

Articulation & Reverse Transfer Agreement
Oklahoma State University Institute of Technology & University of Central Oklahoma

This formal articulation agreement is made and entered into by Oklahoma State University Institute of Technology, hereinafter referred to as OSUIT, and University of Central Oklahoma, hereinafter referred to as UCO. By this agreement, OSUIT and UCO (hereinafter collectively “The Institutions”) express a shared commitment to increase opportunities for student access to, and success in, higher education. By clarifying transfer policies and procedures that assure articulation between programs, the Institutions seek to forge a seamless transfer from the associate to the baccalaureate degree, and the baccalaureate to the master’s degree.

General Provisions

SECTION I: *PURPOSE*

Oklahoma State University Institute of Technology (OSUIT) and the University of Central Oklahoma (UCO) express a shared commitment to student access to and success in higher education. By clarifying transfer policies and procedures which assure articulation between programs, both parties seek to assist students in transferring smoothly from the associate degree to the baccalaureate degree.

SECTION II: *AGREEMENT PROVISIONS*

Course/program articulations between OSUIT and UCO will be coordinated through both campus’ institutional administrators to develop program-to-program transfer agreements.

Students must meet or exceed admissions requirements for the associate degree upon enrollment in the designated degree program. Performance and curricular deficiencies must be met prior to transfer to UCO and in accordance with the remediation policies of OSUIT. Students who begin their degree programs during the effective academic year of the agreement at OSUIT, maintain continuous enrollment, and graduate with the designated degree/program are eligible to transfer to UCO under the terms of this agreement.

Continuously enrolled students under this agreement who complete the associate degree and the list of courses included in the agreement and apply to UCO with a retention GPA of 2.0 or higher will be eligible for admission to UCO.

When students matriculate to UCO, they may apply for financial aid through the Financial Aid Office of UCO. UCO offers some scholarships specifically to transfer students.

All program-to-program transfer agreements will be made available on each institution’s websites.

SECTION III: *REQUIREMENTS*

Courses in a program-to-program agreement are accepted at UCO, as specified, and apply to the student’s baccalaureate degree program in the same manner as a non-transferring student. Minimum grades required to meet requirements are the same for courses taken at OSUIT and courses taken at UCO.

Upon transfer, continuously enrolled students under a program-to-program agreement are eligible to meet program requirements from the UCO catalog in effect the semester they started OSUIT. Students, transferring and non-transferring, may need to complete additional coursework in order to meet current certification requirements.

The standards for graduation will be the same for students transferring under this agreement as for non-transferring students. However, the general education/university/core requirements for students transferring with an AA or AS will be considered met unless a course is a prerequisite to a program requirement. UCO courses are continuously assessed and revised to meet changing educational needs. Transfer students will receive the same treatment relative to course changes afforded to non-transferring students.

Oklahoma State Regents for Higher Education minimum standards for a baccalaureate degree must be met.

SECTION IV: *UPDATES/REVIEW/DISCLAIMER*

Program-to-program agreements are subject to change if needed to comply with policies of the Department of Education, the Regional University System of Oklahoma, the Oklahoma State Regents for Higher Education, or external governing, accrediting or legal entities.

Program-to-program transfer agreements will be reviewed annually. This review will begin in the spring, in order to incorporate program changes for the subsequent academic year. If neither institution has made policy, program, or articulation changes that impact the agreement, it will remain effective for subsequent years unless either UCO or OSUIT elects to terminate the agreement. Program-to-program agreements may be discontinued by either institution as need arises upon written notification to the other institution prior to the termination date. If changes on either campus create the need for revision, a new agreement must be authorized by both universities to be in effect. Both parties will work toward ensuring that students have the opportunity to complete their degree programs in a timely manner.

Advising, Enrollment & Recruiting/Marketing Provisions

1. A notation of articulation partnerships will be indicated in the respective catalogs and institution websites. Specific agreements between OSUIT and UCO will be included in the “Transfer Agreement” section within the Academic Affairs website.
2. A.S. students will be advised of articulation arrangements and encouraged to sign an “Intent to Transfer” agreement.
 - OSUIT will send an e-mail to all students who are pursuing an associate in science degree, or who are undecided, during the third week of every semester (first and second-half classes), encouraging students to meet with an admissions representative to discuss goals, and review the options for articulation.
 - OSUIT will send an e-mail to all students who have applied for graduation, to let them know of the agreements in place to pursue bachelor degrees.
 - Other activities, e.g., advisement appointments, campus visits, etc., will be developed with UCO.

3. The “Intent to Transfer For Baccalaureate Degree Programs” Form:
 - Will be submitted to UCO and OSUIT, respectively, to encourage relationship-building, promote student retention, and increase transfer rates for students.
 - Will provide UCO and OSUIT transfer students degree protection for a period of ten years under a specific university catalog, provided the students maintain continuous enrollment under this agreement with no more than one (1) year not in attendance at OSUIT or UCO. Exceptions to this policy will be considered on a case-by-case basis upon the recommendation of the authorized representative of OSUIT or UCO.
4. OSUIT will request the following information through UCO’s Legal Office at the appropriate points in time each semester:
 - After Fall census each year, University of Central Oklahoma will send an electronic file of directory information on students who stopped attending UCO for two semesters.
 - For *Reverse Transfers* as part of the *Complete College America* initiative, UCO will work through Rebekah Boudreaux, OSUIT Admissions & Enrollment Advisor, who will serve as the official volunteer for UCO to review transcripts on students who are currently enrolled, and those who have stopped attending, and who meet the following criteria:
 - Earned 15 college credit hours at OSUIT, and
 - Earned a total of at least 60 college credit hours, and
 - Are in good standing.
5. UCO Admission Counselors will promote the OSUIT articulation partnership as they encounter students within the area.
6. Upon execution of this agreement, UCO may want to consider designating annual scholarships for articulated program areas/majors for OSUIT students with a signed Intent to Transfer form for UCO.
 - UCO will develop the guidelines for the scholarships and select the students to receive these scholarships each year.
 - OSUIT will promote the UCO scholarship to all AS and applicable AAS students.
 - OSUIT students will complete the scholarship application and return to the authorized representative of UCO by the predetermined deadline.
 - UCO will notify selected students of the scholarship award.
 - UCO will notify OSUIT of the selected students.

Reporting and Tracking Provisions

7. Upon receipt of electronic files from UCO, OSUIT will code the students as *UCO Students* to aid in the tracking and reporting of students continuing in college through this agreement.
8. OSUIT will submit in the fall of each year a conversion report to UCO.
9. OSUIT will submit to UCO the number of *Reverse Transfers* from UCO who are awarded A.S. degrees as a result of this agreement.
10. The Office of Transfer Student Support at UCO will provide OSUIT with a report annually of the performance of all students who signed a letter of intent and transferred from OSUIT. Report will include name of student, hours transferred in, total hours earned, GPA transferred in, and Graduate/Retention GPA.

Terms

Upon execution of this agreement, the arrangement shall continue until terminated by either party with one year written notice.

Notice

Notice of termination by either party to the other shall be in writing and addressed to the party to be notified with return receipt requested, or by personal delivery to the person to be notified.

Notice to Oklahoma State University Institute of Technology shall be sent to:

Dr. Scott Newman
Interim Vice President of Academic Affairs
1801 E. 4th Street
Okmulgee, OK 74447

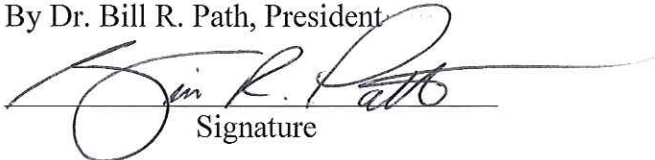
Notice to University of Central Oklahoma shall be sent to:

Dr. John Barthell
Provost and Vice President of Academic Affairs
100 University Drive
Edmond, OK 73034

In witness whereof, the authorized representatives of the parties have executed this agreement on the 21 day of January, 2015.

Oklahoma State University Institute of Technology
Authorized Representative

By Dr. Bill R. Path, President


Signature

University of Central Oklahoma
Authorized Representative

By Dr. Don Betz, President


Signature