



Memorandum of Understanding
by and between
San Mateo County Community College District for its
College of San Mateo
And
Menlo College

This memorandum of understanding (MOU) dated 08/15/2022, between San Mateo County Community College District for its College of San Mateo (hereinafter called "District") and Menlo College, is to articulate and promote a transfer pathway to Menlo College by providing guaranteed admission and scholarships, ensuring acceptance of prior coursework, and facilitating the overall transfer process to Menlo College.

Accordingly, Menlo College and District agree to the following:

I. Admission

Menlo College recognizes that District students have received a rigorous, quality education and, thus, are prepared to succeed at Menlo College. Menlo College will extend a guarantee of admission to all District students who obtained a minimum GPA of 2.0. This guarantee of admission does not displace or supplant any existing or future campus-based admissions guarantees.

Menlo College will host early admission events exclusively for District students in fall and spring terms.

II. Transferability of Credit

With respect to students wishing to complete their education at Menlo College, for credits taken and accepted by the California Community Colleges as associate level, a maximum of 70-semester units or 105 quarter units will be transferable to Menlo College for courses that align to the major provided the student received a passing grade/grade equivalent to a C- or better in the applicable course.



III. General Education Requirements

With respect to students wishing to complete their education at Menlo College, Menlo College agrees to accept an Associate Degree for Transfer (ADT), Associate of Art (AA), or Associate of Science (AS) instead of Menlo College's lower-division general education requirements.

IV. Articulation

A transfer pathway between Menlo College and the District will be articulated. Students who are awarded an Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) from the District will enroll at Menlo College with junior standing and require no more than 60 additional semester units at Menlo College to complete a bachelor's degree within the similar program.

Following the negotiated 2+2 transfer pathway, the Business Core courses in Appendix A will be accepted for transfer by Menlo College towards the Bachelor of Science in Business Administration Degree.

V. Reverse Articulation

The District agrees to review student transcripts from Menlo College and award an associate degree or certificate from the District if the student has attained the appropriate credits at Menlo College and has met all degree and residency requirements for the District.

VI. Student Advising

Menlo College will provide additional pre-enrollment information and advice to the District students through in-person, online, and telephonic advising, including around the transferability of classes and additional coursework that may be required of all students before graduation.

The District will ensure that Menlo College has the opportunity to come onto the campus to engage with potential District transfer students about potential pathways and financial aid available.

Menlo College's Office of the Registrar will maintain an articulation agreement with the District, and any active partnerships will be made available on the Menlo College's website.



Faculty advising and mentoring will be available by discipline to students once enrolled at Menlo College. Materials for potential students will be available online, and degree program guides may be printed.

The District will allow Menlo College's admission to host a monthly pre-admission advising session for CSM students.

VII. Financial aid

Menlo College is committed to providing access through need-based financial aid and guidance for qualified students. Menlo College will examine ways to provide the most affordable access to students transferring via this transfer pathway and will provide financial aid counseling regarding all financial aid options. Menlo College will provide guidance and promotional materials. All students accepted are guaranteed a \$15,000 scholarship per academic year (fall/spring terms) for each of two years (max. total: \$30,000), subject to the student remaining in good academic standing.

Admitted District students in good standing will be offered a 50% discount from the then-published tuition for any summer session classes at Menlo College in which they enroll.

VIII. Marketing and communications

The District will collaborate with Menlo College to make partnership information available to students, faculty, and staff. Information will be promoted through established internal District's communication channels (student and employee newsletters, website pages, social media pages, and listservs). Menlo College will produce and provide all marketing collateral related to the 2+2 program in digital formats.

Menlo College will advertise District as a premier partner institution highlighting the 2+2 partnership and admission incentives.

Students denied admission to Menlo College will be notified that the District is a premier partner institution that affords the opportunity for a transfer pathway to Menlo College.



IX. Housing Option

District students majoring in one of the Business or Accounting programs have the option to apply for housing at Menlo College. All housing contracts will include meal plans. Students who are housed at Menlo College will have access to the gym, fitness center, library, and on-campus and residential life student activities. Housing accommodations will be available on a first-come-first-served basis for up to 12 CSM students; if more than 12 CSM students apply for housing at Menlo College, housing will be assigned to the extent rooms may be available. While applicants are encouraged to designate their preferred residence hall and/or room type (single, double, or triple occupancy), Menlo College cannot guarantee that such preferences will be accommodated. Menlo College will retain complete and independent authority at all times over all housing-related decisions, policies, and procedures.

X. Term and Other Miscellaneous Provisions

The term of this agreement shall be ongoing, commencing on the date first set forth above. Any party may terminate this agreement at any time, for any reason (e.g., with or without cause), upon thirty (30) days prior written notice to the other party.

In the unlikely event the partnership ends, the students in the admission process, and those receiving any educational benefit described in this agreement, will receive the full range of the benefits offered by this agreement, provided they remain in good academic standing at Menlo College.

Menlo College acknowledges that all students have a right to participate fully in community college educational processes, free from discrimination and harassment and that community colleges have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunities. Accordingly, Menlo College shall afford all persons, regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other basis that is contained in the prohibition of hate crimes set forth in the Penal Code, section 422, subdivision (a), equal rights and opportunities.

This agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended unless in writing and signed by both parties. The agreement supersedes all prior agreements, representations, warranties, promises, or



commitments, whether written or oral, with respect to the subject matter contained in this agreement.

Menlo College retains and reserves all of their rights, title, and interest, including all intellectual property rights, in and to the courses and related materials and information they or their affiliates provide in connection with this agreement.

Except as expressly provided, this agreement is entered into solely between and may be enforced only by and against Menlo College and College of San Mateo.

NO PARTY MAKES ANY REPRESENTATION OR WARRANTY WITH RESPECT TO THIS AGREEMENT AND ITS SUBJECT MATTER, AND EACH PARTY EXPLICITLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED. IN NO EVENT WILL ANY PARTY BE LIABLE UNDER THIS AGREEMENT FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR INCIDENTAL DAMAGES, HOWEVER CAUSED, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING LIMITATIONS OF LIABILITY WILL APPLY NOTWITHSTANDING THE FAILURE OF THE ESSENTIAL PURPOSE OF ANY LIMITED REMEDY IN THIS AGREEMENT.



This agreement may be executed in several counterparts, all of which taken together shall constitute one single agreement.

On behalf of San Mateo County
Community College District for its
College of San Mateo

On behalf of
Menlo College

A handwritten signature in blue ink, which appears to read 'Steven Weiner'.

Dr. Richard Storti
Executive Vice Chancellor of Administrative Services

Mr. Steven Weiner
President



Appendix A

In accordance with the negotiated 2+2 transfer pathway program, the following Business Core and General Education courses will be accepted for transfer by Menlo College towards the Bachelor of Science in Business Administration Degree effective Fall 2022. General education and elective coursework for transfer will follow the current transfer agreement between the College of San Mateo and Menlo College, including CSU and UC transferable courses.

Menlo College Course #	Menlo College Course Title Business Core Requirements	Units 42	College of San Mateo Course #	College of San Mateo Course Title	Units 39
MGT 101	Discovering Business	3	BUS 100	Introduction to Business	3
ACC 201	Principles of Financial Accounting	3	ACTG 121	Financial Accounting	4
ACC 202	Principles of Managerial Accounting	3	ACTG 131	Managerial Accounting	4
MTH 251	Statistics	3	MATH 200	Elementary Probability & Statistics	4
MGT 206	Business Law	3	BUS 201	Business Law	3
MGT 313	Supply Chain Operations	3	N/A	No equivalency	0
MKT 316	Principles of Marketing	3	BUS 180	Introduction to Marketing	3
MGT 317	Organizational Behavior	3	MGMT 220	Organizational Behavior	3
MGT 333	Business Communication	3	BUS 401	Business Communication	3
FIN 320	Principles of Finance	3	BUS 136	Business Finance	3
MGT 327	Business Ethics	3	BUS 205	Business Ethics and Social Responsibility	3
MGT XXX	Principles of Quantitative Analysis	3	N/A	No equivalency	0
ECO 201	Microeconomics	3	ECON 102	Microeconomics	3
ECO 202	Macroeconomics	3	ECON 100	Macroeconomics	3



Menlo College General Education Requirements	Units 31	College of San Mateo Course #	College of San Mateo Course Title	Units		
Writing and Critical Thinking	6	ENG 100	Composition & Reading	3		
		ENG 105	Intensive Composition & Reading	3		
		ENG 110	Comp. Lit, & Critical Thinking	3		
		ENG 165	Comp. Argument, & Crit Thinking	3		
Quantitative Skills	3	MTH 222	Precalculus	5		
		MTH 225	Path to Calculus	6		
		MTH 251	Calculus w/Analytics Geo I	5		
		MTH 252	Calculus w/Analytics Geo II	5		
		MTH 253	Calculus w/Analytics Geo III	5		
		MTH 270	Linear Algebra	3		
		MTH 275	Ordinary Differential Eq	3		
Natural Science with lab	4	ASTR 100	Intro to Astronomy	3		
		ASTR 101	Astronomy Lab	1		
		BIOL 110	Gen Principles of Bio	4		
		CHEM 231	Organic Chemistry I	5		
		GEOL 100	Survey of Geology	3		
		GEOL 101	Geology Lab	1		
		OCEAN 100	Oceanography	3		
		PHYS 210	General Physics I	4		
Social Science, including at least one Equity and Justice course (if not met with Humanities course)	9	DGME 100	Media in Society	3		
		ETHN 101	Latin American & Indigenous Peoples History & Culture	3		
		ETHN 300	Intro to La Raza Studies	3		
		PLSC 130	International Relations	3		
		PLSC 200	National, State, & Local Governments	3		
		PLSC 210	American Politics	3		
		PSYC 100	General psychology	3		
		PSYC 201	Child Development	3		
		PSYC 300	Social Psychology	3		
		PSYC 410	Abnormal Psychology	3		
		SOCI 100	Intro to Sociology	3		
		SOCI 105	Social Problems	3		
		Humanities, including at least one Equity and Justice course (if not met with Social Science course)	9	ARCH 100	Survey of Modern Architecture	3
				ART 102	Art of Renaissance & Baroque	3
ART 103	Art of Europe & America: Neoclassical			3		
ASL 100	American Sign Language I			5		
ASL 110	American Sign Language I			5		
ETHN 288	African-American Cinema			3		
HIST 100	History of World Civ I			3		



Menlo College General Education Requirements	Units 31	College of San Mateo Course #	College of San Mateo Course Title	Units
		HIST 101	History of World Civ I	3
		HIST 102	History of World Civ	3
		HIST 201	United States History I	3
		HIST 202	United States History II	3
		HIST 260	Women in American Hist	3
		MUS 202	Music Appreciation	3
		MUS 275	History of Jazz	3
		PHIL 100	Intro to Philosophy	3
		PHIL 244	Intro to Ethics: Contemporary Social & Moral Issues	3