



LONE STAR
COLLEGE
SYSTEM

Lone Star College System

Articulation Agreement Guidelines Manual



PREFACE

The Lone Star College System is committed to maintaining a well-designed, effective process for developing and implementing articulation agreements with four year institutions to ensure an orderly transfer of academic credit for the students that we serve.

In supporting our strategic planning framework, the Lone Star College System will solicit partnerships and articulation opportunities whenever this will improve students' success and increase their accessibility to advanced educational opportunities.

This Articulation Agreement Guidelines Manual summarizes the key elements of the process and provides guidance for preparation of agreements to facilitate articulated transfer work.

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What is an Articulation Agreement?

Articulation is a broad terms that relates to various methods by which students can receive credit for particular course work that they have mastered. An articulation agreement recognizes that education received at one institution is equal to that of another institution.

Articulation Agreements are formal agreements between educational institutions for the transfer of course credit taken in one school to another school. They are concluded at the institutional level between the Lone Star College System (LSCS) and a four-year institution.

The agreements constitute a broad framework for more specific transfer planning that will define the articulation of baccalaureate degree program requirements at specific program course level.

The formal articulation agreement can take many forms but generally is a brief document that is signed by the appropriate representatives of participating institutions that outlines the conditions of the articulation.

Articulation agreements exist between the Lone Star College System (LSCS) and various universities to assist student's transfers. Articulation agreements formalize the process of developing and maintaining transfer options for students who wish to pursue a bachelor's degree. They provide students with access to, and linkages with, bachelor's degree-granting institutions that accept all courses identified in the agreement. The agreement often includes a minimum GPA requirement for admission and minimum number of credits hours that will transfer.

LONE STAR COLLEGE SYSTEM

ARTICULATION AGREEMENTS

Definition

- A formal articulation agreement is a written document, signed by representatives of both entities, that permits credits that are earned at Lone Star College System's programs to be transferred to a university, and can be applied to a degree, counting either toward the degree major or as elective credit.

Goal

- The goal of an articulation agreement is to increase the number of students completing an associate's degree and going on to earn a bachelor's degree, by ensuring that courses successfully completed at LSCS will transfer to a specific university. We assist students in reaching their educational objectives by providing information that supports a seamless transfer to the university.

Procedure

- Lone Star College System articulation agreements make planning information available to students, allowing them to make more informed decisions about which courses should be completed at LSCS, and which courses can be transferred to a university. Articulation agreements are posted on the Articulation-Transfer home page, reflecting course equivalencies between Lone Star College System and receiving university partners.

Benefits

- Upon following the requirements that articulation agreements stipulate, students get an associate's degree from LSCS. This allows them to enter a four-year college in the major they have chosen as a junior. Other benefits include,
- Allowing students to make the transition to the university setting and curriculum easier
- Having more credit count toward their bachelor's degree requirement
- Prevents students from taking unnecessary courses or repeating courses
- If Jointly admitted, allows students access to university I.D.'s, university email and library accounts, university functions, and university advising

Requirements

- At LSCS, the specific requirements for an articulation agreement depend on the agreement itself, but students must meet minimum grade requirements as outlined in the specific agreement. Most courses that are transferrable are core, or general education, courses. These help students prepare for higher courses that focus on a major. LSCS also provides opportunities for AAS graduates to transfer all their credits to a university by developing articulation agreement for these graduates.

Principles of Articulation Agreements

Articulation is a process and relationship involving the vertical and lateral movement of students through a formal education system. The agreement is based upon guidelines, policies and accreditation principles. The agreements are intended to expand and create access for our students.

The Lone Star College System intends to enter into agreements that:

- Will be created for the purpose of increasing access to and attainment of students' educational/career goals.
- Will ensure alignment of our Pre-majors and or A.S. Degree course offerings.
- Will be established that have a compelling interest and need for current/future students.
- Will serve to maximize educational opportunities and services to enhance career opportunities for students in workforce development programs.
- Will provide effective and cooperative linkages to strengthen partnerships initiatives that benefit students.
- Are mutually beneficial to all parties.
- Align with the college system strategic plan.

Definition of Terms

Articulation

Articulation agreements provide a seamless transition for students moving from one level of education to another by matching curriculum to reduce duplication of course content.

Joint Admissions

A joint admission facilitates community college students transition from an associate's to a bachelor degree program. They strengthen cooperation among institutions by joint development of a core of balanced general education that meets specific competencies. These competencies will provide a common set of skills of knowledge that help prepare students to pursue study in their majors at the senior institutions.

Reverse Transfer

Reverse agreements ensure that a community college accepts credits earned after a student leaves for a four-year school and will apply them toward an associate's degree.

Seamless Transfer

Seamless transfer is a smooth transition from the two-year college to the four-year college/university, where all courses taken at the two-year institution transfer and apply toward graduation at the four-year institution. This is achieved through a partnership between both of the institutions as well as the student.

Procedures for Articulation Agreements Including Joint Admissions and Reverse Transfer

Annual Review

Pending curriculum changes, the transfer services/articulation and university relations office may initiate an annual review with the transfer institution. Any revisions to the program transfer agreement will be reviewed and approved by:

- Program representatives
- Instruction and curriculum

Each reviewed transfer articulation agreement will be dated to reflect the date of the review and to assist in maintaining the most current agreements.

Value to Students

Articulation activities prepare students for certificate and associate degree programs while addressing the needs of employers. Other student benefits include

- a) the saving of money on tuition, fees, and books;
- b) accelerating progress;
- c) reducing duplication of instruction;
- d) creating the opportunity for expanding program content;
- e) improving job readiness skills;
- f) improving job placement potential;
- g) earning college credit; (h) motivating the student to continue with schooling.

Value to Educational Institutions

Educational institution benefits include

- a) promoting curricular alignment,
- b) facilitating communication between and among educational institutions,
- c) facilitating communication between and among faculty and administrators,
- d) reducing duplication of instruction,
- e) expanding program content,
- f) enhancing public relations,
- g) increasing enrollment in articulated courses at the high school and college,
- h) assisting with recruitment at all levels of education,
- i) promoting a more unified educational system.

Policy of Articulation Standards Joint Admission and Reverse Transfer

The policy governing all articulations, joint admissions and reverse transfers states: No person has the authority to bind the Lone Star College System (LSCS) with an articulation, joint admissions or reverse transfer agreement, except in accordance with the stipulations set forth in the Policy of Articulation Standards.

All articulations, joint admissions and reverse transfers agreements shall have all applicable administrative reviews completed and be signed by all parties prior to commencement of any duties/actions by the parties as stipulated in the agreement. Agreements do not involve rental or lease of college property. Standard articulation agreements are not contracts and do not require legal or Board of Trustees approval.

Articulation, Joint Admission and Reverse Transfer Agreements are system wide, initiated by the Office of Articulation and University Relations, curriculum based and considered official by the Lone Star College System (LSCS) when the designated System officials with signatory authority have signed.

Individual colleges are not authorized to enter into an articulation, joint admission or reverse transfer agreement with any college or university.

No employee or agent of the Lone Star College System (LSCS) has the authority to enter into any agreement on behalf of the LSCS, except as otherwise expressly provided by the policy of the Lone Star College System.

If a Lone Star College System (LSCS) employee signs an articulation agreement without authority, or falsely represents to a third party that he or she has the authority to sign an agreement, the employee may be held personally responsible to the third party under Texas law.

An agreement that is not expressed in writing and approved and executed in accordance with this Policy of Articulation Standards shall not be binding or enforceable against the Lone Star College System (LSCS).

Any employee who signs an agreement or seeks to bind the Lone Star College System (LSCS) to an agreement in violation of the Policy of Articulation Standards may be subject to disciplinary action, up to and including termination of employment.

Any amendments, changes, extensions or renewals to the original agreements must be in writing and processed in the same manner as the original agreement.

Policy of Articulation Standards Joint Admission and Reverse Transfer

A copy of the original agreement should be included with the amendment, change, extension or renewal at the time the documents are processed for approval.

One signed copy of any amendments, changes, extensions or renewals must be kept with the Office of Articulation and University Relations.

Procedures for Articulation Agreements Including Joint Admissions and Reverse Transfer

Articulation Guidelines

Articulation is the process that facilitates the movement of a student from one educational institution to another. In support of the college's strategic plan, Lone Star College System will capitalize on partnership and articulation opportunities whenever this will enhance students' success and increase access to advanced educational opportunities.

Articulation Agreement Content

To ensure quality and consistency of agreements, the following areas should be addressed in all articulation agreements into which Lone Star College System enters.

Purpose of Agreement

This includes a brief statement indicating the reason for forming this agreement. Example: "Lone Star College System and ... are forming a partnership through this articulation agreement to better serve students and prepare them to enter a world class workforce. Both institutions recognize that working together, their collective efforts are much stronger than their individual efforts".

Description of degrees/programs that are covered in the Agreement

Include any parameters and/or exclusions of the agreement. A general agreement may address general admission to the institution with required GPA's or other general requirements. A complete list of programs covered in the agreement should be attached with available course lists. Transfer guides that support the agreement will be developed and published on the Lone Star College System Transfer Web site.

Articulation agreements for Lone Star College System follow this process.

Procedures for Articulation Agreements Including Joint Admissions and Reverse Transfer

Initiation

The request for an articulation agreement (a Notice of Intent to Develop an Articulation Agreement) may be generated from either an internal or external source.

- Internally- generated from a curriculum team, department or division within the Lone Star College System (LSCS).
- Externally- originating from another institution through a Lone Star College System (LSCS) contact.

Regardless of the origin of the agreement, all requests to initiate developments of transfer agreements must be communicated in writing to the Office of Articulation and University Relationships.

Notice of Intent to Develop an Articulation Agreement

The Articulation and University Relations office will coordinate and communicate the request of the "notice of intent to develop an articulation agreement" to the following Lone Star College System individuals/offices to gain added value and to communicate intent:

- Deans
- Associate Vice Chancellor for Curriculum and Instruction
- Vice Chancellor of Student Success and Academic Affairs
- Chancellor's office or designee

The notice will follow a standard format, including:

- Name of program
- Name of institution with which the agreement will be developed
- Brief rationale to support entering into the agreement
- Lone Star College System program contact person
- University contact person

Procedures for Articulation Agreements Including Joint Admissions and Reverse Transfer

Development

The development of an agreement may be initiated internally or externally.

Internally

The Office of Articulation and University Relations drafts the general institutional agreements. The divisional instructional office or department office, where the program is housed, drafts program specific agreements. Both draft agreements are developed with the following considerations:

- Complies with the **Articulation Agreement Guidelines**
- Provides for input and review from the partnering institution

Externally

The partnering institution may draft an institutional or program specific agreement. The draft agreement is reviewed by the system Director, transfer services/articulation and university relations, the Lone Star College System divisional instructional office, and appropriate department/program with the same considerations as that agreement internally developed.

Comments and concerns are considered and brought to the system Director, transfer services/articulation and university relations for discussion with those who drafted the agreement.

Reverse Transfer Agreements

Reverse Transfer (RT) agreements establish policies and procedures for credits earned at universities to be transferred to LSCS and applied toward an associate's degree.

- LSCS will automatically award an associate's degree to eligible Reverse Transfer students
- RT students will have seven (7) days to respond to a request in writing sent to them identifying them as potential associate's degree graduates
- RT students not responding will be awarded their graduation degree

<u>Current Criteria for Reverse Transfer Agreements</u>	
University of Houston	
Previously or currently at LSCS	
Meet Lone Star College's resident credit requirement of 18 semester credit hours	
University of Houston- Downtown**	
Attended LSCS within the past 5 years	
≥18 hours completed at LSCS	
Sam Houston State University**	
21 LSCS hours, - minimum of 3 hours from SHSU	
Total of 60 or more combined hours from LSCS & SHSU	
Currently enrolled at SHSU	
Texas State University	
At least 30 hours at LSCS, total of 72 combined hours	
Texas Southern University**	
Prairie View A&M University**	
Our Lady of the Lake University**	
UT Comet Connection**	
Texas Tech Engineering	
24 or more transferable credits from LSCS with 2.25 GPA	

Note: UH, UHD and SHUS are active

* Dr. Burris, SHUS, reports that recent change in 21 LSCS hours was made when he had a meeting with Chancellor Carpenter, June 2011.

** These early articulation agreements include a reverse transfer component but did not define parameters for identifying reverse transfer data exchange. The Reverse Transfer Committee was charged with that role. Implicit are the following:

- 1. No Associate's degree**
- 2. No Bachelor's degree**
- 3. Currently enrolled at university**

Procedures for Articulation Agreements Including Joint Admissions and Reverse Transfer

Approval

The final Lone Star College System approval occurs in the office of the Associate Vice Chancellor for Curriculum and Instruction.

- The system Director of articulation and university relations will develop, implement and coordinate the communication and approval from the partnering institution.
- Upon approval from both institutions, three originals are created for signatures.
- The articulation system Director coordinates a signing ceremony, when appropriate.

Signing Ceremony

Three sets of original documents are brought to the signing ceremony.

Agenda to include:

- Welcome and introductions of each institution's representatives
- Comments by those present
- Signing activity
- Closing remarks and photo coverage for press release

Those invited to attend:

- Agreement development members from both institutions
- Deans
- Program representative(s)
- Department Chair
- Associate Vice Chancellor for Curriculum and Instruction
- Vice Chancellor of Student Success and Academic Affairs
- Chancellors/Presidents from both institutions
- Staff from the System office

Procedures for Articulation Agreements Including Joint Admissions and Reverse Transfer

Communicate/Disseminate the Agreement

Following approval in the Educational Affairs office and obtaining the appropriate signatures, the signed agreement is posted on the Articulation/Transfer website. Others receive notification:

- Deans
- Divisional instruction leaders
- Department Chair
- Coordinator of transfer programs
- Academic Advisors

Original copies of the agreement are disseminated to:

- Office of Articulation /University Relations, maintains all signed original documents
- Partnering institution

Copies of the agreement are distributed to:

- University Program representative(s)
- Divisional instruction office or department office

Promotion/Marketing

- The system Director of Articulation and University Relations will coordinate promotion and marketing of transfer articulation agreements to students in several ways:
- Inform academic advisors and curriculum teams of new agreements at departmental meetings, and/or training sessions.
- Ensure that Student Success posts transfer guides on the LSCS website.
- Include a statement on transfer guides that indicates the guide represents an articulation (partnership) agreement between the Lone Star College System and the partner institution.
- Consider other printed venues to promote agreements, i.e., brochure, college catalog, etc, and appropriate Web sites.

Promotion/marketing efforts will be monitored to determine the most effective methods of promotion as measured by students' use of transfer articulation agreements.

APPENDIX

ARTICULATION AGREEMENT FORM

DEGREE and PROGRAM

(UNIVERSITY)

and

Lone Star College System



Articulation Agreement

<Effective Dates>

Prepared jointly by:
Office of the Vice Chancellor for Academic Affairs and Student Success
Lone Star College System
5000 Research Forest Drive
The Woodlands, TX 77381-4399

and

University
address
City, TX ZIP

A. Statement of Purpose:

Articulation Agreement Guidelines Manual

In order to maximize the opportunities for students completing the recommended program of study in the Associate of Arts/Science of Applied Science degree and secure eligibility for admission into the (University) in the (Degree and Program) Program, Lone Star College System and the University, City, TX, enter into the following Articulation Agreement. This agreement describes the required program of study at Lone Star College System for admissions eligibility into the (University), (Degree and Program) Program. This articulation identifies all required and equivalent courses at each institution.

B. Terms and Conditions:

The parties of this agreement, Lone Star College System and the (University) agree to the terms and conditions set forth herein.

- Lone Star College System Associate of Arts or Associate of Applied Science degree graduates completing the recommended program of study shall be eligible for admission into the (University), (Degree and Program) Program.
- Transfer students must meet the same standards and criteria for admission to a major degree sequence as the (University) students.
- Students applying for admission with 15 or more semester hours of college-level credit will be admitted as new transfer students. Applicants must file an application for admission, pay the nonrefundable application fee and have official copies of transcripts from all prior colleges mailed directly to (University). Applicants must also provide evidence of THEA, if required.
- Courses transfer on the same level and with the corresponding number of hours as earned at another institution. Courses taken at a community college usually do not transfer as upper-level credits.
- Courses taken at other colleges that do not correspond to courses offered by (University) may transfer as elective credit with the approval of the academic dean. With consent of the appropriate dean, the chair of the department in which the student is majoring will make the decision concerning application of transfer credit to the degree program.
- This agreement shall be in effect until either institution informs them (Effective dates). This agreement shall be reviewed on an annual basis or anytime program changes are made by either institution. Any program changes will be identified and incorporated into subsequent agreements.
- Consistent with state law and THECB rules, a student satisfying the 42 hour LSCS general education core is deemed to have satisfied the university core delivering the program when the student transfers.
- Students enrolled at LSCS prior to (eligible date) are eligible for admission into (University)'s (Degree and Program) program for one year after the completion of the Associate of Arts degree at LSCS. If this agreement is terminated for any reason, LSCS students enrolled in the Associate of Arts program at the time of the agreement termination will retain their eligibility under this agreement for admission into (University)'s (Degree and Program) program for a period of three years.
- This agreement may be terminated by either party by giving written notice of said party's intention to the Office of the Vice Chancellor for Academic Affairs and Student Success, Lone Star College System or (University), Provost or designee.
- All notices, demands, requests, and other communications required shall be in writing and shall be deemed to have been given when personally delivered or mailed to:

Donetta Goodall, Ph. D.
Vice Chancellor for Academic Affairs and Student Success
Lone Star College System
5000 Research Forest Drive
The Woodlands, TX 77381-4399
Phone 832.813.6597
E-Mail: Donetta. P. Goodall@lonestar.edu

and/or

Rosario Martinez Castillo, Ph.D.
Director, Articulation Services & University Relations
LSC- University Park
20515 SH 249
Houston, Texas 77090
Phone: 281-290-3634
E-Mail: Rosario.Martinez@lonestar.edu

(UNIVERSITY):

Contact
Title
University
Address
City, TX ZIP
Phone:
Fax:
E-Mail:

CURRICULUM – SAMPLE (transfer guide for first two years leading to the Associate’s degree or 2+2 plan)

D. SIGNATURES

The parties have executed this agreement in duplicate originals on this date, Effective Date. An original, signed copy of this agreement shall be maintained by each institution at designated offices of the college and university presidents or designee.

LONE STAR COLLEGE SYSTEM

UNIVERSITY

Donetta P. Goodall, Ph.D.
Vice Chancellor
Academic Affairs and Student Success

Contact
Title (usually academic vice president)

Linda Luehrs Wolfe, Ed.D.
Associate Vice Chancellor
Curriculum and Instruction

Contacts
Title, College of (Program) (usually dean and provost)