke Certificate student for admission to UWP’s MSPM program if she or he applies for admission under normal procedures outlined in UWP’s Graduate Catalog.
- 2.9. If a Certificate student from Clarke is admitted to UWP’s MSPM program after completing one or more Certificate courses, those courses will count for credit toward MSPM degree completion if they meet normal UWP requirements for graduate transfer credit and subject to established policies related to credits earned as a special student.

3. Responsibilities of Clarke

- 3.1. Clarke will ensure that all prospective Certificate students from Clarke have completed a bachelor’s degree from a nationally or regionally accredited institution recognized by the Council of Higher Education Accreditation (CHEA), which is required for graduate special students status at UWP.

- 3.2. Clarke will inform prospective Clarke Certificate students who use institutional or government financial aid programs that financial aid is not available from UWP for graduate special students.
 - 3.3. Clarke will ensure that all prospective Certificate students from Clarke will have completed BUMG 561 Topics in Project Management as a prerequisite for participation in the UWP Project Management Certificate program.
 - 3.4 Clarke will ensure that all prospective Certificate students from Clarke will have a minimum grade point average of 3.00 on a scale of zero to 4.0.
 - 3.5 Clarke will provide each prospective Certificate students with a Graduate Business academic adviser.
 - 3.6 Clarke will ensure that all prospective Certificate students from Clarke will have experience with online learning management systems.
4. Responsibilities of Certificate students from Clarke
- 4.1. Ordinarily, Clarke MBA students will have completed eighteen credit hours in the program prior to enrollment in the UWP Project Management Certificate program.
 - 4.2 Each student is responsible for payment of tuition and applicable fees to UWP at the time of registration for any Certificate course. Tuition and fees due shall be based on UWP's posted tuition schedule for online graduate courses for that semester. Acceptable payment methods include good personal check, money order, cashier's check, wire transfer, or credit card. Enrollment (a "seat") in the course is guaranteed only after payment has been received and processed by UWP, and only if the course or section is still open at the time payment is processed.
 - 4.3. Before the first day of class, each student is responsible for purchasing textbooks and other resources as required for the various Certificate courses. UWP maintains an online bookstore for student convenience, or books may be purchased at the vendor of the student's choice. Student must ensure that purchased resources and books are the titles, authors, ISBN numbers and editions specified for the course, and contain any included supplementary materials or software.
 - 4.4. Before enrollment, each student must obtain or maintain a workstation suitable for use in online study, as outlined (at the date of this agreement) at <http://ce.uwex.edu/techsupport/hardware.aspx>. Access to a broadband internet connection is highly desirable.
 - 4.5. Before enrollment, each student must develop or maintain adequate skill level in the computing and online environment, as noted (at the date of this agreement) at <http://www.uwplatt.edu/disted/future-students-faq.html#10>.
 - 4.6. Certificate students from Clarke acknowledge that UWP cannot offer official advising services to special students. MSPM program staff, however, will make reasonable effort to accommodate questions from Clarke students related to academic and curriculum matters. Official advising is available to students who apply and are admitted to the MSPM program as degree-seeking students.

4.7. Each student agrees to comply with the rules and procedures specified by UWP and the UW System for the semester or academic year in which she or he is enrolled at UWP, including rules related to academic misconduct.

4.8. Certificate students from Clarke will consult with the designated Clarke Graduate Business adviser prior to enrollment and throughout the UWP Project Management Certificate program.

5. Term of the Agreement

5.1. This agreement will commence on the date noted at the top of this agreement, and shall continue for three years subject to Clause 5.2 of this Agreement.

5.2. This Agreement may be terminated by either party at any time by giving six (6) months' written notice to the other party.

5.3. If this Agreement has not been earlier terminated pursuant to clause 5.2 of this Agreement, it will be reviewed by both parties no later than one month prior to the date of termination, with intent to renew for a further term subject to such terms and conditions as are agreed to by the parties.

6. Dispute Resolution

6.1. The parties agree that any dispute between them as to the intent or meaning of this Agreement or the rights or obligations of any party shall be resolved by senior officers of both institutions.

7. Entire Agreement

7.1. This Agreement constitutes the entire Agreement between the parties. No amendments consent or waiver of the terms of this Agreement shall bind either party unless in writing and signed by both parties.

SIGNED BY:

University of Wisconsin – Platteville
Dr Carol Sue Butts, Chancellor

University of Wisconsin – Platteville
Dr David Van Buren, Dean, School
of Graduate Studies

Clarke College