

MEMORANDUM OF UNDERSTANDING

Between

St. Francis University

And

St. Bonaventure University

St. Bonaventure, NY

This Memorandum of Understanding ("MOU") is made effective on the date it is signed by and between St. Bonaventure University and St. Francis University.

1. PURPOSE AND SCOPE: This Agreement between St. Bonaventure University and St. Francis University establishes a 4+1 Baccalaureate/M.S.W. Arrangement ("the 4+1 Arrangement") to provide a direct path to graduate study in the Master of Social Work program for outstanding St. Francis University students. Qualified St. Francis students in the Bachelor of Social Work (BSW) program will enroll in their undergraduate studies at St. Francis University before entering the first year of graduate study for the Master of Social Work (MSW) degree program at St. Bonaventure University. The 4+1 Arrangement supports a smooth transition for St. Francis University undergraduate students into graduate studies at St. Bonaventure University in Social Work with the intent of strengthening the quality and breadth of academic programs at both institutions.

2. SPECIFIC RESPONSIBILITIES/AUTHORITY:

- a. St. Bonaventure University and St. Francis University designate the person(s) set forth in Sections 4 and 5 as their respective representatives to coordinate and manage the activities under this MOU. The representatives shall provide general oversight and connect pertinent individuals within each institution as needed to discuss this Agreement, changes to the Agreement, and any other topics of interest to either party.
- b. Each party in this MOU retains full authority over and reserves the right to make changes in their respective courses, programs, and credential requirements. Each party shall publicize the 4+1 Arrangements in academic materials as appropriate and shall brief students as appropriate. Each party approves of the use of its name by the other party in connection with the other party's publication of the 4+1 Arrangements as anticipated in this Section 2. Neither party shall otherwise use the name or trademark of the other party without the prior approval of the other party.
- c. St. Bonaventure University shall (in its sole discretion) establish admission criteria, review applications from students recommended by St. Francis University and communicate directly with applying St. Francis University students on decisions related to acceptance to the Social Work program. Details regarding this process are set forth below.
- d. St. Bonaventure University shall establish its tuition rates and shall collect and retain any tuition remitted for its courses.

3. MUTUAL RESPONSIBILITIES:

- a. **St. Francis University agrees to:**

1. Subject to administrative discretion, provide courses that meet the prerequisite degree requirements for St. Bonaventure University's Master of Social Work degree.
2. Designate a person who will serve as coordinator of the joint program at St. Francis University. The coordinator will:
 - i. Be responsible for promoting the Arrangements to prospective and current students.
 - ii. Keep students and appropriate advisors abreast of current information applicable to the Arrangements. However, it shall be and remain the responsibility of students to ascertain all current and applicable program requirements.
 - iii. Maintain permanent files for St. Francis University students who intend to apply to the program.
 - iv. Serve as a liaison between St. Francis University and St. Bonaventure University for any and all issues involved in the Arrangements.

b. St. Bonaventure University agrees to:

1. Designate a person who will serve as coordinator of the program at St. Bonaventure University. The Coordinator will:
 - i. Serve as a liaison between St. Bonaventure University and St. Francis University for any and all issues involving the Arrangement.
 - ii. Inform appropriate personnel of the existence of the agreement and encourage them to support it.
 - iii. Determine the specifics of advanced placement for St. Francis University students who will be entering St. Bonaventure University after having earned the baccalaureate degree.

4. PROGRAM DETAILS AND ADMISSIONS:

a. General Guidelines:

1. St. Bonaventure University will guarantee admission for up to 5 students total in the 4+1 Arrangements, from St. Francis University each year who meet admission criteria.
2. St. Francis University's Bachelor of Social Work Program faculty will serve as a nomination committee that will interview, identify, and nominate potential students each year who may fit the established criteria for entry to the Social Work program at St. Bonaventure after their junior year (4+1 Arrangement).
3. St. Francis University has no obligation to nominate a student or students to St. Bonaventure University's Social Work program, even if a student fulfills the criteria. St. Francis University BSW faculty may choose not to nominate any students in a given year or may nominate fewer students than would be allowable by this Agreement.

b. Admissions Policies and Criteria:

1. St. Francis University students must complete a standard application to the MSW program through St. Bonaventure University's internal website by December 1st of their senior year for 4+1 candidates. Applications must include a letter of recommendation from St. Francis University BSW full-time faculty.

2. Students will apply to the Advanced Standing MSW program.
3. St. Francis University students in the 4+1 program must complete a bachelor's degree and provide an official degree-bearing transcript to the St. Bonaventure University Office of Graduate Admission by the time the MSW program begins of the respective academic year.
4. St. Francis students in the 4+1 program must have a cumulative undergraduate grade point average of at least 3.0 at the time of their application to the MSW program.
5. St. Francis students must have an overall grade point average greater than or equal to 3.0 in all social work courses, with no social work course grade falling below a B.
6. Once enrolled at St. Bonaventure University, St. Francis University students must adhere to, and their continued enrollment will be subject to, the policies, procedures, rules, and regulations of the Social Work Program, including but not limited to its academic standing requirements for graduate students. All such decisions shall be at the sole discretion of St. Bonaventure University.
7. Coordinating contacts for consultation regarding admissions, academic preparation and student mentoring at each institution are as follows:
 - i. **St. Bonaventure University Contact:** Danielle Schmidt, Director of Graduate Admissions, St. Bonaventure University, 3261 West State Road, St. Bonaventure, NY 14778, (716) 375-2021, dschmidt@sbu.edu
 - ii. **St. Bonaventure University Contact:** Doyle Pruitt, PhD, LCSW-R, MSW Program Director and Associate Professor, School of Arts and Sciences, St. Bonaventure University, 3261 West State Road, St. Bonaventure, NY 14778, (585)314-0321, dpruitt@sbu.edu
 - iii. **St. Francis University Contact:** Suzanne Black, DSW, MSSA, LSW, Chair Social Work and Psychological Sciences Departments and Associate Clinical Professor, St. Francis University, 169 Lakeview Drive Loretto PA 15940, (814)472-3091, sblack@francis.edu
- c. **Tuition:** The MSW Advanced Standing program is offered in both a full (3 semesters, 12 months) and part-time (6 semesters, 24 months) format. Tuition and fees while attending St. Bonaventure University will be charged at its prevailing rate. St. Francis University students will be eligible to apply for federal student loans to cover the cost of education.

5. INSTITUTIONAL REPRESENTATIVES:

The following persons will provide general oversight and serve as the primary point of contacts at St. Bonaventure University and St. Francis University and will communicate mainly by email and phone:

St. Francis University Primary Point of Contact:

Michael B. McGinnis, Ph.D.

Vice President for Academic Affairs

Saint Francis University

169 Lakeview Drive, P. O. Box 600 | 302B Scotus Hall | Loretto, PA 15940

Office: 814.472.3004 | Email: mmcginnis@francis.edu

St. Bonaventure University Primary Point of Contact:

David Hilmey, PhD
Provost and Vice President for Academic Affairs
St. Bonaventure University
3261 West State Road, St. Bonaventure, NY 14778
Phone: 716.375.2603 Email: dhilmey@sbu.edu

6. EFFECTIVE DATE AND TERMINATION:

This Agreement will be effective on the date it is signed by both institutions and will be valid for an initial period of five years. Upon expiration of the five years, the MOU will be subject to renewal upon written consent of both parties. Additions and changes to this MOU may be made at any time with the written agreement of both St. Bonaventure University and St. Francis University. Students enrolled in the program who maintain continuous registration will not be affected by any changes in the provisions of this Agreement. Either party may withdraw from this MOU upon 90 days written notice to the other institution. Termination must be from authorized officials of each institution. Except to the extent required by (i) law or regulatory bodies, or (ii) necessary to ensure the safety and well-being of participating students, termination of this MOU shall not affect students already accepted into the 4+1 Arrangement under the terms of this MOU. These students shall be allowed to complete the 4+1 Arrangement under the terms outlined herein.

7. MISCELLANEOUS:

- a. **Independent Contractors:** St. Bonaventure University and St. Francis University shall be independent contractors and not partners, joint ventures, principal and agent, or any other similar relationship. Neither institution shall have, or hold itself out as having, the power or authority to bind or create liability for the other by its negligent or intentional act
- b. **Confidentiality:** The institutions may exchange information that could be confidential and not (a) generally known to the public, (b) already known, through legal means, to the party receiving the information, or (c) legally obtained from a third party. Each institution agrees to use the other's confidential information solely for the purpose contemplated by this Agreement and not to disclose such confidential information to any person or entity other than as necessary for such purposes or as required to be disclosed by order of a court of competent jurisdiction, administrative body or governmental body, or by subpoena, summons or legal process, or by law, rule or regulation.
- c. **FERPA:** In course of dealings between the parties, and in accordance with the Gramm Leach Bliley Act (and the Federal Trade Commission's implementing regulations) and the Family Education Rights and Privacy Act of 1974, each party represents, warrants and covenants that it is capable of maintaining appropriate safeguards for non-public personal financial information, student education records, and other protected information ("Protected Information") relating to students to which all parties involved in this Agreement will be provided access to. Protected Information shall be held in confidence and may only be used or accessed for the purposes set out in this Agreement or as required to be disclosed by order of a court of competent jurisdiction, administrative body, or governmental body, or by subpoena, summons or legal process, or by law, rule or regulation. Each party will protect such Protected Information in accordance with generally accepted commercial standards and no less rigorously than it protects its own

Date:

- d. **Execution:** This MOU sets forth the entire agreement between the parties regarding the subject matter herein. The MOU may be executed in two or more counterparts, each of which shall be an original but all of which shall constitute one and the same instrument. The parties agree to accept electronic, .pdf, and facsimile signatures as original signatures. No waiver shall be effective unless in writing, signed by the waiving party. This MOU may only be amended by a written instrument signed by both institutions.

APPROVAL: All parties identified below agree to the provisions and terms of this MOU.

APPROVED:

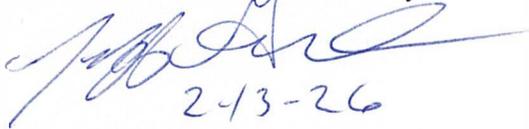
St. Bonaventure University

Name: Dr. Jeff Gingerich

Title: President St. Bonaventure University

Signature:

Date:



2-13-26

St. Francis University

Name: Dr. Micheal B. McGinnis, Ph.D.

Title Vice President for Academic Affairs

Signature:

Date: 12Feb2026

