**3+2 Early Entry Masters Program Agreement**

between

**Case Western Reserve University**

and

**Other Institution**

Case Western Reserve University (CWRU), a Tier 1 research university located at 10900 Euclid Avenue, Cleveland, Ohio, 44106, U.S.A. and Other Institution, a describe the university located at address, city, country (short name of other institution) hereby enter into this 3 + 2 Early Entry Masters Program Agreement (the Agreement) as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_. Individually, CWRU and short name of other institution shall be referred to as a Party; together CWRU and short name of other institution shall be referred to as the Parties.

**WHEREAS:**

1. The Parties desire to establish a cooperative program under which students from Other Institution may gain entry to a Masters Degree program at CWRU prior to their competing a bachelors degree at Other Institution, as set forth in this Agreement (the program).
2. The purpose of this Agreement is to promote cooperation between the Parties, and to provide an accelerated pathway for Other Institution students to earn a Masters Degree from CWRU.
3. The Parties desire that, after completing three years of study at Other Institution, undergraduate students from Other Institution will, in accordance with the terms outlined below, be directly admitted to an appropriate Masters Degree program at CWRU. In such Masters Degree programs, Other Institution students shall be able to complete degree requirements in two years of study at CWRU.
4. The Parties desire that, upon successful completion of the CWRU Masters Degree program, the Other Institution student will receive a Baccalaureate Degree from Other Institution and a Masters Degree from CWRU.

**NOW, THEREFORE,** the Parties mutually agree as follows:

1. Elements of the 3 + 2 Early Entry Masters Program. The Parties hereby enter into this 3 + 2 Early Entry Masters Program Agreement in order to work cooperatively together to advance the elements set forth above in A – D and to establish regulations and conditions for this 3 +2 program, as set forth herein.
2. General Description of the 3 + 2 Early Entry Masters Program. The Parties hereby agree that Other Institution undergraduate students, having competed three (3) years towards a Bachelor’s Degree at Other Institution and with the credentials set forth below, shall be admitted to an appropriate Masters Degree program at CWRU. The Parties further agree that, upon successful completion of the CWRU Masters Degree program, the Other Institution student will receive a Bachelor’s Degree from Other Institution and a Masters Degree from CWRU. Awarding of the Masters Degree is contingent upon verification from Other Institution that all requirements for the Bachelors Degree have been met successfully and is subject to the established schedule for awarding degrees at CWRU.
3. Requirements and Admissions Procedure.

Requirements to enter into a Master’s Degree Program at CWRU. A Other Institution undergraduate student must have completed the equivalent of six (6) academic semesters of coursework appropriate as background to the Masters Degree program, as determined by CWRU. In consultation with CWRU, Other Institution will advise students on the appropriate range of courses to be taken during these six (6) semesters, so that the Masters Degree to be awarded by CWRU may reasonably be completed in the allotted time at CWRU, normally two years of study.

* 1. Application of Other Institution credit at CWRU. The credit hours that an admitted student earned from Other Institution will likely not be applied toward the Masters Degree requirements of CWRU. Such application of credits will be determined in accordance to the regulations of CWRU.
	2. Credit needed by Other Institution students to complete bachelor’s degree. Other Institution shall inform students applying to this program that they must notify CWRU of any specific courses they will need to take at CWRU in order to satisfy bachelor’s degree requirements at Other Institution.

Specific dates to apply to CWRU. Other Institution student applicants’ data and application materials, as required by CWRU, will be provided by Other Institution, or by the individual student, to CWRU on the dates and in accordance with the instructions set forth on the School of Graduate Studies website entitled “Applying to Case Western Reserve University” (see <http://gradstudies.case.edu/prospect/admissions/apply.html>) each year for admittance in the immediate following fall semester. If such data and materials are not submitted by the applicable date, CWRU may not have sufficient time to handle necessary admission procedures and the student may not be accepted.

* 1. Selection of Students. Other Institution will be responsible for selecting students for participation in this program and will forward all required documentation to CWRU to comply with CWRU’s application procedures. Students who fail to complete the recommended set of coursework at Other Institution may be denied admission to the program, or may be advised that additional semester(s) or classes of study will be required at Other Institution or at CWRU in order to earn the Masters Degree at CWRU.
	2. Acceptance Procedures. Students chosen by Other Institution shall normally be accepted by CWRU, but CWRU reserves the right to decline to admit any student. One consideration for acceptance into the program, in addition to conventional admissions credentials, will be the applicant’s ability to communicate verbally and in written form in English and his/her willingness to engage in discussions with faculty and peer students who are U.S. citizens. Certification of English proficiency occurs through achieving minimum scores on the TOEFL or IELTS exams, or other means, as described in the CWRU General Bulletin located at: http://bulletin.case.edu/schoolofgraduatestudies/admissionandfinaid/.
	3. Restricted Access. Each Party shall inform the other Party of any programs that have restricted access and therefore students of Other Institution will not be admitted under this Agreement.
1. U.S. government documentation for Other Institution students. The CWRU Office of International Student Services (ISS) will arrange for Other Institution students to receive the necessary documentation to obtain a J-1 exchange visitor or F-1 student visa. ISS will make such arrangements once a student has been accepted to CWRU and has provided ISS with documentation confirming that he or she has the required financial support.
2. Assistance to students of Other Institution.
	1. Each Party will endeavor to ensure that each Other Institution student is suitably prepared for his/her overseas experience at CWRU, in academics as well as in appropriate matters of health and medicine, language preparation, local customs and all other issues that may ease the learning and transition to university life at CWRU.
	2. To the extent possible, CWRU will assist incoming students in arranging suitable housing accommodations by providing a listing of possible living locations.
	3. In recognition of the special status of students admitted under this agreement, CWRU will grant a X% tuition scholarship for the two year period that Other Institution students will be enrolled at CWRU.[[1]](#footnote-1)
3. Lack of Completion of Master’s Degree. If a Other Institution student has been admitted to CWRU and begins his or her coursework yet is unable, for any reason, to complete the academic requirements for a Master’s Degree at CWRU, such student may return to Other Institution to continue and complete his or her Bachelor’s Degree. Any credit hours earned from CWRU may be transferred to Other Institution in accordance with the regulations of Other Institution. As the students have taken courses at CWRU, tuition and fees paid by such students shall not be returned.
4. Responsibility of Other Institution Students. Other Institution students admitted under this program shall be responsible for the following:
	1. Laws and Regulations. Other Institution students shall follow all applicable Federal, State and other laws and regulations, including those of CWRU, while they are studying at CWRU and in the United States.
	2. Expenditures. Other Institution students shall be responsible for payment of the following items:
	* Accommodations.
	* Meal and travel expenses.
	* Tuition and course fees in the amounts as set forth in the CWRU website, including travel, liability and medical insurance, as well as payment of medical and any other expenses not covered by insurance. Students must purchase such insurance coverage that meets the requirements of F-1 and/or J-1 visa regulations, and CWRU and any other regulatory body, as required by CWRU.
	* Textbooks and personal expenses.
	* Passport and visa costs.
	* All other costs of living and studying at CWRU, including debts incurred during the course of the study period.

Other Institution shall inform students chosen to apply to CWRU under this Agreement that they are personally responsible to abide by the above laws and regulations and for the above expenses.

1. Financial Obligations. This Agreement places no direct financial obligations or funding commitments on either Party. However, Other Institution students do have financial obligations if they enroll in a Master’s Degree program at CWRU and Other Institution shall inform such students of their financial obligations, in accordance with this Agreement.
2. Announcements and Publicity. Neither Party shall make any public announcement or statement, nor publish or release any information in relation to any proposed activity or proposed collaboration contained herein, without the prior written approval of both Parties.
3. Effective Date and Term. This Agreement will become effective upon the date set forth above and shall remain valid for a period of five (5) years from such date. The Agreement may be modified by the mutual written consent of the Parties. Either Party may terminate the Agreement by giving the other Party no less than one (1) year written notice, unless earlier termination is mutually agreed. In the event the Agreement is terminated, all students who have been admitted to earn, or are working toward, their Master’s Degree at CWRU shall be permitted to finish the program and Other Institution shall provide all necessary support to enable all enrolled students to complete their Master’s Degree programs at CWRU within the anticipated two year period.
4. Written Notice. All official communication between the Parties under this Agreement shall be by written notice and shall be sent via email to the other Party at the following email address:

CWRU: email address of Principal Point of Contact

Other Institution: email address of Principal Point of Contact

In the event that one Party changes its principal point of contact, as set forth above, it shall immediately inform the other Party in writing and the new principal point of contact shall be substituted for the contact listed herein.

1. Indemnification. Each Party shall indemnify, defend, and hold harmless the other Party from any and all damages, losses, actions, claims, and/or lawsuits arising from the its own negligence, misconduct, and/or breach of this Agreement.
2. Official Document. Two (2) copies of this Agreement shall be signed in English and both copies are recognized as official documents.

**IN WITNESS WHEREOF**, the Parties have executed this 3 + 2 Early Entry Masters Program Agreement as of the date written above.

**CASE WESTERN RESERVE UNIVERSITY OTHER INSTITUTION**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Barbara R. Snyder, President <<name>>, President

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Section 5(c) is optional, and only to be included in cases where CWRU will agree to a scholarship. [↑](#footnote-ref-1)