

# **Bilateral Agreement**

**Between**

**Elizabeth City State University**

**&**

**Halifax Community College**

**Concerning the**

**Offering of the following degrees:**

**Bachelor of Science: Social Work**

**Bachelor of Arts: Criminal Justice**



**BILATERAL AGREEMENT  
BETWEEN  
ELIZABETH CITY STATE UNIVERSITY  
AND  
HALIFAX COMMUNITY COLLEGE**

THIS BILATERAL AGREEMENT (hereinafter "Agreement") is entered into by and between ELIZABETH CITY STATE UNIVERSITY, a constituent institution of the University of North Carolina, (hereinafter "ECSU") and HALIFAX COMMUNITY COLLEGE, (hereinafter "HCC").

**PURPOSE**

Whereas UNC-GA defines a Bi-lateral Agreement as an agreement where one university and one community college join in collaborative efforts to facilitate the transfer of students from a specific AA/AS degree program to a specific baccalaureate degree program;

Whereas ECSU and HCC acknowledge a desire to establish certain co-operative programs beneficial to their respective educational institutions;

Whereas this Agreement is not to be considered as a contract creating legal and financial obligations between ECSU and HCC;

Whereas ECSU was approved by the Southern Association of colleges and schools (SACS) to offer 50% or more of a degree program in Summer 2004 and currently operates an off-site on the campus of Halifax Community College. ECSU, in compliance with the SACS policy on substantive change procedures for initiating a degree completion program at a new off-campus site (previously approved program) and for "expanding program offerings at previously approved off-campus sites that are not significantly different from current programs at the site," ECSU intends to notify the Commission, prior to implementation, in accord with current policies and guidelines approved by the Southern Association of Colleges and Schools.

Whereas this Agreement shall be designated to facilitate and develop genuine and mutually beneficial degree programs between ECSU and HCC;

Whereas HCC, established in 1967, is one of the oldest Community Colleges in North Carolina;

Whereas HCC offers associate's degree and continuing education programs;

Whereas currently HCC enrolls 1,293 students;

Whereas 53% of students are enrolled "solely" in traditional format courses; 40% are enrolled in some distance education courses; and, 7% are enrolled only in a distance education course;

Whereas Elizabeth City State University currently offers a 2+2 Teacher Preparation program on the HCC campus;

Whereas students in the 2+2 Teacher Preparation program earn an Associate of Arts Degree in pre-elementary education at HCC prior to students completing their junior and senior level courses through ECSU for their Bachelor of Science/Elementary Education Degree; and

Whereas in addition to the 2+2 Teacher Preparation program Elizabeth City State University offers a degree completion program on the campus of Halifax Community College;

Whereas Halifax Community College is located 94 miles from Elizabeth City State University making it difficult for most graduates of HCC to attend courses on the ECSU Campus;

Whereas accelerated classes offer a number of advantages to students who attend online or on-campus courses;

Whereas attending an accelerated course enables a student to cover the same amount of material as a traditional semester-long class yet in a much shorter time frame;

Whereas although accelerated courses offer a number of obvious benefits, the most advantageous aspect of accelerated courses is the opportunity for students to complete courses faster than in comparison to a traditional course;

Whereas in addition to completing courses more quickly students taking accelerated classes are able to fit multiple accelerated courses in one semester;<sup>1</sup>

Whereas when comparing accelerated students to traditional students it is easy to see that accelerated students have the potential of accumulating 24 credits per semester as opposed to 9-12 hours for traditional students; and

Whereas this shortens the time needed to complete the degree program; therefore,

The purpose of this Agreement is to delineate and clarify the roles and responsibilities of ECSU and HCC regarding ECSU's desire to offer on the campus of HCC the following baccalaureate degree programs for holders of the Associate's Degree in Criminal Justice Technology and Human Services Technology from HCC: Criminal Justice (Bachelor of Arts) and Social Work (Bachelor of Science).

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<sup>1</sup> For example, students enrolling in accelerated classes can fit 4 courses into a half semester which equates to 12 credits per half semesters, or 24 credits per semester.

## **I. SCOPE OF AUTHORITY.**

Except as otherwise expressly and specifically provided in this Agreement, neither party shall have any authority to act for, or to assume any obligation or responsibility on behalf of, the other party.

## **II. STUDENT REQUIREMENTS**

- A. Students must complete the admission application for ECSU and HCC;
- B. Students must meet the academic requirements/pre-requisites for courses as necessitated by ECSU and HCC, including, but not limited to: assuring that students have met all prerequisites, including GPA, criminal background clearance and complete admission application prior to the beginning of the placement;
- C. Students accepted to either program shall pay tuition and/or students' financial aid qualifications/scholarship shall be accepted for payment when available;
- D. Students will complete a minimum of 54 credit hours to complete the undergraduate degree program in Social Work, or Criminal Justice;<sup>2</sup>

## **III. Institutional Policy**

- A. ECSU will withdraw applicants of students who have not met the above prerequisites;
- B. Tuition costs are subject to annual adjustment, as determined by ECSU;
- C. In cases where the number of students does not meet minimum class enrollment, ECSU reserves the right to cancel the course;
- D. Classes for the proposed degree programs will be offered in either traditional, hybrid, or digital format (at the discretion of ECSU);
- E. HCC students who enroll in ECSU's undergraduate degree programs in Social Work and Criminal Justice will master the same learning outcomes as students currently enrolled in ECSU's on-campus programs in each respective discipline.
- F. HCC will provide classroom space at the appropriate fee rate;
- G. Each degree program will be offered in a cohort format;
- H. Courses will be offered in accelerated format of eight weeks;\* (accelerated cohorts are exclusive to community college transfer student)
- I. Three credit hour courses will meet 32 contact hours instead of the traditional 45 hours (the remaining 13 contact hours will be conducted as self-study/reflection);\*\*
- J. Please see Attachment A to this Agreement for a time-line for the completion of the undergraduate degree programs in Social Work and Criminal Justice;

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<sup>2</sup> Credit hours needed to complete the degree program may be higher depending on the student's educational background.

\*In certain cases, traditional 15 week courses may be offered.

\*\*In certain cases, 15 week courses may be offered. Each 15 week course meets 45 contact hours.

- K. ECSU AND HCC shall ensure the student receives a thorough orientation of each institution; and
- L. ECSU and HCC shall assign staff member(s) and student(s) as points of contact for the student.

#### **IV. INTELLECTUAL PROPERTY**

Any use of the names ‘Elizabeth City State University’ or ‘Halifax Community College’, including any of its constituent schools, departments, programs, or logos, shall be subject to prior written approval.

#### **V. COURSE DELIVERY**

Elizabeth City State University plans to broadcast video instruction via CISCO C60. This technology which allows ECSU to broadcast live instruction to up to 5 sites at once.

#### **VI. STUDENT AND STAFF CONFIDENTIALITY**

ECSU and HCC each agree to maintain the confidential and exempt status of any Social Security number information, as required by N.C.G.S. §132-1.10(c)(1), and that they will not re-disclose personally identifiable information pursuant to Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA) or by other State and Federal laws. If ECSU or HCC experiences a security breach concerning any information covered by this Agreement, and such breach is covered by N.C.G.S. §75.61(14), then the party will (a) fully comply with the party’s obligations under the NC Identity Theft Protection Act, (b) immediately notify ECSU or HCC with the information which was disclosed, and (c) fully cooperate with ECSU or HCC in carrying out ECSU’s or HCC’s obligations under said Identity Theft Protection Act.

#### **VII. ADMINISTRATION**

The administration of this Agreement shall be the responsibility of the Chief Academic Officer/Provost at ECSU and the Vice President of Academic Affairs at HCC.

## **VIII. RELATIONSHIP AND DISPUTE RESOLUTION**

This Agreement shall not be construed as creating a relationship of partners, brokers, employees, servants, joint ventures or agents between the parties. The parties to this Agreement are acting as independent participants and shall cooperate mutually to resolve any dispute or misunderstanding through collaboration and discussion. If a mutually agreed upon resolution does not occur, this Agreement shall be governed by the laws of the State of North Carolina, excluding its conflict of laws principles. Each party expressly agrees to subject to the jurisdiction of the Courts of the State of North Carolina should litigation arise between the two parties.

## **IX. DURATION**

- A. This Agreement is effective for five years, starting from the date it is executed, after which it will be re-evaluated by both parties for renewal, amendment or termination.
- B. Both parties have the right to terminate this Agreement at any time during its duration by providing two (2) months advanced written notice. Notwithstanding the foregoing, in case of termination as above provided, ECSU and HCC shall continue its obligation to those students already enrolled, until those students have completed their training.
- C. This Agreement may be revised through mutual, written Agreement by both institutions upon giving fifteen (15) days written notice signed by the presiding officer of the notifying party.

## **X. ESTIMATED TIMELINE**

- Sept.-Nov. 2015: Program planning
- November 2015: Degree Program/Department/Univ. Approval
- December 2015: Plan sent to ECSU Board for Approval
- January 2016: Signing Ceremony ECSU Chancellor and Halifax  
Community College President
- Feb.-Mar. 2016: Plan sent to UNC-GA for review and approval
- Apr.-May 2016: Notification Sent to SACS
- August 2016: Program Launches

## **XI. FORCE MAJEURE**

If either party's performance of obligations under this Agreement is materially hampered, interrupted, or interfered with by reason of any fire, casualty, lockout, strike, labor conditions, unavoidable accident, riot, war, or act of God, or by the enactment, issuance, or operation of any municipal, county, State, or federal law, ordinance or executive, administrative, or judicial regulation, order or decree, or by any local or national emergency, the affected party shall be excused from performance of this Agreement.

## **XII. ANNUAL REVIEW**

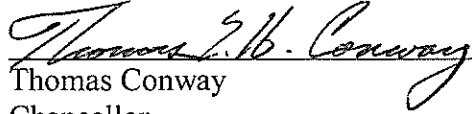
This Agreement shall be reviewed annually by the parties to determine if it needs to be modified and whether or not it will be continued without modification for the ensuing year.

## **XIII. ENTIRE UNDERSTANDING**

This Articulation Agreement contains the entire understandings between the parties and may be amended at any time by mutual written Agreement.

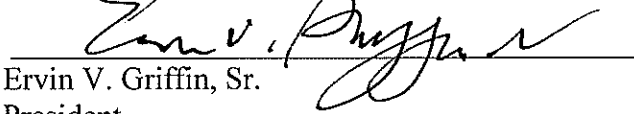
IN AGREEMENT to the foregoing, the parties, or their authorized representative, hereby affix their signatures in duplicate (2) original counterparts.

**Elizabeth City State University**



Thomas Conway  
Chancellor  
Elizabeth City State University

**Halifax Community College**



Ervin V. Griffin, Sr.  
President  
Halifax Community College

Date: 2/16/2016

Date: 2/7/14

Reviewed as to Form:

By: \_\_\_\_\_

- General Counsel
- Asst. General Counsel

Date: \_\_\_\_\_



# ATTACHMENT A

## Section 1 – Halifax Community College Criminal Justice Curriculum Criminal Justice Technology (A55180)

COURSE	COURSE TITLE	CREDITS
ACA 111	College Student Success	1
CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 141	Corrections	3
ENG 111	Expository Writing	3
SOC 210	Introduction to Sociology	3
CJC 131	Criminal Law	3
ENG 114	Professional Research & Reporting	3
PSY 118	Interpersonal Psychology	3
CIS 111	Basic PC Literacy	2
CJC 113	Juvenile Justice	3
CJC 121	Law Enforcement Operations	3
CJC 213	Substance Abuse	3
CJC 221	Investigative Principles	4
CJC 241	Community Based Corrections	3
COE 110	World of Work	1
PSY 150	Introduction to Psychology	3
Elective	Humanities	3
CJC 132	Court Procedures & Evidence	3
CJC 212	Ethics & Community Relations	3
CJC 231	Constitutional Law	3
MAT 115	Mathematical Models	3
POL 120	American Government	3
SOC 213	Sociology of the Family	3
	<b>Program Totals</b>	<b>68</b>

## Section 2 – ECSU Criminal Justice Curriculum

COURSE	COURSE TITLE	CREDITS
GE 102	English Composition & Grammar	3
GE 115	College Algebra	3
GE 122	Freshman Seminar	1
GE 135	Introduction to Music Literature	2
GE 140	World Civilization I	3
GE	Natural Science/Lab	4

COURSE	COURSE TITLE	CREDITS
GE	Physical Education Activity	1
GE 103	English Composition & Vocabulary	3
GE 130	Art Appreciation	2
GE 185	Health Concepts	2
GE 141	World Civilization II	3
GE	Natural Science/Math	3
GE	Physical Education Activity	1
GE	Social/Behavioral Science	3
GE 201	World Literature I	3
CJ 201	Introduction to Criminal Justice	3
CJ 203	Criminal Justice Ethics	3
CJ 204	Institutional Corrections	3
CSC 111	Introduction to Computing	3
GE 202	World Literature II	3
GE	Social/Behavioral Science	3
CJ 206	Police in American Society	3
CJ 210	Juvenile Justice System	3
	Related Course	3
CJ 310	American Constitution Law	3
CJ 311	Criminal Law	3
CJ 392	Statistics in Criminal Justice or SOC 245 Social Statistics	3
	Related Court	3
	Minor/Elective	3
CJ 391	Criminology	3
CJ 313	Research Methods in Criminal Justice	
	Related Course	3
	Minor/Elective	3
	Minor/Elective	3
CJ 400	Juvenile Delinquency	3
CJ 489	Problems and Practice in Criminal Justice	3
CJ 492	Public Policy in Criminal Justice	3
CJ 499	Criminal Justice Internship or Two 400-Level CJ Courses	6
	Related Course	3
	Minor/Elective	3
	Minor/Elective	3
	Minor/Elective	3
	Minor/Elective	3
	<b>Related Courses (Select 12 Hours from the Following)</b>	
BUAD 190	Management Information Systems I	3
ENGL 317	Advanced Composition	3
SOC 302	Race and Ethnic Relations	3
SOC 305	Sociology of the African American	3
SPAN 101/102	Elementary Spanish I or Elementary Spanish II	3
PAD 200	Public Administration	3

COURSE	COURSE TITLE	CREDITS
	<b>Select 6 Hours from the Following as a Substitute for CJ 499</b>	
CJ 406	Introduction to Jurisprudence	3
CJ 410	Prosecution and the Courts	3
CJ 496	Comparative Criminal Justice	3
CJ 498	Directed Study in Criminal Justice	3
	<b>Minor/Electives</b>	21-24
	<b>Program Totals</b>	<b>124</b>

**Section 3 – Courses Accepted for Transfer in the ECSU Criminal Justice Program**

ECSU Accepts all Halifax Community College Criminal Justice Curriculum Courses for Transfer Credit as follows:			
COURSE	COURSE TITLE	TYPE*	TR-CREDITS
ACA 111	College Student Success	GE	1
CJC 111	Introduction to Criminal Justice	CC	3
CJC 112	Criminology	CC	3
CJC 141	Corrections	CC	3
ENG 111	Expository Writing	GE	3
SOC 210	Introduction to Sociology	GE	3
CJC 131	Criminal Law	CC	3
ENG 114	Professional Research & Reporting	GE	3
PSY 118	Interpersonal Psychology	GE	3
CIS 111	Basic PC Literacy	GE	2
CJC 113	Juvenile Justice	CC	3
CJC 121	Law Enforcement Operations	CC	3
CJC 213	Substance Abuse	ELEC	3
CJC 221	Investigative Principles	ELEC	4
CJC 241	Community Based Corrections	ELEC	3
COE 110	World of Work	GE	1
PSY 150	Introduction to Psychology	GE	3
Elective	Humanities	GE	3
CJC 132	Court Procedures & Evidence	ELEC	3
CJC 212	Ethics & Community Relations	CC	3
CJC 231	Constitutional Law	CC	3
MAT 115	Mathematical Models	GE	3
POL 120	American Government	GE	3
SOC 213	Sociology of the Family	GE	3
	<b>Total Transfer Credits</b>		<b>68</b>

**Legend:**

GE = General Elective

CC = Core Course

ELEC = Elective

Section 1 – Halifax Community College Human Services Curriculum Human Services Technology (A45380)

<b>COURSE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
ENG 111	Expository Writing	3
ENG 114	Professional Research and Reporting	3
MAT 115	Mathematical Models	3
ACA 111	College Student Success	1
CIS 111	P C Literacy	2
HEA 110	Personal Health & Wellness	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology	3
HSE 110	Introduction to Human Services	3
HSE 125	Counseling	3
HSE 225	Crisis Intervention	3
SAB 110	Substance Abuse Overview	3
SWK 110	Introduction to Social Work	3
SWK 113	Working with Diversity	3
HSE 123	Interviewing Techniques	3
HIS 111	World Civilization I	3
BIO 111	General Biology I	4
BIO 112	General Biology II	4
ECO 251	Principles of Microeconomics	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
POL 120	American Government	3
HSE 112	Group Processes	2
COE 110	World of Work	1
COE 111	Co-op Work Experience 1	1
HSE 210	Human Services Issues	2
HUM	Humanities Elective	3
HSE 155	Community Resources Management	2
HSE 220	Case Management	3
COE 121	Co-op Work Experience II	1
COE 125	Work Experience Seminar	1
PSY 281	Abnormal Psychology	3
	<b>Program Totals</b>	<b>93</b>

**Section 2 – ECSU Social Work Curriculum**

<b>COURSE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
GE 102	English Comp & Grammar	3
GE 103	English Comp & Vocabulary	3
GE 111	Introduction to Computing	3
GE 115	College Algebra	3
GE 122	Freshman Seminar	1
GE 130	Art Appreciation	2
GE 135	Introduction to Music Literature	2
GE 140	World Civilization I	3
GE 155 (L)	Principles of Biological Science /Lab	4
GE	Natural Science or Math	3
GE	Physical Education Activity	2
GE 185	Health Concepts	1
GE 201	World Literature I	3
ECON 201	Principles of Economics I	3
SOC 201	Introduction to Sociology	3
SOC 202	Social Problems	3
SOC 245	Social Statistics	3
SOC 305 or HIST 250	Sociology of the African Americans African American History	3
PSY 212	General Psychology	3
POLS 298	American National Government	3
SOWK 205	Introduction to Social Work	3
SOWK 210	Fundamentals of Interviewing	3
SOWK 220	Human Diversity	3
SOWK 250	Introduction to Social Welfare	3
SOWK 260	Human Behavior and the Social Environment I: Childhood to Adolescence	3
SOWK 363	Social Work Practice I: Organizations and Communities	3
SOWK 370	Social Welfare Policy	3
SOWK 372	Human Behavior and the Social Environment II: Adulthood	3
SOWK 390	Research Methods in Social Work	3
SOWK 442	Social Work Practice II: Individuals, Families, and Groups	3
SOWK 444	Field Education and Seminar I	6
SOWK 445	Field Education and Seminar II	6
SPAN 101	Elementary Spanish I or Foreign Language	3
SPAN 102	Elementary Spanish II or Foreign Language	3
SOWK	Social Work Electives	21-27
<b>Program Totals</b>		<b>124</b>

### Section 3 – Courses Accepted for Transfer Credit in the ECSU Social Work Program

ECSU Accepts Halifax Community College Human Services Curriculum Courses for Transfer Credit as follows:

COURSE	COURSE TITLE	TYPE*	TR-CREDITS
ENG 111	Expository Writing	GE	3
ENG 114	Professional Research and Reporting	GE	1
MAT 115	Mathematical Models	GE	2
ACA 111	College Student Success	GE	3
CIS 111	P C Literacy	GE	3
HEA 110	Personal Health & Wellness	GE	3
SOC 210	Introduction to Sociology	GE	3
<b>SOC 213</b>	<b>Sociology of the Family</b>	<b>ELEC</b>	<b>3</b>
SOC 220	Social Problems	GE	3
<b>PSY 118</b>	<b>Interpersonal Psychology</b>	<b>ELEC</b>	<b>3</b>
PSY 150	General Psychology	GE	3
<b>HSE 110</b>	<b>Introduction to Human Services</b>	<b>ELEC</b>	<b>3</b>
<b>HSE 125</b>	<b>Counseling</b>	<b>ELEC</b>	<b>3</b>
<b>HSE 225</b>	<b>Crisis Intervention</b>	<b>ELEC</b>	<b>3</b>
<b>SAB 110</b>	<b>Substance Abuse Overview</b>	<b>ELEC</b>	<b>3</b>
SWK 110	Introduction to Social Work	CC	3
SWK 113	Working with Diversity	CC	3
HSE 123	Interviewing Techniques	CC	4
HIS 111	World Civilization I	GE	4
BIO 111	General Biology I	GE	3
BIO 112	General Biology II	GE	3
ECO 251	Principles of Microeconomics	GE	3
ENG 231	American Literature I	GE	3
ENG 232	American Literature II	GE	2
POL 120	American Government	GE	1
<b>HSE 112</b>	<b>Group Processes</b>	<b>ELEC</b>	<b>1</b>
<b>COE 110</b>	<b>World of Work</b>	<b>ELEC</b>	<b>2</b>
<b>COE 111</b>	<b>Co-op Work Experience 1</b>	<b>ELEC</b>	<b>3</b>
<b>HSE 210</b>	<b>Human Services Issues</b>	<b>ELEC</b>	<b>2</b>
HUM	Humanities Elective	GE	3
<b>HSE 155</b>	<b>Community Resources Management</b>	<b>ELEC</b>	<b>1</b>
<b>HSE 220</b>	<b>Case Management</b>	<b>ELEC</b>	<b>3</b>
<b>COE 121</b>	<b>Co-op Work Experience II</b>	<b>ELEC</b>	<b>1</b>
<b>COE 125</b>	<b>Work Experience Seminar</b>	<b>ELEC</b>	<b>1</b>
<b>PSY 281</b>	<b>Abnormal Psychology</b>	<b>ELEC</b>	<b>3</b>
<b>Program Totals</b>			<b>93</b>

*The courses highlighted in red and the humanities electives (that are not utilized by General Studies) will be used to meet the 27 credit hours for social work electives.*

**Legend:**

GE = General Elective

CC = Core Course

ELEC = Elective