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MEMORANDUM OF UNDERSTANDING

**Between
University of Pittsburgh at Bradford
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 University of Pittsburgh at Bradford.

- 1. PURPOSE AND SCOPE:** This Agreement between St. Bonaventure University and University of Pittsburgh at Bradford establishes a 4+2 Baccalaureate/M.S. Arrangement ("the 4+2 Arrangement") to provide a direct path to graduate study in occupational therapy for outstanding University of Pittsburgh at Bradford students majoring in Exercise Science or Health Science. Qualified UNIVERSITY OF PITTSBURGH AT BRADFORD students will complete their undergraduate studies at University of Pittsburgh at Bradford in Exercise Science before entering the first year of graduate study for the Master of Science in Occupational Therapy (MSOT) degree program at St. Bonaventure University. The 4+2 Arrangement supports a smooth transition for University of Pittsburgh at Bradford undergraduate Exercise Science or Health Science majors into graduate studies at St. Bonaventure University in occupational therapy with the intent of strengthening the quality and breadth of academic programs at both institutions.
- 2. SPECIFIC RESPONSIBILITIES/AUTHORITY:**
 - A.** St. Bonaventure University and University of Pittsburgh at Bradford designate the person(s) set forth in Section 4 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+2 Arrangement 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+2 Arrangement as anticipated in this Section 2(B). 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 University of Pittsburgh at Bradford and communicate directly with applying University of Pittsburgh at Bradford students on

decisions related to acceptance to the occupational therapy 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. PROGRAM DETAILS AND ADMISSIONS:

A. General Guidelines:

1. St. Bonaventure University will guarantee admission to at least five students from University of Pittsburgh at Bradford each year who meet admission criteria.
2. University of Pittsburgh at Bradford's Department of Exercise Science and Health Science Pre-OT Graduate Program Committee 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 occupational therapy program at St. Bonaventure after their junior year.
3. University of Pittsburgh at Bradford has no obligation to nominate a student or students to St. Bonaventure University's occupational therapy program, even if a student fulfills the criteria. The Department of Exercise Science and Health Science Pre-OT Graduate Program Committee 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. University of Pittsburgh at Bradford students must complete a standard application to the MSOT program through St. Bonaventure University's internal website at <https://www.sbu.edu/academics/occupational-therapy> by November 15th of their senior year. Applications must include three letters of reference from UNIVERSITY OF PITTSBURGH AT BRADFORD faculty members, licensed occupational therapists (OT) and/or work managers.
2. Students will apply as first-year graduate students.
3. UNIVERSITY OF PITTSBURGH AT BRADFORD students must complete the bachelor's degree in Exercise Science or Health Science and provide an official degree-bearing transcript to the St. Bonaventure University Office of Graduate Admission by the time the MSOT program begins at the end of August of the respective academic year.

4. **UNIVERSITY OF PITTSBURGH AT BRADFORD** students must have a cumulative undergraduate grade point average of at least 3.0 at the end of their undergraduate program in Exercise Science or Health Science.
5. **UNIVERSITY OF PITTSBURGH AT BRADFORD** students must have an overall grade point average greater than or equal to 3.0 in all prerequisite courses ¹ with no grade lower than a C in these courses. AP and CLEP courses do not qualify. *Appendix A* identifies University of Pittsburgh at Bradford equivalent coursework that satisfies the prerequisite undergraduate coursework required for admission to the MSOT program.
6. Once enrolled at St. Bonaventure University, University of Pittsburgh at Bradford students must adhere to, and their continued enrollment will be subject to, the policies, procedures, rules, and regulations of the Occupational Therapy Program, including but not limited to its academic standing requirements for graduate students.
7. Coordinating contacts for consultation regarding admissions, academic preparation and student mentoring at each institution are as follows:

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

St. Bonaventure University Contact: Suzanne Marasco, Ed.D., MS, OTR/L, Assistant Director, Assistant Professor, Academic Fieldwork Coordinator, Department of Occupational Therapy, DePerro School of Health Professions, St. Bonaventure University, 3261 West State Road, St. Bonaventure, NY 14778, (716) 375-2623, smarasco@sbu.edu

University of Pittsburgh at Bradford Contact: Mark Kelley, Ph.D, Assistant Professor of Exercise Science, Program Director of Exercise Science. University of Pittsburgh at Bradford, 300 Campus Drive, Bradford, Pa 16701, (814) 362-0984, markkelley@pitt.edu

¹ Prerequisite courses include Anatomy & Physiology I with lab (4 credit hours); Anatomy & Physiology II with lab (4 credit hours); General Physics or Kinesiology (3 credit hours); General Psychology (3 credit hours); Abnormal/Maladaptive Psychology (3 credit hours); Developmental Psychology (3 credit hours); Sociology or Anthropology (3 credit hours); The prerequisite course work is listed at <https://www.sbu.edu/academics/occupational-therapy/admission-criteria>

C. Tuition: The OT program is full-time and 23 months in length (five semesters). Tuition and fees while attending St. Bonaventure University will be charged at its prevailing rate. University of Pittsburgh at Bradford students will be eligible to apply for federal student loans to cover the cost of education.

- 4. INSTITUTIONAL REPRESENTATIVES:** The following persons will provide general oversight and serve as the primary point of contacts at St. Bonaventure University and University of Pittsburgh at Bradford and will communicate mainly by email and phone:

University of Pittsburgh at Bradford Primary Point of Contact:

Jeffrey Johnson
Vice President and Dean of Academic Affairs
University of Pittsburgh at Bradford
300 Campus Drive
Bradford, Pa 16701
814-362-7510
jeffreyj@pitt.edu

St. Bonaventure University Primary Point of Contact:

David Hilmey
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

- 5. 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 University of Pittsburgh at Bradford. 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 program under the terms of this MOU. These students shall be allowed to complete the program under the terms outlined herein.

6. MISCELLANEOUS:

- A. Independent Contractors:** St. Bonaventure University and University of Pittsburgh at Bradford 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 or omission.

- 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 confidential information.
- 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.

****[Signature Page To Follow]****

** [Signature Page] **

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

APPROVED:

St. Bonaventure University

Name: **H. Daniel Hungerford**
Title: **Vice President for Finance and Administration**

Signature: _____



Date: _____

May 8, 2024

University of Pittsburgh at Bradford

Name: **Richard Esch, President**
Title:

Signature: _____



Date: _____

April 22, 2024

Appendix A

**St. Bonaventure University
University of Pittsburgh at Bradford 4+2
Baccalaureate/M.S. Arrangement**

St. Bonaventure University M.S., Occupational Therapy Program			
Undergraduate Prerequisite Coursework	University of Pittsburgh at Bradford Course Equivalent		
	Course Number	Course Title	Credits
Anatomy & Physiology I with Lab	BIOL0212 0223	Anatomy & Physiology 1 Lecture Anatomy & Physiology 1 Lab	3+1
Anatomy & Physiology II with Lab	BIOL 0213 0223	Anatomy & Physiology 2 Lecture Anatomy & Physiology 2 Lab	3+1
General Physics or Kinesiology	PHYS 0101	Introduction to Physics 1	4
	PHYS 0103	Concepts of Modern Physics	3
	EXSCI 1305	Biomechanics	3
General Psychology	PSY 0101	Introduction to Psychology	3
Abnormal/Maladaptive Psychology	PSY 0206	Abnormal Psychology	3
Developmental Psychology	PSY 0209	Lifespan Development	3
Sociology or Anthropology	SOC 0101	Introduction to Sociology	3
	ANTH 0101	Introduction to Cultural Anthropology	3