



MEMORANDUM OF AGREEMENT

Between

Motlow State Community College's Associate of Science (A.S.) Degrees in Accounting, Business Administration, Economics, Finance, Management, Marketing, and Associate of Applied Science (A.A.S.) Degrees in Accounting, Business Office, Medical Office, and Supply Chain Management And Williamson College's Bachelor of Science Degree in Business Administration

PURPOSE

Motlow State Community College (MSCC) and Williamson College (WC), in order to contribute to the development of a seamless postsecondary education system, promote the transfer of credits, and increase the educational opportunities for their students, establish this Transfer Agreement between the Associate of Science degrees (Accounting, Business Administration, Economics, Finance, Management, and Marketing) and Associate of Applied Science degrees (Accounting, Business Office, Medical Office, and Supply Chain Management) at MSCC and the Bachelor of Science in Business Administration degree at Williamson College.

ACCREDITATION STATUS

Motlow State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Williamson College is accredited by the Association for Biblical Higher Education (ABHE) to award associate, baccalaureate, and master's degrees. Both institutions will observe and adhere to the requirements of reporting information to the applicable accrediting agency.

CONDITIONS OF AGREEMENT

Conditions of agreement for the transfer of credit and cooperation between MSCC and WC for the MSCC Associate of Science degrees (Accounting, Business Administration, Economics, Finance, Management, and Marketing) and Associate of Applied Science degrees (Accounting, Business Office, Medical Office, and Supply Chain Management) and the Bachelor of Science in Business Administration degree at Williamson College are as identified in this Memorandum of Agreement and any attachments or addenda of this Memorandum of Agreement.

ADMISSIONS PRACTICES

Upon completion of the program requirements leading to the Associate of Science degrees (Accounting, Business Administration, Economics, Finance, Management, and Marketing) and Associate of Applied Science degrees (Accounting, Business Office, Medical Office, and Supply Chain Management) at MSCC, MSCC graduates who meet Williamson College's standard admission requirements, academic policies, and all other requirements for admission will be selected for admission to the Bachelor of Science degree program in Business Administration.

ACCEPTANCE AND APPLICATION OF CREDITS

Academic credit will be accepted and applied toward the Bachelor of Science degree in Business Administration at Williamson College as identified in the Course Articulation Matrix included in Appendix A of this agreement. Elective courses taken at MSCC that differ from the recommended elective courses could result in a correspondingly heavier course load at Williamson College. Course Checklists for all degrees included in this memorandum of agreement are provided in Appendix B.

The Course Articulation Matrix included in this document is based on Williamson College's 2019-2020 Academic Catalog and course load for the Bachelor of Science in Business Administration program. Declaring a different program of study at Williamson College may result in a correspondingly heavier course load.

The Bachelor of Science (B.S.) Degree in Business Administration at Williamson College is composed of the following:

General Education Requirements	41 semester credit hours
Major	60 semester credit hours
Electives	21 semester credit hours (see note below)
Total Required for Graduation	122 Total semester credit hours

The final course, MGT 489 Business Administration Capstone (3 credit hours), is unique to Williamson College. This course is designed to help students consolidate the academic content of the program and to finalize their student portfolios prior to their graduation.

NOTE: All MSCC courses that do not transfer as General Education Requirements or Business Core Requirements to the Williamson College Bachelor of Science degree program in Business Administration will be evaluated for transfer as elective credit up to 21 semester credit hours.

RESPONSIBILITY OF WILLIAMSON COLLEGE

The provisions of this agreement apply to students who complete the Associate of Science degrees (Accounting, Business Administration, Economics, Finance, Management, and Marketing) and Associate of Applied Science degrees (Accounting, Business Office, Medical Office, and Supply Chain Management) at MSCC. To maximize students' ability to benefit from this agreement, Williamson College encourages students' completion of the MSCC Associate of

Science degrees (Accounting, Business Administration, Economics, Finance, Management, and Marketing) and Associate of Applied Science degrees (Accounting, Business Office, Medical Office, and Supply Chain Management).

Upon request, Williamson College agrees to provide informational materials to MSCC advisors and student success coaches to facilitate their understanding of WC's Bachelor of Science degree in Business Administration.

Williamson College agrees to designate an individual to serve as a liaison for the purposes of monitoring this agreement, building the relationship, and answering any questions of MSCC students, faculty, and staff.

Williamson College agrees to promote this agreement through various forms of marketing and advertising designed specifically for transfer students, and in a quality consistent with promotion of other academic programs and opportunities for potential WC students.

RESPONSIBILITY OF MSCC

Motlow State Community College will allow designated WC personnel access to MSCC campuses for the purposes of recruitment at times and events that are deemed appropriate by MSCC colleges.

Upon request, MSCC will provide WC with access to the updated course academic catalog.

Motlow State Community College will provide WC with mailing lists of MSCC students nearing graduation as well as graduated students to the extent permitted by law.

Motlow State Community College agrees to designate an individual to serve as a liaison for the purposes of monitoring this agreement, building the relationship, and answering any questions of MSCC students, faculty, and staff.

Motlow State Community College agrees to promote this agreement through various forms of marketing and advertising designed specifically for transfer students, and in a quality consistent with promotion of other academic programs and opportunities for potential MSCC students.

JOINT RESPONSIBILITY

Motlow State Community College and WC will work together to design and place promotional materials, news releases, informative brochures and paid advertising as a joint effort with costs being shared by the two institutions.

Motlow State Community College and WC will design a cooperative process to support the advisement of MSCC students and to facilitate student transfer related to this agreement.

Each institution will observe the guidelines and procedures and will adhere to the requirements of reporting information to the applicable accrediting agency referenced above.

IMPLEMENTATION OF THE AGREEMENT

This agreement will be considered in force when signed by both parties, until terminated in writing sixty (60) days prior to the end of the next admissions application and review period by either party. It is agreed that if terminated, both institutions will honor the terms of the Agreement until the end of the next admissions application and review period of one year.

RESPONSIBILITY OF MSCC

Should requirements for graduation for the WC Bachelor of Science degree in Business Administration or the MSCC Associate of Science degrees (Accounting, Business Administration, Economics, Finance, Management, and Marketing) and Associate of Applied Science degrees (Accounting, Business Office, Medical Office, and Supply Chain Management) change, these changes shall be communicated to the appropriate program and institution, and the conditions of this agreement reviewed.

This agreement will be reviewed by both institutions annually. Motlow State Community College and WC agree to monitor and support the provisions of this agreement to ensure consistency and program quality and transferability for mutual benefit for the students.

TERMINATION AND MODIFICATION

This agreement can be terminated with written notification at least one year prior to the termination. Provisions will be made to allow students who are already enrolled to complete the program in a timely manner.

MISCELLANEOUS

This agreement is not exclusive, and either party may enter into similar agreements with any other party.

Both parties agree to use commercially reasonable efforts to promote, publicize and advertise to its faculty, staff, alumni, students and potential students the opportunities contemplated by this agreement.

Both parties shall abide by all Federal and State law pertaining to discrimination and hereby agree, warrant, and assure that no person shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination in the performance of this Agreement or in the employment practices of both parties on the grounds of classifications protected by Federal or State law.

This Agreement shall not be binding upon the parties until it is approved by the president or designee and the Tennessee Board of Regents.

This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee without regard to its conflict of laws provisions.

All notices or other written communications relating to termination, expiration, or any other legal matter relating to this Agreement will be effective when received and must be given in writing by courier or reputable overnight delivery service, or by certified mail, return receipt requested, to either party at the following addresses (or to such other address as such party may substitute, by providing a written notice.)

For Receiving Institution

Address: Williamson College
274 Mallory Station Road
Franklin, TN 37067
Attention: Karen Hudson and Robyn Wollas
Registrar and Institutional Effectiveness

For Transferring Institution

Address: Motlow State Community College
P.O. Box 8500
Lynchburg, TN 37352-8500
Attention: Admissions and Records

The waiver by either party of any provisions of this Agreement on any occasion and upon any particular circumstance shall not operate as a waiver of such provisions of this Agreement on any other occasion or upon any other circumstance.

This Agreement contains the complete understanding of the parties with respect to the subject matter hereof and supersedes all other agreements, understandings, communications and promises of any kind, whether oral or written, between the parties with respect to subject matter.

This Agreement may be executed in multiple counterparts, all of which shall be originals and which together shall constitute a single agreement. For the purpose of interpreting this Agreement, facsimile and PDF signatures shall be considered equivalent to original signatures.

The parties are independent contractors, and no agency, partnership, franchise, joint venture, or employment relationship is intended or created by this Agreement. Neither party shall any commitment, or give the impression that it has authority to make any commitment, on behalf of the other party.

All educational records created, disclosed, or maintained pursuant to the terms of this Agreement are confidential and shall be created, disclosed, and maintained pursuant to the provisions of the Family Educational Right to Privacy Act, also known as FERPA (20 U.S.C.A. s1232g) and its regulations.

APPROVED
For Williamson College

Edward M. Smith
President

3/31/2020
Date

For Motlow State Community College

DocuSigned by:
[Signature]
President

2020-05-20 | 6:50 AM PDT
Date

ACKNOWLEDGED

Karen Hudson
Director of Institutional Effectiveness

DocuSigned by:
Flora W. Tydings ^{DS} *[Signature]*
Dr. Flora W. Tydings, Chancellor, Tennessee Board of Regents

2020-05-22 | 2:17 PM CDT

APPENDICES

Appendix A: Course Articulation Matrix

Williamson College School of Business 2019-2020 Academic Catalog Williamson College-B.S. Business Administration MSCC-A.S. Accounting, Business Administration, Economics, Finance, Management, and Marketing MSCC-A.A.S. Accounting, Business Office, Medical Office, Supply Chain Management					
General Education Requirements			Business Core Requirements		
WC	MSCC	Hours	WC	MSCC	Hours
ORI 101 Orientation		1	BL 201 Old Testament Studies I		3
PD 101 Goals, Priorities, and Attitudes	One "Humanities" course from the Humanities/Fine Arts category OR an additional "Literature" course	3	BL 202 Old Testament Studies II		3
LD 211 Foundations for Life and Money	ECON 2100 Principles of Macroeconomics OR ECON 2200 Principles of Microeconomics	3	BL 212 New Testament Survey		3
PD 100 Skills for College Success	One "Humanities" course from the Humanities/Fine Arts category OR an additional "Literature" course	3	MGT 301 Essentials of Management	BUSN 2330 Principles of Management	3
ENG 102 English Composition and Reading I	ENGL 1010 English Composition I	3	CT 251 Introduction to Biblical Worldview		3
ENG 103 English Composition and Reading II	ENGL 1020 English Composition II	3	LD 301 Biblical Concepts of Leadership		3
ENG Literature	One "Literature" course from the Humanities/Fine Arts category	3	ACCT 301 Principles of Accounting I	ACCT 1010 Principles of Accounting I	3
SPT 243 Public Speaking	COMM 2025 Fundamentals of Communication	3	ACCT 302 Principles of Accounting II	ACCT 1020 Principles of Accounting II	3
PSY 103 General Psychology	One "Social Sciences" course from the	3	MGT 381 Organizational Behavior		3

	Social/Behavioral Sciences category				
History: student's choice (2 courses)	Two "History" courses from the History category	6	MGT 311 Entrepreneurship and Small Business		3
ECON 101 Essentials of World Economics	ECON 2100 Principles of Macroeconomics OR ECON 2200 Principles of Microeconomics	3	MIS 300 Introduction to World Missions		3
Business Math or Statistics	MATH 1530 Introductory Statistics OR MATH 1630 Finite Mathematics OR MATH 1710 Precalculus Algebra	3	CT 403 Biblical Ethics		3
PSI 115 Earth Science with Lab	One 4-hour "Natural Sciences" course from the Natural Sciences category	4	LD 471 Leadership: Theory & Practice		3
			MGT 371 Current Issues in Management		3
			CT 330 Christian Doctrine II		3
			MKT 361 Marketing	BUSN 2380 Principles of Marketing	3
			MGT 361 Introduction to Sales		3
			ACCT 310 Introduction to Finance		3
			MGT 441 Principles and Issues in Business Risk		3
			MGT 489 Business Administration Capstone		3
SUBTOTAL HOURS		41	SUBTOTAL HOURS		60

NOTE: All MSCC courses that do not transfer as General Education Requirements or Business Core Requirements to the Williamson College Bachelor of Science degree program in Business Administration will be evaluated for transfer as elective credit up to 21 semester credit hours.

Appendix B: Course Checklists

Williamson College School of Business 2019-2020 Academic Catalog Williamson College-B.S. Business Administration MSCC-A.S. Accounting, Business Administration, Economics, Finance, Management, and Marketing	
Williamson College	MSCC
Business Core Courses BL 201—Old Testament Studies I BL 202—Old Testament Studies II BL 212—New Testament Survey MGT 301—Essentials of Management CT 251—Introduction to Biblical Worldview LD 301— Biblical Concepts of Leadership ACCT 301—Principles of Accounting I ACCT 302—Principles of Accounting II MGT 381—Organizational Behavior MGT 311—Entrepreneurship and Small Business MIS 300—Introduction to World Missions CT 403—Biblical Ethics LD 471—Leadership: Theory & Practice MGT 371—Current Issues in Management CT 330—Christian Doctrine II MKT 361—Marketing MGT 361—Introduction to Sales ACCT 310—Introduction to Finance MGT 441—Principles and Issues in Business Risk MGT 489—Business Administration Capstone	General Education Communications (9 HRS) <ul style="list-style-type: none"> ▪ ENGL 1010 – English Composition I ▪ ENGL 1020 – English Composition II ▪ COMM 2025 – Fundamentals of Communication History <ul style="list-style-type: none"> ▪ History elective (6 HRS) Humanities <ul style="list-style-type: none"> ▪ Humanities elective (9 HRS) Mathematics <ul style="list-style-type: none"> ▪ Mathematics elective (3 HRS) Natural Sciences <ul style="list-style-type: none"> ▪ Natural Science elective (8 HRS) Social/Behavioral Science (6 HRS) <ul style="list-style-type: none"> ▪ ECON 2100 – Principles of Macroeconomics ▪ ECON 2200 – Principles of Microeconomics Area of Emphasis Requirements <ul style="list-style-type: none"> ▪ ACCT 1010 – Principles of Accounting I ▪ ACCT 1020 – Principles of Accounting II ▪ MATH 1530 - Introductory Statistics ▪ MATH 1830 – Applied Calculus OR 3 HR elective ▪ INFS 1010 - Computer Applications ▪ 3 HR elective ▪ 1 HR non-business elective <p>*A cumulative GPA of 2.25 is required in these classes for admission into the program</p>

Williamson College School of Business 2019-2020 Academic Catalog Williamson College-B.S. Business Administration MSCC-A.A.S. Accounting	
Williamson College	MSCC
Business Core Courses BL 201—Old Testament Studies I BL 202—Old Testament Studies II BL 212—New Testament Survey MGT 301—Essentials of Management CT 251—Introduction to Biblical Worldview LD 301— Biblical Concepts of Leadership ACCT 301—Principles of Accounting I ACCT 302—Principles of Accounting II MGT 381—Organizational Behavior MGT 311—Entrepreneurship and Small Business MIS 300—Introduction to World Missions CT 403—Biblical Ethics LD 471—Leadership: Theory & Practice MGT 371—Current Issues in Management CT 330—Christian Doctrine II MKT 361—Marketing MGT 361—Introduction to Sales ACCT 310—Introduction to Finance MGT 441—Principles and Issues in Business Risk MGT 489—Business Administration Capstone	General Education (15 hours) ENGL 1010 – English Composition I COMM 2025 – Fundamentals of Communication Humanities elective MATH 1630—Finite Mathematics or MATH 1710—Precalculus Algebra ECON 2100 – Principles of Macroeconomics or ECON 2200 – Principles of Microeconomics Concentration Requirements (45 hours) ACCT 1010 - Principles of Accounting I ACCT 1020 - Principles of Accounting II ACCT 2321 - Intermediate Accounting I ACCT 2331 - Tax Accounting ACCT 2351 - Auditing ACCT 2382 - Accounting Systems Applications ACCT 2399 - Accounting Capstone ADMN 2395 APT Internship ADMN 1313 - Spreadsheet Applications BUSN 1305 - Introduction to Business BUSN 1310 - Business Communications BUSN 2330 - Principles of Management BUSN 2360 - International Business BUSN 2370 - Legal Environment of Business BUSN 2375 - Career Development INFS 1010 - Computer Applications *A cumulative GPA of 2.25 is required in these classes for admission into the program

Williamson College School of Business 2019-2020 Academic Catalog Williamson College-B.S. Business Administration MSCC-A.A.S. Business Office	
Williamson College	MSCC
<p>Business Core Courses</p> <p>BL 201—Old Testament Studies I BL 202—Old Testament Studies II BL 212—New Testament Survey MGT 301—Essentials of Management CT 251—Introduction to Biblical Worldview LD 301— Biblical Concepts of Leadership ACCT 301—Principles of Accounting I ACCT 302—Principles of Accounting II MGT 381—Organizational Behavior MGT 311—Entrepreneurship and Small Business MIS 300—Introduction to World Missions CT 403—Biblical Ethics LD 471—Leadership: Theory & Practice MGT 371—Current Issues in Management CT 330—Christian Doctrine II MKT 361—Marketing MGT 361—Introduction to Sales ACCT 310—Introduction to Finance MGT 441—Principles and Issues in Business Risk MGT 489—Business Administration Capstone</p>	<p>General Education (15 hours)</p> <p>ENGL 1010 – English Composition I COMM 2025 – Fundamentals of Communication Humanities elective MATH 1630—Finite Mathematics or MATH 1710—Precalculus Algebra ECON 2100 – Principles of Macroeconomics or ECON 2200 – Principles of Microeconomics</p> <p>Concentration Requirements (45 hours)</p> <p>ACCT 1010 - Principles of Accounting I ADMN 1302 - Keyboarding/Formatting I ADMN 1308 - Office Procedures ADMN 1311 - Word Processing I ADMN 1313 - Spreadsheet Applications ADMN 2390 - Capstone Experience for APT or ADMN 2395 APT Internship BUSN 1305 - Introduction to Business BUSN 1310 - Business Communications BUSN 1320 - Business Calculations BUSN 1350 - Sales and Service BUSN 2330 - Principles of Management BUSN 2370 - Legal Environment of Business BUSN 2375 - Career Development BUSN 2380 - Principles of Marketing INFS 1010 - Computer Applications</p> <p>*A cumulative GPA of 2.25 is required in these classes for admission into the program</p>

Williamson College School of Business 2019-2020 Academic Catalog Williamson College-B.S. Business Administration MSCC-A.A.S. Medical Office	
Williamson College	MSCC
<p>Business Core Courses</p> <p>BL 201—Old Testament Studies I BL 202—Old Testament Studies II BL 212—New Testament Survey MGT 301—Essentials of Management CT 251—Introduction to Biblical Worldview LD 301— Biblical Concepts of Leadership ACCT 301—Principles of Accounting I ACCT 302—Principles of Accounting II MGT 381—Organizational Behavior MGT 311—Entrepreneurship and Small Business MIS 300—Introduction to World Missions CT 403—Biblical Ethics LD 471—Leadership: Theory & Practice MGT 371—Current Issues in Management CT 330—Christian Doctrine II MKT 361—Marketing MGT 361—Introduction to Sales ACCT 310—Introduction to Finance MGT 441—Principles and Issues in Business Risk MGT 489—Business Administration Capstone</p>	<p>General Education (15 hours)</p> <p>ENGL 1010 – English Composition I COMM 2025 – Fundamentals of Communication Humanities elective MATH 1630—Finite Mathematics or MATH 1710—Precalculus Algebra ECON 2100 – Principles of Macroeconomics or ECON 2200 – Principles of Microeconomics</p> <p>Concentration Requirements (45 hours)</p> <p>ACCT 1010 - Principles of Accounting I ADMN 1302 - Keyboarding/Formatting I ADMN 1306 - Medical Terminology I ADMN 1307 - Survey of Coding ADMN 1308 - Office Procedures ADMN 1313 - Spreadsheet Applications ADMN 2303 - CPT Coding ADMN 2304 - Introduction to Electronic Health Records ADMN 2311 - ICD-PCS Coding ADMN 2313 - Health Insurance Survey ADMN 2390 - Capstone Experience for APT or ADMN 2395 APT Internship BUSN 1305 - Introduction to Business BUSN 2375 - Career Development BUSN 1310 - Business Communications INFS 1010 - Computer Applications</p> <p>*A cumulative GPA of 2.25 is required in these classes for admission into the program</p>

Williamson College School of Business 2019-2020 Academic Catalog Williamson College-B.S. Business Administration MSCC-A.A.S. Supply Chain Management	
Williamson College	MSCC
<p>Business Core Courses</p> <p>BL 201—Old Testament Studies I BL 202—Old Testament Studies II BL 212—New Testament Survey MGT 301—Essentials of Management CT 251—Introduction to Biblical Worldview LD 301— Biblical Concepts of Leadership ACCT 301—Principles of Accounting I ACCT 302—Principles of Accounting II MGT 381—Organizational Behavior MGT 311—Entrepreneurship and Small Business MIS 300—Introduction to World Missions CT 403 –Biblical Ethics LD 471—Leadership: Theory & Practice MGT 371—Current Issues in Management CT 330—Christian Doctrine II MKT 361—Marketing MGT 361—Introduction to Sales ACCT 310—Introduction to Finance MGT 441—Principles and Issues in Business Risk MGT 489—Business Administration Capstone</p>	<p>General Education (15 hours)</p> <p>ENGL 1010 – English Composition I COMM 2025 – Fundamentals of Communication Humanities elective MATH 1630—Finite Mathematics or MATH 1710—Precalculus Algebra ECON 2100 – Principles of Macroeconomics or ECON 2200 – Principles of Microeconomics</p> <p>Concentration Requirements (45 hours)</p> <p>ACCT 1010 - Principles of Accounting I ACCT 1020 - Principles of Accounting II ADMN 1302 - Keyboarding/Formatting I BUSN 1305 - Introduction to Business BUSN 2330 - Principles of Management BUSN 2370 - Legal Environment of Business BUSN 2380 - Principles of Marketing ADMN 1313 - Spreadsheet Applications INFS 1010 - Computer Applications LGM 130 - Introduction to Logistics and Supply Chain Management LGM 140 - Transportation LGM 180 - Sourcing and Procurement MATH 1530 - Introductory Statistics Elective (choose from BUSN or ADMN)</p> <p>*A cumulative GPA of 2.25 is required in these classes for admission into the program</p>

CONTACTS

Motlow State Community College

Admissions and Records

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Williamson College

Karen Hudson and Robyn Wollas

Registrar and Institutional Effectiveness

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