

**AFFILIATION AGREEMENT**  
**BETWEEN**  
**WESTFIELD STATE UNIVERSITY, WESTFIELD, MA**  
**AND**  
**HOLYOKE COMMUNITY COLLEGE, HOLYOKE, MA**

This affiliation agreement is entered into effective September 1, 2018 by and between Holyoke Community College ("HCC") a not-for-profit public state educational institution with a principal location at 303 Homestead Avenue, Holyoke, MA 01040 and Westfield State University ("WSU") a not-for-profit state educational institution with a principal location at 577 Western Ave., Westfield, MA, 01086.

**I. PURPOSE AND SCOPE**

- HCC offers an Associate of Science in Nursing (ADN).
- WSU offers a Bachelor of Science in Nursing through an RN-to-BSN program through the College of Graduate and Continuing Education ("WSU-CGCE").
- HCC and WSU share a common mission to provide educational opportunities for students interested in pursuing a career in nursing and wish to affiliate with one another in order to establish an affiliation and curriculum map to ensure students are able to transfer to WSU with proper coursework.
- HCC students may enroll at any three locations for the RN to BSN program: Westfield State University, Greenfield Community College in Northampton, and Springfield Technical Community College.
- Students will be able to transfer up-to 90 credits towards their BSN through the CGCE-RN-to-BSN at WSU.
- The WSU CGCE RN-to-BSN program is offered in a hybrid format with some course meetings taking place face to-face on the campus the student chooses to enroll in.
- Locations in Westfield and Northampton have a fall enrollment cohort and the Springfield location is a spring cohort.

- The WSU program offered in Springfield and Northampton are equivalent to the program offered at the WSU campus. The Bachelor of Science in Nursing degree will be granted by WSU.
- A designated HCC staff member will work with staff at WSU-CGCE to offer information session or information tables at HCC to market to current ADN students and assist with marketing these visits to current and past students.
- In order to enhance transfer opportunities for nursing students between the two institutions, HCC and WSU may offer dual admissions.
  - Dual admission is defined as an arrangement whereby an undergraduate student who is admitted into Holyoke Community College is provided guaranteed admission into Westfield State University at the time of admission to HCC for eventual transfer to WSU, if they remain in good academic standing and are able to meet WSU general admission standards. Some academic and professional programs may have requirements beyond the general admissions standards.
- Students admitted at HCC who wish to dual enroll in WSU's RN-to-BSN program shall identify whether they wish to enroll full-time or part-time at WSU, a decision from which they are held harmless and may later change.
- Dual admission nursing students shall receive admission notification from both WSU and HCC at the time they are admitted to HCC. RN-to-BSN students are enrolled through the College of Graduate and Continuing Education (CGCE) at WSU and shall be notified by CGCE of their early acceptance
- WSU-CGCE and HCC will work together to develop processes and procedures to implement dual admissions.

## II. PROCEDURE FOR RESOLVING DISPUTES

- In the event of a dispute, difference of interpretation, or appeal of a decision regarding the terms and/or conditions of this agreement, settlement shall be sought in informal discussion with lead personnel from HCC and WSU-CGCE.

## III. AMENDMENTS

- This Memorandum of Understanding may be amended on the initiative of either party by submitting a proposed amendment in writing to the other party and agreement of that party to the amendment.

## IV. TERM OF AGREEMENT

- This Agreement shall be effective upon the signature of WSU-CGCE and HCC authorized officials. It shall be in effect from October 15, 2018 to August 31, 2020.

It is understood that neither party to this Agreement is the agent of the other and neither is liable for wrongful acts or negligence of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers, employees, agents or students (if applicable), howsoever caused, to the extent allowed by their respective state laws.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

**Holyoke Community College**

By: Clare Lamontagne  
Clare Lamontagne, PhD, RN  
Dean, Health Science

Date: 10/30/2018

By: Monica Perez  
Monica Perez  
Vice-President, Academic Affairs

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

**WESTFIELD STATE UNIVERSITY**

By: Marcia Scanlon  
Marcia Scanlon,  
Chair, WSU Nursing Program

Date: 11/8/18

By: Shelley Tinkham  
Shelley Tinkham, Ph.D.

Date: 11/5/18

Dean, College of Graduate & Continuing Education

By: 

Diane Prusank, Ph.D.  
Provost/Vice President for Academic Affairs

Date: 11/17/18

To Whom It May Concern:

I have seen and reviewed this agreement between

Westfield State University

and

Holyoke Community College

Initials: CHR Date: 11/15/18

Christopher Raymond

Director - Procurement & Administrative Services

Westfield State University