

**MEMORANDUM OF UNDERSTANDING
FOR AN ASSOCIATE OF APPLIED SCIENCE-SKILLED TRADES DEGREE AGREEMENT
EAST CENTRAL COLLEGE AND THE JOINT APPRENTICESHIP & TRAINING COMMITTEE,
LOCAL 1, BRICKLAYERS & ALLIED CRAFTWORKERS OF EASTERN MISSOURI**

This document serves as a Memorandum of Understanding (hereafter MOU) between East Central College (hereafter ECC or the College) and the Joint Apprenticeship & Training Committee, Local 1, Bricklayers & Allied Craftworkers of Eastern Missouri (hereafter JATC). In accordance with the guidelines established by the United States Department of Labor (hereafter US-DOL), the Higher Learning Commission (hereafter HLC), and the Missouri Coordinating Board of Higher Education (hereafter CBHE), the institutions agree to administer jointly an educational program that allows eligible member apprentices and journey-workers of Bricklayers & Allied Craftworkers-Local 1 (hereafter BAC) and its Joint Apprenticeship & Training Committee the opportunity to enroll in post-secondary courses offered by ECC and to earn an Associate of Applied Science-Skilled Trades degree through the College. This agreement is entered into on or about the _____ day of _____, 2019 by and between the duly authorized agents of East Central College and the Joint Apprenticeship and Training Committee, Local 1, Bricklayers & Allied Craftworkers of Eastern Missouri.

RECITALS

1. ECC provides educational services to post-secondary students and grants college credit for successful completion of its courses; and
2. ECC will collaborate with the JATC consistent with all its regulatory obligations, for the implementation of AAS-Skilled Trades; and
3. JATC is qualified and capable of providing skilled masonry training to its eligible members and in helping them meet the educational and program objectives of a comprehensive US-DOL Registered Apprenticeship Program; and
4. ECC and the JATC are undertaking this project in a manner consistent with the mission and vision of the AAS-Skilled Trades and consistent with all regulations and requirements of HLC and the US-DOL.

THEREFORE, in consideration of the mutual promises and condition in this AGREEMENT and for the good and valuable consideration, the sufficiency of which is acknowledged, ECC and the JATC agree as follows:

TERMS OF AGREEMENT
PART 1: GENERAL PROVISIONS

1. Scope

The AAS-Skilled Trades program represents a joint effort between ECC and the JATC to recognize apprenticeship training as post-secondary education to prepare the current and future workforce. The Skilled Trades program looks to award an associate of applied sciences degree to BAC-credentialed journey-workers and JATC-enrolled apprentices who have successfully completed or are in the midst of completing the approved US-DOL apprentice program and fifteen credit hours of general education courses at ECC.

2. Purpose

The primary purpose of this partnership is to improve the vocational skills and to advance the academic education of workers in the masonry trade. The combination of the JATC apprenticeship and the AAS-Skilled Trades degree will equip participating students with the knowledge, skills, and certifications they need to seek employment and promotion within the masonry and construction industries and allow them, if they choose, to pursue additional post-secondary educational opportunities.

3. Eligibility and Approval

This Agreement specifies the means by which ECC and JATC will provide opportunities for students who enroll in the Skilled Trades program. The general provisions and specific procedures related to administering the program are discussed in the MOU.

4. Governing Law

This Memorandum of Understanding shall be governed by and construed under the laws of the state of Missouri.

5. Documents

The ECC-JATC educational partnership will function through this MOU. Certain specific responsibilities of ECC and the JATC are defined. This Agreement hereby incorporates by reference all degree program requirements defined in Missouri CBHE codes and the accreditation requirements established by HLC, as such may be amended during its term.

6. Modifications

This MOU may be modified to accommodate any course and/or programmatic revisions mandated or requested by the US-DOL, HLC, CBHE, ECC, and/or the JATC. The Agreement can be modified to include other training courses, certificate programs, and the extension of course offerings to other areas served by ECC. This MOU may be adjusted via mutual consent of the ECC and the JATC by simple amendment of these terms, properly signed and distributed to both parties.

7. Notice

All notices, demands, or requests from one party to the other may be personally delivered or sent by email and mail (certified or registered, postage prepaid) to the posted addresses of the individual parties and are considered to have been given at the time of personal delivery or mailing.

8. Indemnification

The Joint Apprenticeship Training Committee, Local 1, Bricklayers & Allied Craftworkers of Eastern Missouri through and on behalf of its trustees, administration, representatives, agents, members, and employees, shall indemnify and hold East Central College and its trustees, administration, agents, and employees harmless from and against any and all claims, causes of action, demands, damages, liabilities or costs, including attorney's fees, arising out of its connection with the performance of its obligations under this Agreement.

East Central College, through and on behalf of its trustees, administration, representatives, agents, members, and employees, shall indemnify and hold the JATC and its trustees, administration, agents, and employees harmless from and against any and all claims, causes of action, demands, damages, liabilities or costs, including attorney's fees, arising out of its connection with the performance of its obligations under this Agreement.

9. Liabilities of Parties

Student enrollment into the AAS-Skilled Trades program shall neither enhance nor diminish on-campus liabilities for ECC or the JATC. Management of risk and liabilities shall be in accordance with ECC and JATC policies and codes of conduct. Personal liabilities for the Skilled Trades program student shall be equal to those of regular ECC students.

10. Assignability

Parties herein shall not assign any interest in this Agreement and shall not transfer any interest in same without prior written consent of both parties.

11. Independent Contractor

Parties shall provide services pursuant hereto as independent contractors. This MOU does not create an employment relationship, partnership, or joint venture between the parties or its employees. Neither party nor its employees shall be deemed employees of each other for any purpose whatsoever, and neither shall be eligible to participate in any benefit program provided by either party.

12. No Third Party Beneficiaries

Nothing in this MOU, express or implied, is intended or shall be construed to confer upon any person, firm, or corporation other than the parties hereto and their respective successors or assigns, any remedy or claim under or by reason of this Agreement or any term, covenant, or condition hereof, as third party beneficiaries or otherwise, and all of the terms, covenants, and conditions hereof shall be for the sole and exclusive benefit of the parties hereto and their successors and permitted assigns.

13. Counterparts

This MOU may be executed in counterparts, each one of which shall be an original, and different parties may sign different counterparts, all of which shall constitute but one document.

14. Non-Discrimination

ECC and the JATC, in fulfilling its responsibilities under this Agreement, shall not discriminate against any participant in any educational program or activity on the basis of

race, color, creed, religion, sexual orientation, national origin, ancestry, age, disability, genetic information, or veteran status, and shall take action necessary to ensure nondiscrimination.

PART 2: PROVISIONS AND PROCEDURES

1. Principles of Good Practice

East Central College and the Joint Apprenticeship & Training Committee of the Bricklayers & Allied Craftworkers-Local 1 will endeavor to uphold well-established principles of good practice. Regular consultation and review of programmatic matters will occur between JATC and ECC representatives. Each party should facilitate consistent and timely communication that addresses compliance with federal and/or state educational policies and the evaluation of degree programming.

2. Core Responsibilities

Both ECC and the JATC assume responsibility to ensure the quality of the content and coursework agreed to as part of the AAS-Skilled Trades program and to demonstrate adherence to all relevant federal, state, and institutional policies. Whereas ECC will provide oversight of the academic component of the program, the JATC will manage the apprentice training. The oversight provided by the parties shall be consistent with the apprenticeship curricula of the JATC and the academic objectives of the AAS-Skilled Trades degree. Each party shall stay current with the institutional policies and procedures of its partner so as to provide accurate and sound advice to potential students.

3. AAS-Skilled Trades Degree

The program allows eligible JATC apprentices and BAC journey-workers to earn an associate of applied science degree in Skilled Trades from ECC. The degree is tailored to fit the occupational and career needs of program students by blending post-secondary apprenticeship training with general education coursework. Those persons who successfully complete the JATC apprenticeship program and fifteen credit hours of general education courses at ECC with a minimum 2.0 cumulative grade point average will earn a Skilled Trades AAS degree. At the completion of the degree, students are expected to

- demonstrate knowledge of basic masonry processes and procedures, including, when appropriate, familiarity with legal standards that promote public health, safety, and general welfare
- solve problems productively by using information, knowledge, critical thinking, and/or industry-based best practices
- communicate effectively by using appropriate oral and written strategies
- work professionally with other people

4. Apprenticeship Instructors

To maintain the quality of the AAS-Skilled Trades degree, ECC stipulates that JATC apprenticeship instructors shall meet the College's credentialing requirements. The JATC will provide ECC a list of proposed instructors and all documents that ECC shall need to verify their teaching credentials. Such documents may include resumes, transcripts from post-secondary institutions, and any relevant certifications. JATC apprenticeship instructors shall not, for any purposes, be entitled to compensation or consideration of any kind from ECC, and shall not be covered employees of ECC for purposes of worker's compensation.

5. Credit for Prior Learning

ECC understands JATC apprenticeship training as valuable post-secondary education to prepare the current and future masonry workforce. In recognition of that training, ECC will extend college credit to persons who have successfully completed the JATC apprenticeship and who are pursuing the AAS-Skilled Trades degree. That proffer shall be tendered as credit for prior learning, or academic credit granted for demonstrated college-level equivalencies gained through learning experiences outside the college classroom. Credit for prior learning is awarded for what program students have learned, not for the work that they have done. In fall 2018, ECC conducted a curriculum audit of the apprenticeship training provided by the JATC to determine college-level credit equivalencies and to articulate apprenticeship training as credit hours that can be applied toward completing the AAS-Skilled Trades degree.

6. Apprenticeship Credit Articulation

The JATC apprenticeship term is 3.5 years (or 5,000 hours) of on-the-job training supplemented by three years of classroom instruction (or a minimum of 432 hours). According to Carnegie Unit standards defining college credit hours, each credit hour of classroom credit must consist of at least 750 minutes of instruction, and each credit hour of on-the-job training must consist of at least 1,500 minutes of training. The formulas for determining how apprenticeship training equates into Carnegie Units are:

- Total minutes of apprentice classroom training ÷ 750 = Classroom credit hours
- Total minutes of apprentice on-the-job training ÷ 1500 = On-the-job credit hours
- Apprentice classroom credit hours + on-the-job credit hours = Total college credit hours

A conversion of JATC apprenticeship hours into Carnegie Units reveals that an apprentice accumulates 34.6 classroom credit hours and 200 on-the-job credit hours during the full apprenticeship term. East Central College policy allows for a maximum of 45 hours from non-ECC entities to be accredited toward AAS degrees. Hence, ECC agrees to award a maximum of 45 hours of credit for prior learning toward completion of the AAS-Skilled Trades degree in recognition of the eminent quality and quantity of training provided by the JATC apprenticeship program.

7. Apprenticeship Credit Apportionment

Because the JATC apprenticeship training is not broken into a curriculum of discrete course titles, ECC will accept the 45 hours as block credit. For transcription purposes, ECC will apportion the 45 credits into five blocks of nine hours. The JATC credits will be listed as "P" (for Pass) on the ECC transcript.

8. Apprenticeship Credit Requirements

Students enrolled in the AAS-Skilled Trades program must meet the following requirements before ECC will apply the 45 apprenticeship hours toward the degree:

- have verifiably completed the JATC apprenticeship program
- have finished at least three academic credit hours with passing grade through ECC

9. Apprenticeship Credit Verification

To verify completion of the JATC program, the JATC will craft a letter to the ECC Registrar stating that an individual member has successfully finished the apprenticeship. The letter should contain the following information:

- member name, date of birth, and social security number
- start and completion dates of the member's apprenticeship
- total number of hours of classroom and on-the-job training completed
- member's apprentice registration or union identification number
- International Union identification number

The letter shall be printed on JATC letterhead and can be submitted in person, via fax, by mail, or through e-mail to the ECC Registrar. The letter must have an original signature and a date not more than one year old. Photocopies of the verification letter or training records are not acceptable. A sample letter is provided in Appendix A.

10. Apprenticeship Credit Time Limitation

There are no time limitations or restrictions on the acceptability of JATC apprenticeship completion used to satisfy the requirements of the AAS-Skilled Trades. ECC will accept apprenticeship credit for any person whose completion of the JATC apprenticeship can be verified and who has been admitted as a degree-seeking student at ECC. Students enrolled into the Skilled Trades program may begin the academic coursework leading toward the AAS degree while completing or upon the conclusion of the JATC apprenticeship.

11. Degree Plan

The content and coursework approved as part of the AAS-Skilled Trades degree plan conforms to ECC policies and the relevant requirements of the CBHE and HLC. ECC designed the AAS in Skilled Trades to award program students credit for prior learning and to provide those students seeking transfer to a public four-year university a start toward completing Missouri's Core 42. The Core 42 is a state-mandated curriculum of forty-two credit hours of general education courses that all public college students must complete before earning a Bachelor's degree. Per CBHE requirement, students seeking any degree must complete fifteen hours of coursework through ECC before receiving the degree. See Appendixes B and C for more details about the AAS-Skilled Trades degree plan.

12. Degree Plan Modifications

ECC agrees to certain modifications to the basic AAS-Skilled Trades degree plan for BAC members. Due to the special nature of this educational partnership, ECC will waive the Foundation Seminar requirement. Due to the amount of mathematical instruction embedded throughout the breadth of the JATC apprenticeship, ECC will grant program students, if they choose, three credit hours to fulfill the Math requirement; the credits will be transcribed as MTH 108: Applied Algebra & Trigonometry. The choice to apply MTH 108 toward the fulfillment of the Skilled Trades degree does not preclude students from taking other math courses. Per the modifications, program students will have to accumulate at least 15 credit hours of general education coursework through ECC as well as complete all 45 credit hours of the apprenticeship training requirements to receive the AAS-Skilled Trades degree.

13. Course Offerings

ECC offers courses in web-based and in-person formats. Academic courses to complete the AAS-Skilled Trades degree shall be offered to eligible students at one of ECC's campuses in Union, Washington, or Rolla, Missouri, and via online delivery based on the times and days specified by the ECC course schedule for a given semester. Degree-seeking students can register for classes as individuals or as cohorts. Under the right circumstances, ECC might be able to offer classes in hybrid format (i.e. a combination of web-based and in-person course delivery) to a cohort at the JATC Training Center and/or the BAC-Local 1 Hall.

14. Course Calendar

BAC members and JATC apprentices taking classes with ECC will follow the academic calendar of ECC. Due dates for tuition payments and dropping/adding classes will follow the calendar and policies of ECC.

15. Course Attendance

Persons taking classes with ECC will follow the attendance policies of ECC. Specific attendance guidelines and consequences are provided in each course syllabus and are enforceable as written unless otherwise specified. Any student who fails to uphold attendance policy will be recommended for administrative withdrawal to the Registrar's office.

16. Course Grades

The faculty at ECC hold sole responsibility for assignment of academic grades. The assignment of grades shall reflect the following standard college grading scale and corresponding grade points earned:

<i>Grade</i>	<i>Explanation</i>	<i>Grade Points per Credit</i>
A	Superior Work	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing Work	0
P	Pass	Not Computed
W	Student-Generated Withdrawal	Not Computed
WX	Administrative Withdrawal	Not Computed
I	Incomplete Work	Not Computed

Reports giving the letter grade earned in each course attempted shall be made available to students after the completion of each semester. All submitted grades become part of the student's official record and are used in the computation of the semester grade point average and the student's cumulative grade point average.

17. Release of Student Information

East Central College accords its students all the rights regarding the use and release of student information under the Family Educational Rights and Privacy Act of 1974. As allow

by FERPA and its regulations, information contained in a student's education record remains confidential between the student and ECC and will not be released to third parties without the written consent of the student. Students shall provide written consent before ECC will honor requests of the BAC and/or JATC to send academic, educational, and/or financial information pertaining to their enrollment in the AAS-Skilled Trades program. A record of consent shall be maintained by ECC.

18. Campus Closures

On occasion, circumstances require that an ECC campus be closed due to inclement weather or specific on-site occurrences. Decisions to cancel academic classes shall be made by ECC. For students taking both apprenticeship and academic courses, they should follow the class cancellation decisions made individually by each institution; e.g. if ECC should close due to snow and the JATC is open, the student should not attend his or her ECC class but go to class at the JATC. If ECC academic courses are hosted at the JATC Center in Earth City or the BAC Hall in St. Louis, those classes will follow the closure decisions made by ECC administrators. East Central's website maintains current information regarding campus closures. Online classes are still held though an ECC campus may be closed.

19. Identifying Potential Students

The JATC and ECC shall share responsibility for providing information to potential students regarding the AAS-Skilled Trades. Informational and/or orientation sessions held by ECC agents for potential program students hosted at either the JATC Center or the BAC Hall can be arranged upon request.

20. College Admission

ECC maintains an open-door admission policy for high school graduates and other prospective students over the age of 16 who have obtained a high school equivalency. East Central College welcomes students to enroll in academic classes without discrimination on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information, or veteran status.

21. Admission Responsibilities

Responsibilities for helping potential students gain admission into the AAS-Skilled Trades program shall be shared by the JATC and ECC. The JATC shall inform its apprentices and journey-workers of the opportunity to earn the AAS in Skilled Trades from ECC. The JATC assumes no guarantee of interest or number of students. When appropriate, the JATC may provide prospective students with program information and/or direction to the resources for admission. ECC will assist prospective students with the completion of admissions paperwork and procedures. The admissions process is outlined in Appendix D.

22. Student Placement

Student placement into ECC courses is part of the admissions process. To be admitted as a student, all applicants are required to complete a tested assessment of basic reading, writing, and mathematics for placement into appropriate course levels. All students are required to placement test unless they have

- earned credit from an accredited college anytime previous to ECC enrollment
- graduated from high school or homeschool within the past four years and achieved at least a 3.0 cumulative grade point average

- scored at least an 18 English, 18 Reading, and 22 Math on the ACT or 450 English and 520 Math on the SAT within the past four years
- completed a placement test within the past four years

If a potential student has not earned college credit, does not file a high school or college transcript, selects not to submit previously completed standardized test scores, or chooses not to take placement testing, the student will be automatically slotted into developmental courses in the areas of reading, writing, and mathematics that will not count toward the completion of the AAS-Skilled Trades degree. No student will be denied admission solely on the basis of a placement assessment score, except when a minimum score is required for admission to a specific class.

23. Placement Testing

Placement testing can be accommodated at the ECC-Union campus or, possibly, a BAC or JATC facility. The initial placement test is free to all incoming ECC students. Retake fees are \$10.00 per section. The Learning Center at ECC-Union offers test prep sessions that utilize sample test questions and will provide students with helpful tips to help them prepare. The test prep sessions are offered on a group or individual sessions. As an extra incentive, students who attend a review session will have their \$10.00 retake fee waived. Additional study courses and materials are available online through the Learning Center webpage.

24. Returning Students

Former ECC students are no longer considered active when they are not continuously enrolled in coursework at ECC. Returning students must reapply for admission.

25. Transfer Credit

If a returning student or a person who never attended ECC has completed college coursework at another institution, he or she may transfer in those credits during the admissions process. "Transfer" as used here refers to the process by which credits representing educational courses, credentials, or degrees that are awarded by an education provider are accepted or not accepted by a receiving institution. ECC reserves the right to require documentation from other colleges about the specific content of and the methods used to assess the learning that took place outside of ECC. People seeking to transfer credits to ECC are required to submit official transcripts from all institutions attended to the ECC Registrar.

26. Transfer Credit Evaluation

Transfer credits from other institutions of higher learning will be evaluated to determine course placement and applicability toward the requirements of the AAS-Skilled Trades degree. Transfer credit will be analyzed by the ECC Registrar in terms of level, course content, and compatibility with course offerings at ECC. Credit will be accepted in transfer if appropriate to the degree specifications of the AAS in Skilled Trades. Credit will not be accepted in transfer if ECC determines that the originating college has not provided sufficient information to justify applying that credit to the AAS-Skilled Trades degree program. Accepted transfer credit may or may not be applied toward the completion of the degree at the discretion of the ECC Registrar. **Please note: no matter the amount of transfer credit accepted, all students seeking the AAS-Skilled Trades degree must, per state requirement, complete fifteen hours of coursework through ECC before receiving it.**

27. Felony Convictions

Felony convictions do not exclude admission to ECC, although admission may be denied to individuals considered to be a potential danger to the safety, security, and educational environment of the College. To foster a safe learning environment, ECC requires those individuals who have been convicted of a felony, and who are interested in attending classes, to disclose this information prior to registration. Failure to disclose a felony conviction may result in the student being immediately withdrawn from current classes and may result in disciplinary action including dismissal or expulsion. All students who have a felony conviction are required to submit an official criminal background check from the state in which the felony was committed. Once the ECC Admissions Office receives and reviews an official background check, the student will be notified of his or her admissions status. If a student does not enroll in classes in consecutive semesters, he or she will be required to submit another criminal background check prior to being released to enroll in coursework.

28. Student Classification

Upon admission to ECC, AAS-Skilled Trades enrollees will be classified as a degree-seeking student; i.e. a post-secondary student enrolled for credit coursework with the intention of completing a college degree. Degree-seeking students are eligible for financial aid.

29. Registration Responsibilities

Upon the completion of the admissions process, AAS-Skilled Trades students will be allowed to register for classes. Responsibilities for registering students into classes necessary to complete degree shall be shared by the JATC and ECC. The JATC will identify students interested in such classes. ECC will advise, screen, test, and/or enroll the students into appropriate classes. Onsite course registration at the JATC Training Center or the BAC-Local 1 Hall may be accommodated. The registration process is outlined in Appendix E.

30. Tuition & Fees

ECC will charge Skilled Trades students its in-district tuition rate for the courses that fulfill the AAS degree. If a student chooses to register for courses not part of the AAS-Skilled Trades curriculum, tuition expenses shall follow ECC's regular cost schedule as applied to in-district and out-of-district residents. (See section 31 for a definition of who is considered an in-district student). Like other ECC students, AAS-Skilled Trades members will be charged general fees on a per credit hour basis and a web course fee per online class. Tuition and fees are subject to change by the ECC Board of Trustees. Those students who elect to use MTH 108: Applied Algebra and Trigonometry to fulfill their Math requirement will be charged for one credit hour at the in-district tuition rate to post those credits. In addition to tuition and fees, Skilled Trades program students are financially responsible for any textbooks, supplies, equipment, materials, and/or transportation costs that may be applicable.

31. District Residency

ECC policy shall define who is eligible for in-district tuition. Only those students who reside in the following public school districts can receive the in-district tuition rate: Crawford County R-1 (Bourbon), Franklin County R-2, Lonedell R-14, New Haven, St. Clair R-13, Spring Bluff R-15, Strain-Japan R-16, Sullivan C-2, Union R-11, and Washington. To qualify for the in-district tuition rate, a student must establish residence within the district prior to enrollment in the College. Students may be required to submit proof of legal residence.

32. Credit for Prior Learning Fees

Skilled Trades students will be assessed a fee to post the credits by prior learning earned for the completion of their JATC apprenticeship. ECC will apportion the 45 credits of apprenticeship training into five blocks of nine hours. The charge for posting a single block shall be the equivalent of one credit hour of in-district tuition. Skilled Trades students will receive correspondence from ECC regarding payment of the credit-for-prior-learning fees once appropriate documentation verifying the completion of apprenticeship has been reviewed. The credits for prior learning will be posted to the students' ECC transcripts upon fulfillment of payment.

33. Tuition and Fees Payment

Students enrolled in the Skilled Trades program shall be responsible for paying to ECC all applicable tuition and fees charges. Upon registration, tuition payment is expected by the appropriate deadline. If tuition is not made at the time of registration, students must fulfill their tuition obligation by the payment deadline. If tuition is not fulfilled by the deadline date, students shall be subject to deregistration from classes. Payment for the credit for prior learning is due upon the receipt of correspondence from ECC verifying the completion of apprenticeship. Installment plans can be arranged with the Business Office. Any student with an outstanding tuition balance will have a "hold" placed on his or her account. This "hold" will prohibit future enrollment in the Skilled Trades program as well as the processing of any transcript requests.

34. Financial Aid

As degree-seeking students, persons enrolled into the AAS-Skilled Trades program are eligible to receive financial aid. When appropriate, ECC shall provide information to students on how to apply for student loans or grants. Solely at its option, the JATC may elect to assist the students in the payment of their college costs. Federal financial aid recipients are required to earn their financial aid by attending and completing classes. Students who withdraw from all classes or stop attending classes will have their federal financial aid award(s) recalculated and adjusted, in accordance with the Return of Title IV Funds Policy. This recalculation may result in the requirement for ECC and the student to return financial aid to the federal government. Additionally, the student may owe a balance to ECC for charges previously paid for with financial aid.

35. Transfer to Other Post-Secondary Institutions

East Central College shall assist Skilled Trades students seeking transfer from ECC to other post-secondary institutions. The decision to accept transfer credits from ECC is left to the transfer institution.

PART 3: TERM AND FILING OF THE AGREEMENT

1. Time of Performance

This Memorandum of Understanding will commence on _____ and shall be renewed automatically each year unless earlier termination in writing delivered by regular or email to the other party. Any notice of termination shall be effective no sooner than the end of the current semester in which the notice is given, and shall result in immediate cancellation of any subsequent semesters. The parties acknowledge that their decision to terminate the AAS in Skilled Trades shall not prevent currently enrolled students' from

completing and earning credit for ECC courses through the effective date of termination, or from electing to continue to pursue their education at ECC after the effective date of termination.

2. Filing

A fully-executed copy of this Agreement shall be submitted to East Central College and the Joint Apprenticeship and Training Committee within 10 days of approval.

3. Entire Agreement

This constitutes the complete and entire agreement between the parties relating to the subject matter herein as of the date of execution. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Memorandum of Understanding. No waiver, consent, modification, or change shall bind either party unless in writing and signed by both parties. Any such waiver, consent, modification, or change shall be effective only in the specific instance and for the specific purposes given.

4. Signatures

In Witness Whereof, the Parties hereto have caused this Agreement to be executed as of the day and year stated above.

East Central College

Dr. Jon Bauer, President

Date

**Joint Apprenticeship and Training Committee, Local 1, Bricklayers & Allied
Craftworkers of Eastern Missouri**

Trustee

Date

Trustee

Date

APPENDIX A: SAMPLE APPRENTICESHIP COMPLETION VERIFICATION LETTER

11 November 2018

RE: John Doe
SSN: XXX-XX-XXXX

To Whom It May Concern,

This letter is to verify that John Doe successfully completed the Bricklayers & Allied Craftsmen apprenticeship program. He began his apprenticeship with the Bricklayers Joint Apprenticeship & Training Committee on 10 September 2014.

He successfully completed 5,000 hours of on-the-job training and 432 hours of related classroom instruction. Mr. Doe completed the apprenticeship and achieved Journeyman status 1 July 2017.

Mr. Doe's IU number is: XXXXXX. His date of birth is: 11 November 1995.

This apprentice was indentured in the Bricklayers Joint Apprenticeship and Training Program, which is duly registered with the Bureau of Apprenticeship, United States Department of Labor, B.A.T. Registration No. XXXXX.

If you require further information, you may contact the undersigned.

Sincerely,

James Doe
Apprenticeship Chairman

APPENDIX B: DEGREE PLAN WORKSHEET

Associate of Applied Science-Skilled Trades Degree Plan Worksheet Joint Apprenticeship & Training Committee, Local 1, Bricklayers & Allied Craftworkers of Eastern Missouri

Student Name: _____ Student ID: _____

Advisor Signature: _____ Date: _____

Degree Requirements

1. Complete sixty hours of apprenticeship training and academic coursework:
45 hours apprenticeship program and 15 hours general education classes
2. Maintain a 2.0 GPA

General Education Requirements (16 credit hours)

Academic Requirement	Courses Taken	Degree Hours	Core 42 Hours	Course Grade	Semester & Year Completed
Foundation Seminar		1	0	N.A.	Waived
Written Communications		3	3		
Mathematics		3	3		
Civics		3	3		
Oral Communications		3	3		
Humanities & Fine Arts		3 or 4	3 or 4		
<i>General Education Total</i>					

Apprenticeship Requirements (45 credit hours)

Training Requirement	Competencies Attained	Degree Hours	Core 42 Hours	Course Grade	Semester & Year Completed
Apprenticeship I	Safety Training + Brick, Block, & Stone Basics	9	0	P	
Apprenticeship II	Wall Construction, Reinforcement, & Finishes	9	0	P	
Apprenticeship III	Blueprint Reading & Job Layout	9	0	P	
Apprenticeship IV	Specialty Masonry Construction	9	0	P	
Apprenticeship V	Arches & Fireplaces	9	0	P	
<i>Program Total</i>		45	0	P	

APPENDIX C: GENERAL EDUCATION COURSE OPTIONS

Note: The classes below can fulfill both the AAS-Skilled Trades and Core 42 requirements except those with an asterisk. The classes with an asterisk only satisfy AAS-Skilled Trades obligations.

General Education Requirement	Credits	Courses Options to Fulfill Requirement
Foundation Seminar	1	Requirement waived per agreement*
Written Communications	3	ENG 101: English Composition I ENG 114: Honors English Composition I ENG 104: Technical Writing
Mathematics	3	MTH 108: Applied Algebra & Trigonometry* or MTH 102: Business Mathematics* MTH 140: Contemporary Math MTH 150: Statistics BUS 210: Business Statistics MTH 170: College Algebra MTH 190: Calculus I
Civics	3	HST 101: U.S. History to 1877 HST 102: U.S. History since 1877 PSC 102: U.S. Government
Oral Communications	3	COM 101: Oral Communications COM 110: Public Speaking
Humanities and Fine Arts	3	ART 101: Art Appreciation ART 115: Art History I ART 116: Art History II CIV 201: European Civilization I CIV 202: European Civilization II ENG 124: World Literature I ENG 125: World Literature II ENG 144: Fiction ENG 145: World Fiction ENG 149: Classical Mythology ENG 210: Survey of British Literature to 1784 ENG 211: Survey of British Literature since 1784 ENG 221: Survey of American Literature to 1865 ENG 222: Survey of American Literature since 1865 MUS 101: Music Appreciation MUS 151: World Music MUS 152: Music Appreciation: Age of Rock & Roll MUS 155: Jazz Appreciation MUS 171: Music History to 1800 MUS 172: Music History since 1800 PHL 101: Introduction to Philosophy PHL 111: Introduction to Logic PHL 203: Ethics REL 103: World Religions SPN 101: Elementary Spanish I (4 credit hours) THE 101: Theatre Appreciation

APPENDIX D: ADMISSIONS PROCESS

Admissions Checklist for Skilled Trades Students

- Submit an application for admission
 - Go to <https://admissions.eastcentral.edu> and answer all questions
 - Under *Admissions Classification*, choose Degree or Certificate-Seeking Student
 - Under *Goals*, choose Associate Degree as the option that best describes you
 - Under *Financial Aid & Scholarship Information*, your academic program is Skilled Trades
 - After you complete and submit the online admissions form
 - ECC will send you a mailed letter welcoming you as a student
 - The letter will contain log-in information that can be used to activate your eCentral and Falcon Mail accounts
 - eCentral is where you can handle the business of attending ECC, such as reviewing academic and financial records and class schedules
 - Falcon Mail is how official ECC communications are sent, such as receiving updates on tuition payments, academic progress, and registration status

- Submit all official transcripts
 - How to obtain an official transcript
 - If a home school graduate, your transcript must include home address, list of courses, grades, and graduation date, and it should be issued by your parent/guardian with his or her signature verifying the transcript information
 - If a HSE/GED graduate in Missouri, ECC can verify your graduation at https://apps.dese.mo.gov/GEDManagement/Transcript_Search.aspx or you can obtain a copy of your transcript at: <https://dese.mo.gov/adult-learning-rehabilitation-services/high-school-equivalency/official-transcript>
 - If a HSE/GED graduate from outside Missouri, you can go to this website to have your transcript sent to ECC: https://ged.com/life_after_ged
 - If a Missouri Options Program student, contact your high school to request an official transcript
 - If a public or private high school graduate, contact your high school to request an official transcript
 - If your high school is closed and was in the St. Louis Public Schools system, see this site to obtain a transcript: <https://www.slps.org/domain/72>
 - If your high school is no longer in operation, we can help obtain a transcript
 - If you attended or graduated college, contact all the college(s) attended to request an official transcript from each
 - How to send an official transcript to ECC
 - Deliver your transcript in person to ECC Admissions in a sealed envelope
 - Ask a school official send your transcript to ECC Admissions by one of these methods
 - E-mail: admissions@eastcentral.edu
 - Fax: 636-584-7347
 - Mail: 1964 Prairie Dell Road, Union, MO 63084

- Submit additional documents, if necessary
 - Complete the FAFSA online at <https://studentaid.ed.gov/sa/fafsa> and enter the ECC school code 008862
 - Complete a Scholarship Application at https://eastcentral.academicworks.com/users/sign_in using your eCentral log-in
 - File a certified Criminal Background check, if a felon, via one of these two methods:
 - log-into the Missouri State Highway Patrol’s web site at <https://www.machs.mshp.dps.mo.gov>, print out the background check, and submit the results to the ECC Admissions Office in person or to admissions@eastcentral.edu
 - obtain an official copy of a background check in person from the Missouri State Highway Patrol in Jefferson City and submit the results to the Admissions Office
 - File a Tuberculosis Test form if you answered “yes” to one of more of the TB screening questions on the application for admission; the form can be found here: <https://www.eastcentral.edu/admissions/wp-content/uploads/sites/7/2018/01/2018-TB-Testing-Form.pdf>

- Arrange placement testing, if necessary
 - All incoming students are required to complete the placement test unless they have
 - earned credit from an accredited college anytime previous to ECC enrollment
 - graduated from high school or homeschool within the past four years and achieved at least a 3.0 cumulative grade point average
 - scored at least an 18 English, 18 Reading, and 22 Math on the ACT or 450 English and 520 Math on the SAT within the past four years
 - completed a placement test within the past four years
 - Testing is offered on all days ECC is open
 - The initial test is free and re-takes are \$10 per section
 - Test prep help is available at <https://www.eastcentral.edu/learning-center/accuplacer-prep> or call 636-584-6688 for more information
 - To arrange placement testing, call 636-584-6688

- Launch your ECC career
 - Meet with an ECC advisor to discuss your academic and career goals
 - Check out the services available to students at <https://www.eastcentral.edu/current>
 - Obtain your ECC Student ID card – it will serve as your library card and allow you access to student services
 - Set up your eCentral account – it will let you plan your schedule, register and pay for classes, review your degree progress, and see your grades
 - Open your Falcon Mail account – it will be your main communications portal for sending and receiving messages from ECC, most especially from your instructors

APPENDIX E: REGISTRATION PROCESS

Registration Checklist for Skilled Trades Students

- Meet with an ECC advisor
 - Discuss your academic and career goals and education pathways
 - Evaluate transfer needs
 - Check the degree plan to ensure you are registering for the correct classes
 - Confirm eligibility for coursework and review course pre-requisites

- Review personals
 - Make sure your financial aid is in order and you know when your award will be disbursed
 - Check to see if you have any account restrictions
 - Know your personal and professional schedules to confirm availability for classes

- Make a class schedule
 - Look through the current class schedule to get an idea of courses you might want to take
 - Prepare lists of preferred and alternate classes and sections
 - If transferring, contact the institution to verify what courses will transfer and to check application deadlines

- Register for classes
 - Select courses that match your class lists and degree plan
 - Submit a registration form in person to your advisor or electronically via your eCentral account

- Arrange tuition payment
 - You can pay for classes by cash, check, money order, or credit/debit card
 - Tuition payments are due at the time of registration
 - If you do not pay at the time of registration, you will receive a bill
 - Check the due date on your bill
 - If your financial aid has not been awarded, you may have to pay out-of-pocket until your award is disbursed
 - Any remaining amount between your tuition bill and your financial aid is due by the deadline for payment
 - Sign up for a payment plan if needed

- Go to class!
 - Retrieve your personalized class schedule via your eCentral account
 - Find your on-campus classroom locations and/or your online class initiations
 - Purchase course materials – instructors expect you to be prepared with materials in hand, including textbooks, the first day of class
 - Buy your textbooks at ECC's online bookstore: <http://bookstore.eastcentral.edu/home.aspx>
 - While in class, listen to the instructor, be confident in your abilities, do your best, and have fun!