

MEMORANDUM OF UNDERSTANDING FOR ARTICULATION OF STUDENTS

{UNIVERSITY}

AND

{COMMUNITY COLLEGE}

Associate of **{degree type}** in **{degree program}**

to

Bachelor of **{degree type}** in **{degree program}**

This Memorandum of Understanding (“Agreement”) is entered into by and between **{UNIVERSITY}** (hereinafter, **{“abbreviated university name”}**), located at **{address}** and **{COMMUNITY COLLEGE}** (hereinafter **{“abbreviated community college name”}**), located at **{address}**.

PURPOSE

The purpose of this Agreement is to facilitate the transfer and degree completion of students earning the Associate of **{degree type}** in **{degree program}** at **{abbreviated community college name}** to the Bachelor of **{degree type}** in **{degree program}** at **{abbreviated university name}**. Through collaborative efforts, **{abbreviated university name}** and **{abbreviated community college name}** desire to provide clarity regarding the degree requirements herein, thereby affording students the opportunity to earn a high quality degree from both institutions in the most efficient manner possible.

AGREEMENT

It is agreed that any student who has earned the Associate of **{degree type}** in **{degree program}** at **{abbreviated community college name}** will be admitted to the Bachelor of **{degree type}** in **{degree program}** at **{abbreviated university name}** with full junior classification, subject to the provisions listed below.

ADMISSION AND GRADUATION REQUIREMENTS

- A. The student will have earned the Associate of **{degree type}** in **{degree program}** at **{abbreviated community college name}**, with at least a **{GPA}** cumulative grade point average, on or after the Effective Date of this Agreement.
- B. The student must complete the requirements necessary for general admission to **{abbreviated university name}**.

- C. Degree program admission requirements for students who transfer pursuant to this Agreement will be determined in the same manner as if their initial enrollment had been at {abbreviated university name}.

TRANSFER OF CREDITS

- A. Course requirements for this Agreement are displayed on the following attachment:
 - i. 2+2 Degree Plan Checklist: {abbreviated community college name} Associate of {degree type} in {degree program} to {abbreviated university name} Bachelor of {degree type} in {degree program}
- B. A transfer student who has not completed all of the courses specified within the Associate of {degree type} in {degree program} degree plan at {abbreviated community college name}, as stipulated on the above-referenced degree plan checklist, before entering {abbreviated university name}, must work with an academic advisor to ensure timely completion of degree program requirements.
- C. Remedial course grades will not be computed in the cumulative GPA for purposes of admission to {abbreviated university name}.
- D. {abbreviated university name} will accept the transfer of credits, up to a maximum of {#} credit hours, for “D” grades subject to the following conditions:
 - i. The transfer of credits with “D” grades is available only to first-time entering transfer students at the time of admission to {abbreviated university name}.
 - ii. The student must petition to receive credit for six hours of “D” grades of the student’s choosing.
 - iii. The student will select the appropriate six hours of “D” grades to transfer in to {abbreviated university name} after consultation with his/her appointed academic advisor.
 - iv. Prerequisite rules shall apply to transfer of credits with “D” grades in the same manner as they would for credits earned at {abbreviated university name}.
- E. Calculation of overall GPA for purposes of graduation and awarding of honors is left to the discretion of {abbreviated university name}.

REQUIRED COURSE DEVELOPMENT

In order to make this Agreement work in the best interest of students, allowing for the most efficient progression through the steps required to complete both degree programs, the following required courses will need to be developed by COTO under the following conditions:

- i. {course prefix} {course number} – {course title}
- ii. This course will be designed to meet the {abbreviated university name} requirement for {course prefix} {course number} – {course title}.
 - o {abbreviated university name} has provided {abbreviated community college name} with a copy of the {course prefix} {course number} course syllabus, and will provide other materials upon request.

- o {abbreviated university name} will need to confirm that the syllabus developed for the new course will meet the necessary requirements for the equivalent {abbreviated university name} course.
- o {abbreviated university name} reserves the right to invoke the 90 calendar day written cancellation of this Agreement if the preceding stipulations have not been met by {date}.

IMPLEMENTATION AND REVIEW

- A. The Chief Academic Officers at each institution will implement the terms of this Agreement, including incorporation of any mutually agreed upon changes into subsequent revisions of this Agreement, assuring compliance with system policy, procedure and guidelines.
- B. This Agreement will be reviewed on an annual basis, and {abbreviated university name} and {abbreviated community college name} will notify one another in a timely manner of any curriculum changes that would significantly impact the nature of this Agreement.
- C. {abbreviated university name} and {abbreviated community college name} will work together cooperatively, in the best interest of affected students, to resolve any issues related to the transfer of courses should changes to either degree program occur while the Agreement is in effect.
- D. Students will be subject to the terms and conditions of this Agreement in accordance with their academic year of entry at {abbreviated community college name}. A student may opt for a subsequent revision of this Agreement, but must meet all of the requirements specified therein.
- E. {abbreviated university name} and {abbreviated community college name} will make every effort to inform students of this Agreement. This may include, but is not limited to, inclusion within each institution's website, university catalog, recruitment publications, media announcements, social media engagement, and in-person information sessions.

MISCELLANEOUS

- A. This Agreement is effective upon execution and shall remain in effect even if persons, positions, and/or titles change.
- B. This Agreement may be terminated by either party with at least {#} calendar days written notice.
- C. In the event that the Agreement is terminated, all students who have already been admitted to {abbreviated university name}, in accordance with the terms of this Agreement, will be allowed to complete their approved course of study under the terms contained therein.

[University Logo]

[Community College Logo]

In witness whereof, the parties hereto cause this Agreement to be executed:

{UNIVERSITY}

{COMMUNITY COLLEGE}

{Chief Operating Officer Name}

Date

{Chief Operating Officer Name}

Date

{Chief Operating Officer Title}

{Chief Operating Officer Title}

DRAFT