



**TEXAS TECH**  
UNIVERSITY.



Dallas County  
Community College District

## **GENERAL ARTICULATION AGREEMENT**

between

**Texas Tech University**

&

**The Dallas County Community College District (DCCCD)**  
**(Separately SACSCOC Accredited Colleges)**

**Brookhaven College, Eastfield College, El Centro College,  
Mountain View College, Cedar Valley College,  
North Lake College and Richland College**



**Dallas County  
Community College District**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
(DCCCD)**

***GENERAL ARTICULATION AGREEMENT***

Dallas County Community College District (DCCCD)  
Office of Transfer and Articulation Services  
1601 South Lamar Street  
Dallas, Texas 75215-1816



**Dallas County  
Community College District**

**Articulation Agreement**

**Institution Name: Texas Tech University**

Department: Office of Community College & Transfer Relations

**Submitted by:**

Name: DaNay Phelps

Title: Senior Administrator

Phone Number: 806-742-0876

Email Address: danay.phelps@ttu.edu

**Primary Location**

Address: Box 41076; 234 West Hall

City: Lubbock

State: TX

Zip Code: 79409-1076

Date Submitted: December 10, 2015

**RETURN General Articulation Agreement Packet:**

Dallas County Community College District (DCCCD)

*Attention: Gregory Williams, District Director*

Office of Transfer and Articulation Services

1601 South Lamar Street

Dallas, Texas 75215-1816

[g.williams@dccd.edu](mailto:g.williams@dccd.edu)

(214) 378-1742

## GENERAL ARTICULATION AGREEMENT

Between  
Texas Tech University  
&

Separately SACSCOC Accredited Colleges  
(Brookhaven College, Cedar Valley College, Eastfield College, El Centro College,  
Mountain View College, North Lake College and Richland College)  
of the  
Dallas County Community College District (DCCCD)

### STATEMENT OF PURPOSE

The purpose of this General Articulation Agreement is to create clearly marked transition pathways by clarifying and streamlining the transfer processes. Therefore, the students are able to transfer to Texas Tech University carrying with them the credits which they have already earned for as much relevant study as possible. The participating institutions understand and agree that transfer articulation under this general agreement is with Dallas County Community College District hereafter referred to as "DCCCD", inclusive of the following colleges: *Brookhaven College, Cedar Valley College, Eastfield College, El Centro College, Mountain View College, North Lake College, Richland College* and Texas Tech University hereafter referred to as TTU and hereby enter into the following agreement governing the matriculation of students from the separately accredited colleges of DCCCD to TTU

### TERMS and CONDITIONS

In order to facilitate the process of student transfer, TTU and DCCCD have agreed to the following:

#### General Admission:

1. DCCCD students who follow the recommended program of study - the common core and transfer curriculum - and who meet all other admissions requirements and deadlines pertaining to application for admission, orientation and registration, and payment of tuition and fees shall be eligible for admission to TTU. Transfer students must meet the same standards and criteria for admission to a major degree sequence as a native TTU student. They will abide by the policies and procedures, along with any revisions thereof that apply to all students at that institution.
2. Transfer students from the colleges of DCCCD are to adhere to TTU's admission requirements based on the catalog year in effect at the time the student first enters one of DCCCD's colleges, provided that the student maintains continuous enrollment.

**Guaranteed Admission:**

1. DCCCD students with 12 - 23 semester credit hours earned and a minimum cumulative GPA of 2.5 on a 4.0 scale or with 24 or more semester credit hours earned and a minimum cumulative GPA of 2.25 on 4.0 scale entering under the terms of this agreement are guaranteed admission in the university. DCCCD students who meet the general admission requirements of TTU with a completed core curriculum or Associate of Arts/Science degree, will receive automatic admission to TTU.
2. While admission to TTU does not guarantee admission to all degree granting programs, majors, minors, or fields of concentration, incoming transfer students shall be able to compete for admission to specific programs on the same basis as students native to TTU.

**Acceptance of Transferable Credits and Core Curriculum:**

1. DCCCD shall endeavor, through articulated transfer pathways (A.A./A.S.) or program-to-program (A.A.S.) agreements entered into in accordance with this General Articulation, to partner with TTU that shall accept at least sixty (60) transferable college level credits.
2. Transfer students will receive academic credit for transferable college level courses only completed with a grade of "C" or better, unless stated otherwise in TTU's catalog.
3. Remedial/developmental or technical/vocational courses will not be included for transfer in this General Articulation Agreement from individually accredited colleges unless specified by individual colleges in a separate Program-to-Program Articulation Agreement.
4. TTU will accept transferable college level courses from the DCCCD without regard to institutional modality including, but not limited to, online courses and programs, Dual Enrollment credits, and Early College High School classes.
5. TTU and the DCCCD will work cooperatively to create a mutually acceptable articulation appeal process for reviewing credits not accepted in transfer admission at TTU.
6. Completion of the DCCCD Core Curriculum, a forty-two (42) semester credit hour general program of study, will transfer as a block and will satisfy core curriculum requirements at TTU; unless a specific core curriculum is established in a transfer pathway agreement, as mandated by Texas Statutes for all public higher education institutions.
7. DCCCD students transferring with an A.A. or A.S. degree including completion of DCCCD core curriculum as evidenced on the DCCCD Official transcript shall not be required to take additional core curriculum courses at TTU; unless a specific core curriculum is established in a transfer pathway agreement.

**Acceptance of DCCCD Associate Degrees:**

1. This agreement establishes the principle that the following Associates Degrees: Associate of Arts (AA), Associate of Science (AS) and Associate of Arts in Teaching (AAT) will transfer to TTU as a block. A transfer associate degree is treated as a whole: the components are not examined separately to determine transferability.
2. While a transfer associate degree will transfer as a block, it is for the purpose of guaranteed admission. The needed courses and course alignment in order to achieve the acceptance AND application of an associate degree in its entirety to a specific discipline at TTU will be specified in detail in a Transfer Pathway Agreement (A.A./A.S./A.A.T.) or Program-to-Program Agreement (A.A.T.) between one DCCCD college and a college/school/center at TTU.

**Pre-Admission:**

1. TTU will provide pre-admission academic advising for all TTU baccalaureate degree programs via an academic advisor position located in Dallas/Fort Worth supervised by the Office of Community College & Transfer Relations (CCTR).
2. DCCCD will support the TTU CCTR-DFW academic advising position by providing confidential advising space on each DCCCD campus allowing DCCCD students a place to meet one-to-one with the TTU CCTR-DFW academic advisor.
3. DCCCD will provide CCTR with a list of the names and contact information for the DCCCD advising coordinator on each campus for purposes of coordinating academic advising events for DCCCD students on DCCCD campuses.
4. TTU on-site admissions events will be held at DCCCD at least once a year.

**Transfer Information:**

1. The Office of Transfer and Articulation Services at the DCCCD District Office and The Office of Community College & Transfer Relations at TTU will work together to provide appropriate transfer information (specific transfer pathways will be developed by faculty from DCCCD and faculty from TTU). These Course Equivalency Guides will utilize the Texas Common Course Numbering System to identify the courses to be completed at DCCCD that will apply toward pre-requisites or requirements for a major at TTU. (Transfer Guides & Course Equivalency Guides provide information of general transferable courses but do not guarantee the definite applicability of those courses into specific degree plans.)
2. By creating these Transfer Guides and Course Equivalency Guides, TTU and DCCCD assure students that courses listed in these guides are freely transferable between both

institutions. (The applicability of courses into specific degree plans are guaranteed exclusively by articulated pathway agreements.)

3. TTU will create a webpage at TTU's website with detailed information regarding any type of transfer agreements and transfer process for DCCCD students.
  - Overview of general pre-transfer and admissions process.
  - Overview of post-transfer services and supports.
  - Financial resources for transfer students
  - Encouragement to students to complete the associate degree before transferring for admissions, financial aids, and academic advantages.
  - Indication to the existence of specific agreement(s) and an official list of all articulated transfer pathways approved by DCCCD and TTU.
4. DCCCD campuses will create a webpage with links to TTU transfer information regarding any type of transfer agreements including admissions and transfer process for DCCCD students.

#### **Scholarships:**

TTU will provide opportunities for DCCCD students to learn about TTU scholarships. TTU will host events for DCCCD Rising Star Scholars, Phi Theta Kappa Scholars students and others interested in learning about how one can afford to complete a bachelor's degree.

#### **Reverse Transfer:**

The Registrar at TTU will collaborate with the District Office of Academic and Student Records at DCCCD district office to share information, as permitted by law, about students enrolled at TTU who could have sufficient hours to receive an associate's degree from DCCCD. The Registrar at TTU will send all reverse transfer transcripts to the following address:

DCCCD District Office of Academic and Student Records  
Attention: Veronica Montero  
1601 South Lamar Street  
Dallas, Texas 75215-1816

#### **Communication and Data Exchange:**

1. The Office of Transfer and Articulation Services at the DCCCD District Office serves as the liaison office to establish routine communication mechanisms with TTU for addressing issues or problems associated with student transfer.
2. The Office of Community College & Transfer Relations at TTU serves as the liaison office to establish routine communication mechanisms with DCCCD for addressing issues or problems associated with student transfer.

3. TTU will provide notification to the seven colleges of the DCCCD, at or before execution of the Transfer Agreement, of selection criteria for limited access programs.
4. TTU and the DCCCD agree to exchange annual data reports and documents in a mutually agreeable fashion that will contribute to the maintenance and improvement of these transfer arrangements and promote effective cooperation between the two institutions. The institutions will exchange admissions, academic performance and retention data after obtaining appropriate permission from the students involved and in compliance with all federal, state and local laws. (See Attachment One for Data information)
5. DCCCD will provide names and contact information of students to TTU each fall of DCCCD graduates and current students with at least 30 SCH (Semester Credit Hour) and with "Transfer" intentions disclosed to enable the sharing of transfer information. Information will be shared in accordance with applicable law.

**Joint Obligations:**

1. TTU and DCCCD will work to identify ways to strengthen pathways for transfer and degree attainment for students.
2. Official list of programs for all Associate Degrees for which articulation agreements have been approved by both DCCCD and TTU will be made available at both institutions.
3. No transfer articulation materials developed by an articulating institution are valid without an Agreement signed by DCCCD.

**Evaluation:**

The continuous partnership between TTU and DCCCD will be determined by an evaluation process to be established by the DCCCD and incorporated by reference into each transfer agreement. (See Attachment Two)

A bi-annual, every other year, evaluation process will be administered by the District Office of Transfer and Articulation Services. An advisory group, consisting of faculty, administrators and college representatives, will evaluate the performance of partner institutions.

**Agreement Continuation and Dissolution:**

This agreement shall be reviewed on a bi-annual, every other year, basis or any time program changes are to be made by either institution. Any program changes will be identified and incorporated into subsequent agreements. DCCCD Presidents and the President of TTU, or their designees must approve amendments to this agreement. Any other modifications to this agreement may be made following written notice from DCCCD Presidents and the President of TTU, or



their designees. Once this agreement is signed by the appropriate officials at DCCCD and TTU, each is free to publicize this arrangement in a manner consistent with the agreement. This articulation agreement shall remain in effect until one or both institutions deem it necessary to terminate it.

By signing, each party recognizes the commitment to exchange only the most current, accurate information and data. This agreement may be terminated by either party by giving written notice of said party's intention to the Presidents of DCCCD or designee and President of TTU, or designee.

This agreement shall become effective January, 2016 and shall remain in effect until terminated by either party. Termination can be processed when either TTU or DCCCD give written notice to the other institution 120 days prior to the requested termination date.

In witness whereof, the authorized representatives of the parties have executed this agreement on this the 22nd day of January, 2016.

Jennifer Adling  
Director - Procurement Services, Texas Tech University

7-20-16

Date

Dr. Lawrence Schovanez  
Provost, Texas Tech University

2/11/16

Date

Dr. John Opperman  
Interim President, Texas Tech University

7-9-16

Date

Joe D. May, Chancellor  
Dallas County Community College District

Date

Dr. Thom D. Chesney  
President, Brookhaven College

9 May 2016

Date

Dr. Jennifer Wimbish  
President, Cedar Valley College

Date

Dr. Jean Conway  
President, Eastfield College

5/9/16

Date

Dr. Jose Adames  
President, El Centro College

5-9-16

Date

Dr. Robert Garza  
President, Mountain View College

5-9-16

Date

Dr. Christa Slejko  
President, North Lake College

5/9/16

Date

Dr. Kathryn K. Eggleston  
President, Richland College

5/9/16

Date

## Attachment One

As our valuable university partner working collaboratively with our DCCCD colleges to ensure the seamless transfer of our students, we are compiling annual information about our transfer students matriculating at your university. This annual report will provide ongoing assessment and evaluation information for ensuring the transfer success through pathways and services for student success and completion.

### DCCCD Transfer Students Annual Report

<b>University Partner:</b>	<b>NAME:</b>					
<b>Primary Location:</b>	Campus <input type="checkbox"/> Online <input type="checkbox"/> Both <input checked="" type="checkbox"/>					
<b>Academic Year:</b>	2014-2015					
<b>1. New Students</b>	<b>Admitted: 202</b>			<b>Enrolled: 140</b>		
<b>2. Number of incoming transfer students with degree</b>	<b>Associate: 44</b>				<b>Without Associate: 96</b>	
<b>3. Number of students transferred with credit (by DCCCD colleges if available)</b>	<b>Fewer than 15 credits</b>	<b>15-29 credits</b>	<b>30-45 credits</b>	<b>46-60 credits</b>	<b>60+ Credits</b>	
	21	18	26	16	59	
<b>4. University Majors transferred into: (Top 5)</b>	<b>1. Engineering</b>	<b>2. Education</b>	<b>3. Undeclared</b>	<b>4. Business</b>	<b>5. Kinesiology &amp; Psychology</b>	
<b>5. Ethnicity</b>	<b>American Indian or Alaska Native</b>	<b>Black or African American</b>	<b>Hispanic/Latino</b>	<b>Race and ethnicity unknown</b>	<b>White</b>	
	Asian 7	23	40	25	45	
<b>6. Gender</b>	<b>Female:</b>			<b>Male:</b>		
	71			69		
<b>7. Degree Conferred (earned during report period AND transferred from DCCCD)</b>	<b>Bachelor:</b>			<b>Certificates:</b>		
	89			13		
<b>8. Number of transfer students enrolled : (last 5 years)</b>	<b>New:</b>			<b>Returning (retention):</b>		
	640			325		
<b>9. Community College Transfer Scholarship Recipients</b>	<b>Number of Scholarships Awarded:</b>			<b>Total Amount:</b>		
	118			\$ 509, 500.00		

**Name of person submitting report: DaNay Phelps**

**Title: Senior Administrator**

**Date: December 8, 2015**

04/27/2016

2016 General Articulation Agreement

## Attachment Two

### DCCCD Evaluation of Partner Institutions' Transfer Collaboration

#### Object 1: Collect and Share Transfer Data

- Evaluation Method: Annual exchange of Report  
Evaluation Metric:
  - # of transfer students from DCCCD
  - # of accepted college credits
  - GPA
  - Transfer with an associate degree
  - Transfer with a complete core curriculum
  - Graduation and Retention rate

#### Object 2: Articulated Pathway Agreements

- Evaluation Method: Report from colleges & Transfer and Articulation Services (based on Growth)  
Evaluation Metric:
  - Efforts to maintain & update the existing ones
  - Efforts to establish the new one

#### Object 3: Promotion of Partnership

- Implementation at Partner Institutions  
Evaluation Metric:
  - Information of all agreements shared with university personnel
  - Webpages of transfer info designed specifically for DCCCD students/staff
  - Creation and distribution of marketing collateral
  - Participation in staff training events

#### Object 4: Creation of Encouragements to Students

- Implementation at Partner Institutions  
Evaluation Metric:
  - Pre-Admission Advisement
  - Con-Current Admissions
  - Pre-Admission benefits
  - Scholarships dedicated to DCCCD students
  - Transfer scholarships dedicated to associate degree holders

- Application fee waiver

**Object 5: Presence at DCCCD Collages**

- Report from colleges & Transfer and Articulation Agreement (based on the # of participation)

## Evaluation Metric:

- Participation in various transfer fairs
- # of regular visit at each college for recruitment
- Involvement at each college's transfer activities to students/staff
- Counselor/Advisor update meetings/seminars

**Object 6: Participation in DCCCD Transfer Training**

- Report from colleges & Transfer and Articulation Agreement (based on the # of participation)

## Evaluation Metric:

- Participation in Transfer and Transition Quarterly Meeting
- Involvement in Transfer Convening & Advisor Summit
- Lunch & Learn at each college
- Sponsorships to training events
- Participation of specific Colleges & Schools from universities



Dallas County  
Community College District

### **Attachment Three**

#### **Reverse Transfer Associate Degree Process**

The Reverse Transfer process allows for the transfer of coursework from TTU to a previously attended DCCCD campus for the purpose of associate degree completion. This program is specifically designed to allow students to receive the advantages pursuant to completion of the associate degree when they transfer to TTU prior to having earned an associate degree from DCCCD.

Effective with House Bill 3025, TTU will request authorization to return transcript information to DCCCD from every student who transfers with 30 or more semester credit hours earned at DCCCD and will then provide those transcripts to DCCCD at the end of each term.

To facilitate DCCCD's ability to offer reverse transfer associate degrees in accordance with the State of Texas Closing the Gaps Initiative and as pursuit to *House Bill 3025*, the Office of the Registrar at TTU and the Office of Transfer and Articulation Services at DCCCD agree to the following procedure:

#### **The Office of the Registrar at TTU agrees to the following:**

1. Identify students meeting HB 3025 criteria:
  - a. Student has earned 30 or more college-level transfer credit hours.
  - b. Student does not have an Associate's Degree.
  - c. Student has 60 total earned hours (transfer and TTU hours combined).
2. Eligible students will approve or deny permission via Apply Texas Common Application and MyTech for TTU to send transcripts and student contact information to DCCCD.
3. At the end of each semester, send:
  - to DCCCD point of contact (as listed in section "Reverse Transfer" in the General Articulation Agreement) a spreadsheet listing the following information for each student giving permission to participate:
    - i. Student's name

- ii. Student's current address
  - iii. Student's current email
  - iv. Student's date of birth (DOB)
  - v. DCCCD student ID number or last four numbers of Social Security Number
- mail a packet of corresponding transcripts to DCCCD's point of contact and will identify the packet as
  - ATTN: DCCCD District Office of Academic and Student Records  
Veronica Montero  
1601 South Lamar Street  
Dallas, Texas 75215-1816
  - Each semester, once the list of degree earners is received from DCCCD, notify the Office of Student Financial Aid at TTU, via e-mail, when students complete associate degree.
4. TTU Point of Contact
- Yogi Castaneda, Unit Manager-Office of the Registrar
  - Mailing Address
    - i. Texas Tech University, Registrar's Office; ATTN: Reverse Transfer
    - ii. Box 45015, West Hall 103
    - iii. Lubbock, TX 79409-5015
  - Phone 806-742-3661
  - Email: [yogi.castaneda@ttu.edu](mailto:yogi.castaneda@ttu.edu)

**The Reverse Transfer Associate Degree process will proceed at DCCCD as the following:**

1. The District Office of Academic and Student Records evaluates TTU transcripts.
2. The District Office of Academic and Student Records passes on the result of the transcript evaluations to the seven colleges of DCCCD.
3. The seven colleges of DCCCD contact students regarding any other requirements for the awarding of the Associate's degree.
4. The seven colleges of DCCCD award Associate degrees based on DCCCD requirements.
5. Each semester, the District Office of Transfer and Articulation Services email to the TTU Point of Contact the updated original TTU spreadsheet designating:
  - On the original list from *TTU* the month and year for each participant who has earned an Associate's degree.
  - E-mail updated, original participant list back to TTU contact at [yogi.castaneda@ttu.edu](mailto:yogi.castaneda@ttu.edu).
  - Send an updated official transcript to TTU with the Associate's Degree.
6. DCCCD Point of Contact for Reverse Transfer Degrees:
  - Veronica Montero, Degree Audit System Specialist
  - DCCCD District Office

- **Mailing Address:**
  - i. District Office of Academic and Student Records
  - ii. Attn: District Office of Academic and Student Records
  - iii. 1601 South Lamar Street, Dallas Texas, 75215-1816
- **Email:** [veronicamotero@dcccd.edu](mailto:veronicamotero@dcccd.edu)
- **Phone:** 214-378-1776