MEMORANDUM OF AGREEMENT

AMERICAN UNIVERSITY
Office of the Provost
4400 Massachusetts Avenue, NW
Washington, DC 20016

And

BRIDGEWATER COLLEGE
Office of Vice President and Dean for Academic Affairs
402 East College Street
Bridgewater, VA 22812

American University ("AU"), represented by Provost Scott A. Bass, and Bridgewater College ("BWC"), represented by Carol A. Scheppard, Vice President and Dean for Academic Affairs, enter into this Agreement effective September 1, 2011 to establish an educational partnership. AU and BWC have in the past, and agree to continue to, provide an educational experience for BWC undergraduate students at AU for a semester or a year during the period of the Agreement. This experience will be provided under the auspices of AU's Washington Semester Program ("WSP") for visiting students. AU and BWC agree to support the activities of the partnership in accord with the terms of this Agreement for the mutual interests of both institutions. The period of this agreement is from September 1, 2011 to August 31, 2016.

In pursuit of this objective, AU and BWC agree to the terms and conditions set forth below.

1. **Bridgewater College** may nominate one or more senior, junior, or second-semester sophomore students each year, to study in the Washington Semester Program, administered by American University. A member school may contract for a fixed number of spaces in the program if it so desires. Such a contract will be honored by the dean of the program. Additional students beyond the contracted number may be accepted, but only upon mutual agreement between the home institution and the Dean of the Washington Semester Program.

2. **Bridgewater College** will designate a member of its faculty or staff as the institutional representative, who becomes a member of the Washington Semester Interinstitutional Committee. The committee meets regularly in Washington to review the program and to advise AU/WSP on program and curricular matters. Member representatives who are able to attend are provided hotel accommodations as guests of American University during the meeting.
3. The institutional representative cooperates with the dean of the Washington Semester Programs in all matters concerning the Program at his or her school and as such serves as the liaison with American University. The representative submits the official nominations of student participants with required supporting documents. The representative acts as advisor to students from the home school with respect to the various Washington Semester Programs before the students arrive at American University.

4. Students are selected by the participating school in a manner which it will determine, upon the basis of their scholastic achievement, readiness and ability to do independent work, and in accordance with the minimum required academic credentials as described below.

5. Students selected may be majors in any field, but must have an introductory course in a related field or its equivalent as determined by the participating school. An overall grade point average of 1.5 on a scale where “A” equals 3.0, is the minimum requirement for admission. On a 4-point scale, the minimum required grade point average is 2.5.

6. Students participating in the Washington Semester Program are considered visiting, non-degree students and not transferred to American University, but remain enrolled in their home institutions, in accordance with its established policies.

7. Bridgewater College agrees to award and disburse federal and state financial aid according to applicable regulations and requirements.

8. Subject to availability of institutional funds, Bridgewater College students are eligible to apply for need-based AU/WSP scholarships for tuition, housing or international travel in one of the select travel programs. Eligibility criteria for these scholarships will be determined by American University.

9. Payment of requisite tuition and fees will entitle the student to enroll in classes carrying up to the maximum number of credit hours as that allowed regular undergraduate students at the university, including therein the Washington Semester Program courses appropriate to the Program offering in which the student is enrolled. Upon enrollment and payment of tuition and fees, the student is also entitled to the same university services provided to all regular full-time undergraduates, such as student health services, academic support services, library facilities, computer laboratories, sports and fitness center.

10. American University agrees to notify Bridgewater College in writing if a student enrolled in the Washington Semester Program withdraws or drops below full-time status. Bridgewater College may be required to perform federal and/or state aid refund calculations if a withdrawal occurs.

11. Housing. Subject to availability, Program students are housed in university residence halls with university supervision, at the same rate charged regular full-time undergraduate students for the same facilities. Housing fees are normally payable by the student upon registration and signing of the Housing agreement. Special
arrangements may be made with WSP for billing and collection of Housing fees from the home institution along with tuition. AU will assist BWC students in locating off-campus housing if students strongly prefer such housing, or if AU is unable to provide on-campus housing. However, the BWC student bears the ultimate responsibility for locating such off-campus housing.

12. **Health and Insurance.** BWC students will be required to purchase AU student health insurance for the period of their study at AU, unless these students show proof of coverage under individual or family health insurance. AU will direct BWC students requiring medical assistance to AU's student health facilities and, if necessary, other appropriate facilities. All students are responsible for any medical expenses not covered by AU's student health insurance plan.

13. **BWC Payments.** With prior arrangements, BWC will pay BWC students' tuition and fees within 21 days of receiving a detailed invoice from AU confirming the number of BWC students officially admitted. BWC will pay AU tuition and fees according to the invoice instructions. In the event that a BWC student is unable to enroll at AU following admission, or withdraws from study at AU following the commencement of the academic term, AU's graduated refund policy for tuition paid will apply.

14. **Student Payments.** Unless billed to the home school, BWC students will be responsible for all personal expenses, including, but not limited to, housing, meals, transportation (to, from, or within the United States), passports and visas, freight and baggage shipments, books and other supplies, storage, telephone, e-mail, and other communication expenses.

15. **Student Conduct.** BWC students will be subject to AU's student conduct policies and standards as elaborated in AU's Student Conduct Code. AU can take disciplinary action against a BWC student for any reason AU deems appropriate, but only after consultation with BWC.

16. Since students are not transferred to American University, academic work done at American University's Washington Semester Program becomes a part of the student's record in the home school. Accordingly, the registrar of American University will send a certified transcript of each student's academic work in all courses taken at AU/WSP to the registrar of the home school. It is the prerogative of the home school to assess the level of academic work and student effort for its equivalent credit(s) at the home school.

17. If a Bridgewater College student chooses to complete a research project while attending the Program, Bridgewater College retains the right to have its own faculty read the student's Washington Semester research project and to award it a grade that supplants the grade given on the transcript. This reservation is intended primarily for the use of those home institutions granting more than one course credit for the project as a part of a larger, continuing project or research at the home school. If the home school has a pass/fail system under which its students would be eligible to take the Washington Semester Program courses, the home school may convert the letter grades in those courses to their equivalent in its own system.
18. A student desiring to register pass/fail for Washington Semester courses under American University's pass/fail system must receive the written permission of the home school to do so. Alternately, the home school may, at the student's request, convert the letter grades earned in the program to pass/fail equivalents in the home school's system.

19. A member school that fails to send any qualified students over a period of four (4) consecutive semesters may be dropped from the Program. Such an action, if taken, would occur only after discussion with the dean of the Washington Semester Program.

20. To safeguard the interests of the home school, American University agrees that no Washington Semester Program student will be admitted to a degree program at American University in the academic semester following participation in the Program unless the student has graduated from the home school.

21. Liability. Neither AU nor BWC will be liable for damages caused by BWC students to their own or other persons and property, including damage due to abuse of alcoholic beverages, medicines, or illegal drugs. BWC students will be individually liable for the economic and legal consequences of their personal actions.

22. Amendments. This Agreement may be amended by the written consent of the signatories or their duly authorized representatives.

23. Termination. Either institution may choose to terminate this Agreement by written notification to the other. Termination will be effective three (3) months after written notification is received by the other institution. The notice of termination notwithstanding, BWC students already admitted or enrolled at AU under this Agreement will be permitted to complete their studies through the end of the academic term for which they have been admitted and enrolled. Either institution can terminate the Agreement immediately if, in its opinion, the other institution is incapable of fully performing the services described herein, or the health, safety, or welfare of students are endangered for any reason, in the sole opinion of the terminating institution.

The parties hereto have caused their duly authorized representatives to execute this Agreement on the day and date first above written.

Scott A. Bass
Provost
American University

Carol A. Scheppard
Vice President and Dean for Academic Affairs
Bridgewater College

9/27/11
Date

10/5/11
Date