



TEXAS TECH UNIVERSITY  
From here, it's possible.



HOWARD COLLEGE  
— MAKING DREAMS REAL —

# Texas Tech University And Howard College Student Access and Success Memorandum of Understanding

## **Parties**

This Memorandum of Understanding (the “Agreement”) is between Texas Tech University (“TTU”) and Howard College (“HC”) (individually “Institution” or collectively “Institutions”) and outlines their commitment to the *Student Access & Success* program (“Program”). HC considered as a whole and this Agreement extends to all campuses within the HC system or district. TTU and HC enter into this Agreement in the spirit of cooperation and mutually recognize each other as quality Institutions of higher learning.

## **Background**

TTU created the Program to support State of Texas’ and Texas Higher Education Coordinating Board’s *60x30TX* Strategic Plan Initiative promoting access, affordability, quality, success, and cost efficiency in Texas’ institutions of higher education. The mission of the Program is to support a more globally competent workforce by increasing the number of individuals seeking to further their education. The goal of the Program is to increase access to and the number of transfer pathways from which prospective students may choose to pursue a baccalaureate degree while seeking to reduce overall costs of education.

*Making Dreams Real* for students at HC is more than a catchphrase, it is a charge. HC embraces this charge and continually strives to provide high quality, cost effective opportunities for students that lead to their success. For many students, transferring to TTU is a dream, and this partnership will be instrumental in assisting students as they charge forward, turning dreams into reality and achieving their educational goals.

## **Purpose**

The purpose of this Agreement is to foster engagement of pre-transfer students in communications with TTU and provide them a transfer pathway from HC to TTU for completion

of a baccalaureate degree. The Institutions are dedicated to providing greater educational opportunities and services for students transferring between the two Institutions, including a commitment to:

- Increase awareness of educational and student support opportunities available;
- Encourage currently enrolled transfer students to complete their associate's degree;
- Provide pre-TTU academic advising to increase degree applicability of transfer credits; and
- Provide a more seamless transfer experience to TTU.

The Agreement provides a structure through which transfer articulation on all levels can be supported by the Institutions.

## **Responsibilities**

### **1) TTU's Responsibilities:**

- a) Encourage Completion of Degree. TTU will encourage HC transfer students to complete the appropriate Associate's degree either before matriculation to TTU or by reverse transfer of course credit following admission to and enrollment at TTU.
- b) Transfer Credits. TTU agrees to accept transferable core curriculum, fields of study, and other lower division courses from HC, to the extent it is within the Texas common course numbering system.
  - i) **Crosswalks.** Students transferring to TTU are eligible to receive degree credit for courses listed in Transfer Crosswalks to be created and provided to HC by TTU . An example has been attached to this Agreement as Attachment A for reference.
  - ii) **Location.** TTU will honor transferable courses taken at any HC location and by any delivery method.
  - iii) **Standards.** TTU will enforce the same standards and criteria for admission to TTU for all students who desire to transfer to TTU and to the intended major degree sequence as designated in the TTU catalog.
- c) Advising Services. TTU will provide academic advising services to pre-transfer students through Undergraduate Admissions Transfer Advising.
- d) International students. TTU will coordinate with Undergraduate Admissions to ensure a smooth transition for HC's international transfer students to TTU.

- e) Financial Aid. TTU will provide transfer students with information regarding the availability of transfer scholarships for eligible students as well as any other financial aid opportunities at TTU.
- f) Reverse Transfer. TTU will utilize the developed reverse transfer credit process that includes the methodology to notify students after they have completed at least 15 hours at the HC. This is subject to the process set forth in Section 3(d) of this Agreement.
- g) Publication. TTU will:
  - i) Provide communication regarding TTU admissions policy and procedure updates, campus recruitment events, and scholarship opportunities to the person(s) HC designates under Section 3(a).
  - ii) Post information about the Program and transfer/reverse transfer opportunities on the Academic Partnerships' website.

## 2) HC's responsibilities

- a) Courses at HC. HC will ensure that all of its courses related to this Agreement are taught by qualified faculty holding appropriate and acceptable degrees and/or credentials as outlined by the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") Comprehensive Standards or appropriate regional accreditation standards.
- b) Identify students. HC will provide TTU a list of students who meet the stated criteria below to TTU's Office of Undergraduate Admissions on an annual basis. The list will include the information below with the goal of allowing TTU to make those students aware of scholarship, financial aid, and the potential to satisfy degree requirements by transferring coursework between Institutions. HC agrees to provide notices and or obtain permissions for the disclosures as required by applicable laws, including but not limited to FERPA and GDPR.
  - i) Directory information, including email address and date of birth;
  - ii) Major area of interest;
  - iii) Denote those currently enrolled with a projected transfer date on or after Spring 2023;
  - iv) Denote those students having completed 15 or more semester hours, who have an overall GPA of 2.250 or better; and
  - v) Denote those students pursuing the following degree plans: Associate of Arts, Associate of Science, Associate of Applied Arts, Associate of Applied Science, Associate of Arts in Teaching or undeclared.

- c) Counselor. HC will provide contact information for a HC transfer counselor to TTU Admissions and update this information as personnel changes occur. The Counselor will be responsible for invitations to HC transfer events.
- d) Cooperation. HC will cooperate fully with TTU in awarding associates' degrees via a reverse transfer by utilizing the developed plan whereby transcript information for students, who transferred to TTU prior to earning an associate's degree, is sent back to HC by TTU is processed in a timely fashion and results reported back to TTU. Reporting of students will begin as soon as this Agreement is fully executed.
- e) Marketing & Outreach. HC will:
  - i) Link to (1) TTU, Office of Academic Agreements and (2) Undergraduate Admissions on its relevant webpages.
  - ii) Encourage students to utilize the pre-transfer academic advising services and resources offered through Undergraduate Admissions at TTU each semester while attending HC.
  - iii) Inform students who are nearing graduation of transfer opportunities and what needs to be accomplished to meet TTU transfer requirements.
  - iv) Provide information, within legal guidelines, about prospective transfer students with the goal of making students aware of scholarship and other financial aid opportunities and the potential to satisfy Associate and Bachelor's degree requirements by transferring course work between Institutions.

**3) Mutual and Coordinated Responsibilities.** The Institutions agree to:

- a) Point of Contact. To designate an individual who will be responsible for the maintenance of the Agreement to be a central point of contact.
  - i) TTU designee: Christiana Christofides PhD, JD, (806) 834-5236, [christiana.christofides@ttu.edu](mailto:christiana.christofides@ttu.edu)
  - ii) HC designee: Jeneé Higgins, (432) 264-5154, [jhiggins@howardcollege.edu](mailto:jhiggins@howardcollege.edu)
- b) Communication and Marketing. To cooperate in communicating information about this Agreement.
  - i) Coordinate visitation trips to TTU and assist, advertise, promote, and facilitate transfer events.
  - ii) Coordinate TTU's attendance at HC's campus events (such as transfer fairs).

- iii) Coordinate information to advertise and inform potential transfer students. Each Institution will assume responsibility for appropriate marketing to reach their respective student populations and will annually review marketing materials to ensure currency.
  - iv) Promote communication about Program initiatives with faculty, staff, and students. The Institutions will provide transfer related information in a manner agreed upon between TTU and the representative(s) designated in Section 3(a).
- c) Course and Program Transfer Crosswalks.
- i) The Crosswalk example outlined in Attachment A details the course-by-course transfer of courses and/or specific programs. A course-specific crosswalk should be considered for each transferrable program. Crosswalks may be approved after the initial execution of this Agreement may be added and clearly identified as updates or amendments to this document and signed by the approving personnel of each Institution.
  - ii) If added, Institutions will review the Transfer Crosswalk (Attachment A) annually during the summer, and render effective September 1 to align with the new TTU catalog.
  - iii) Students following a previous crosswalk will be allowed to continue to do so provided they have been enrolled at HC continuously. A break in enrollment will necessitate a change in catalog year as per TTU policy.
  - iv) Changes to crosswalks must be in writing and signed by an authorized party at each Institution.
- d) Reverse Transfer Process. To facilitate HC's ability to offer reverse transfer associate degrees in accordance with the State of Texas 60X30TX Strategic Plan Initiative, the Offices of the Registrar at TTU and at HC agree to the following procedure:
- i) ***The Registrar at TTU will:***
    - (1) Identify students meeting the following criteria:
      - (a) Student has earned 15 or more college-level transfer credit hours at HC.
      - (b) Student does not have an Associate's Degree.
      - (c) Student has 60 total earned hours (transfer and TTU hours combined).
      - (d) Note: Eligible students will approve or deny permission via *MyTech* for TTU to send transcripts and student contact information to HC.

(2) At the end of each semester, TTU will:

- (a) Provide participating student's transcripts to HC for review for an Associate's degree. Transcripts will be sent to HC designee: TaNeal Richardson, Registrar, (432) 264-5608, [trichardson@howardcollege.edu](mailto:trichardson@howardcollege.edu)

*ii) The Registrar at HC will:*

- (1) Evaluate TTU transcripts.
- (2) Contact HC students regarding any other requirements for the awarding of the Associate's degree.
- (3) Award Associates degrees based on current requirements.
- (4) Each term, provide the Office of the Registrar at TTU with an electronic file reflecting awarded associate degrees and official transcripts by:
  - (a) Designating on the original list from TTU the month and year for each participant who has earned an Associate's degree.
- (5) E-mail updated, original participant list and transcripts with the awarded degree back to TTU via Yogi Castaneda, Unit Manager, TTU Registrar at [yogi.castaneda@ttu.edu](mailto:yogi.castaneda@ttu.edu).

## **General Terms**

- 1) Costs. This Agreement is not a commitment of funds and does not create any fiscal obligation on the part of either Institution. Each Institution will bear its own costs, risks, and liabilities arising out of its obligations and efforts under this Agreement during the period it is in effect. No Institution shall have any right for reimbursement, payment, or compensation of any kind for work performed under this Agreement.
- 2) Term. This Agreement begins on the date of last signature and expires five (5) years from that date.
- 3) Extension. The Institutions may extend this Agreement for up to three (3) optional one (1) year terms, if they agree in writing at least sixty (60) days prior to the expiration date or the expiration of the then current extended term.
- 4) Termination. Either Institution may terminate this Agreement early upon one hundred and twenty (120) days prior written notice to the other Institution.

- 5) Consequences of Termination. If the Agreement is terminated early, neither Institution has any obligation toward the other upon the effective date of termination, except that the Institutions agree to permit any students already enrolled at TTU under the terms of this Agreement to graduate.
- 6) Use of Data. Throughout the term of this Agreement, and upon termination, each Institution shall be solely responsible for data in its possession, and neither Institution shall have the authority to access, use, or disclose transferred data for purposes other than those outlined in this Agreement. The Institutions agree to abide by applicable laws with respect to access, use, disclosure, and/or disposal of data.
- 7) Family Education Rights and Privacy Act (“FERPA”). Both Institutions acknowledge a legal obligation to maintain the confidentiality and privacy of its student records in accordance with applicable law and regulations, specifically FERPA. Both Institutions agree to comply with all FERPA requirements and safeguard student information.
- 8) Governing Law. This Agreement and all of the rights and obligations of the Institutions hereto will be construed, interpreted, and governed by the laws of the State of Texas. Lubbock County, Texas, will be the proper place of venue for any legal action or proceeding arising out of this Agreement or enforcement of any provision in this Agreement.
- 9) No Waiver of Sovereign Immunity. The Institutions specifically agree that neither the execution of the Agreement by TTU nor any other conduct, action or inaction of any representative of TTU relating to the Agreement constitutes or is intended to constitute a waiver of TTU’s or the state’s sovereign immunity to suit.
- 10) No Assignment. Neither this Agreement, nor any rights or obligations are assignable or transferable unless the Institutions agree in writing.
- 11) Entire Agreement; Modifications. The Agreement supersedes all prior agreements, written or oral, between HC and TTU and will constitute the entire agreement between the Institutions with respect to the subject matter hereof.
- 12) Amendments. No modification or amendment to this Agreement will become valid unless agreed to in writing and signed by both Institutions. All amendments must be signed by the same person who signed this original Agreement or their successor(s).
- 13) Trafficking of Persons. Under §2155.0061, Texas Government Code, HC certifies that the individual or business entity named in the Agreement is not ineligible to receive the specified Agreement and acknowledges that the Agreement may be terminated and payment withheld if this certification is inaccurate.
- 14) Force Majeure. “Event of Force Majeure” means an event beyond the control of HC or TTU which prevents or makes a party’s compliance with any of its obligations under the Agreement illegal or impracticable, including but not limited to: act of God (including,

without limitation, fire, explosion, earthquake, tornado, drought, and flood); war, act or threats of terrorism, hostilities (whether or not war be declared), invasion, act of enemies, mobilization, requisition, or embargo; rebellion, insurrection, military or usurped power, or civil war; contamination or destruction from any nuclear, chemical, or biological event; riot, commotion, strikes, go slows, lock outs, or disorder; epidemic, pandemic, viral outbreak, or health crisis; or directive of governmental authority. No party will be considered in breach of the Agreement to the extent that performance of their respective obligations is prevented or made illegal or impracticable by an Event of Force Majeure that arises during the term (or after execution of the Agreement but prior to the beginning of the term). A party asserting an Event of Force Majeure hereunder ("Affected Party") will give reasonable notice to the other party of an Event of Force Majeure upon it being foreseen by, or becoming known to, Affected Party. In the event of an Event of Force Majeure, Affected Party will endeavor to continue to perform its obligations under the Agreement only so far as reasonably practicable.

- 15) Emergency Health and Safety Procedures. In the event of pandemic, epidemic, viral outbreak, health crisis, or other emergency ("Emergency"), TTU may, at its sole discretion, implement new or modified health and safety procedures in order to protect the health and safety of the TTU community. In the event of Emergency, HC agrees to adhere to all such procedures and related directives from TTU when entering onto and performing services on TTU's campus.
- 16) Texas Health and Safety Code. The HC affirmatively states that it will comply with the requirements of Texas Health and Safety Code, § 161.0085(c).
- 17) Compliance with Texas Government Code §2274.002. If this Agreement has a value of \$100,000 or more to be paid wholly or partly from public funds of TTU, and if HC is a company, other than a sole proprietorship, with ten (10) or more full-time employees, then pursuant to Texas Government Code §2274.002, HC affirmatively states it does not boycott energy companies and will not boycott energy companies during the term of this Agreement. In this paragraph, the terms "company" and "boycott energy companies" shall have the meanings described in Texas Government Code §809.001.

HC verifies it (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the Agreement against a firearm entity or trade association.

- 18) No Boycott. If this Agreement has a value of \$100,000 or more that is to be paid wholly or partly from public funds of TTU, and if HC is a company, other than a sole proprietorship, with ten (10) or more full-time employees, then pursuant to Texas Government Code Chapter 2271, HC affirmatively states that it does not boycott Israel and will not boycott Israel during the term of this Agreement. In this paragraph, the terms "company" and "boycott Israel" shall have the meanings described in Texas Government Code §808.001.



19) Notice. Formal notice under this Agreement must also be written and delivered to the person or department named below: (1) by hand delivery, (2) by United States mail, or (3) by email. Notice will be effective upon physical delivery of the notice by messenger service; or, four (4) business days after the date of mailing by certified mail, return receipt requested; or upon acknowledgement of notice by the email recipient, either by return receipt or reply email. If no email receipt or reply has been received by the sender within one (1) business day from emailing the notice, the notice is deemed incomplete and sender must send notice by messenger or certified mail.

**If to TTU:**

Texas Tech University  
Office of Academic Agreements  
Box 45095  
Lubbock, TX 79409  
elearning@ttu.edu

**With a copy to:**

Texas Tech University  
Procurement Services  
Attn: Contract Management  
PO Box 41094  
Lubbock, TX 79409  
contracting@ttu.edu

**If to HC:**

Dr. Amy R. Burchett  
Executive Vice President  
1001 Birdwell Lane  
Big Spring, TX 79720  
aburchett@howardcollege.edu

This Agreement shall take effect upon execution by both signatories.

IN WITNESS WHEREOF, the Institutions hereto have caused this Agreement to be executed by their authorized officers the last day and year written below.

**Signatures:**

**Texas Tech University**

**HC**

Referred to herein as "TTU" or "Institution"

Referred to herein as "HC" or "Institution"

Lawrence Schovanec

LawrenceSchovanec (Jul 6, 2023 07:08 CDT)

Lawrence Schovanec, Ph.D.  
President

Jul 6, 2023

Date

Ronald L Hendrick

Ronald L Hendrick (Jul 5, 2023 16:45 CDT)

Ronald Hendrick, Ph.D.  
Provost

Jul 5, 2023

Date

Cheryl T. Sparks

Cheryl T. Sparks, Ed.D.  
President

5/19/23

Date

Amy R. Burchett

Amy R. Burchett, Ed.D.  
Executive Vice President

5/22/23

Date

# ADDENDUM 1

In addition to the requirements outlined under HC's Responsibilities section 2) of the MOU, HC shall include the following on its relevant webpages:

## Assured Admission Criteria

Howard College students meeting the following combination of transferable hours and GPA are assured admission to TTU. GPA is cumulative for all transferable courses (including dual credit) from all schools attended. Courses taken for grade replacement are used for GPA calculation only if the same course is repeated at the same institution where it was originally taken.

| Transferable Hours | GPA Requirements |
|--------------------|------------------|
| 12-23 hours        | 2.50 cumulative  |
| 24 or more hours   | 2.25 cumulative  |

Certain academic colleges and departments at TTU have special admissions requirements. Please review these requirements by college [here](#).

## Transfer Scholarships

### PRESIDENTIAL TRANSFER SCHOLARSHIP

#### Qualifications

Texas Resident  
30 Transferable GPA Hours  
3.0 GPA

Financial Need as Evidenced by FAFSA or TASFA

**\$3,000**  
per year

#### Renewal Requirement

3.0 GPA & 12 hours earned per term

### PROVEN ACHIEVERS SCHOLARSHIP

#### Qualifications

60 Transferable GPA Hours  
3.5 GPA

**\$4,000**  
per year

#### Renewal Requirement

3.25 GPA & 12 hours earned per term

Transfer Merit Scholarships are guaranteed for students who have transcripts and other required documents submitted by July 1 for Fall entry or January 1 for Spring entry. Scholarships are renewable for up to three consecutive years (six total terms). Students must enroll in a minimum of 12 credit hours; 9 must be TTU hours. Scholarships are awarded after June 1 based on availability of funds (fall entry). Students with approved consortium agreements must take a minimum of 9 TTU hours. Transferable hours exclude credit hours from AP, CLEP, or military credits. Students must meet all criteria to qualify.

Students awarded a transfer level scholarship of \$2,500 for 3 years can be upgraded to a Presidential Transfer or Proven Achiever's level scholarship based on updated transcript information received prior to the first class day of the student's entry semester. Students are eligible for only one university level transfer scholarship.

### **More Information Regarding Transfer Scholarships**

Transfer Scholarships are offered to students who are admitted as transfer students based on official transcripts submitted to the Office of Undergraduate Admissions and pay toward fall and spring terms. Complete requirements early - final awards are based on transcripts received by July 31st for fall or January 6th for spring entry terms.

Non-residents awarded a Texas Tech competitive scholarship of \$1,000 or greater (including Proven Achievers) will qualify to pay in-state tuition.

### **Pre-Transfer Advising**

HC students may start working with TTU *pre-transfer advisors* to assist in researching academic options and guide HC students through a variety of decisions while attending HC.

### **Regional and Online Degree Programs**

HC students also have the ability to transfer to one of TTU's nine regional teaching sites and earn certain available degrees just as if they were attending classes on main campus in Lubbock. Check out the many options available at TTU's *regional site locations* as well as TTU's many *online degree options*.

### **General Terms**

TTU reserves the right to, without notice, (1) revise the assured admissions criteria, (2) withdraw the availability of the abovementioned scholarships and/or revise the requirements and pre-requisite to obtain such scholarships, and (3) withdraw or revise the availability of pre-transfer advising and regional and online degree programs. Additional and up-to-date information may be found at TTU Undergraduate Admission for Transfer Students.

# **ATTACHMENT A** [Insert Program/Course Crosswalks below]

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## **Texas Tech University Uniform Graduation Requirements**

### **1. Foreign Language Requirement**

*Students graduating from Texas Tech University should be able to express, negotiate, and interpret meaning in a second language.*

Any entering student who has not successfully completed two (2) years of a single foreign language in high school must complete at least two semesters (or its equivalent) of a single foreign language at the first-year college level or at least one semester of a foreign language at a 2000 level or higher as a graduation requirement. This requirement may also be satisfied by transferring in the equivalent courses from another college or university. Individual Texas Tech University colleges may have additional foreign language proficiency requirements. Additional requirements may be necessary for select majors.

### **2. Science Laboratory Requirement**

Students graduating from Texas Tech University are required to complete two semester credit hours of science laboratory courses. Normally this will be done by taking two 4-credit science courses or combinations of lecture and lab.

### **3. Communication Literacy Requirement**

Students will complete this requirement via junior/senior level courses at TTU.

### **4. Core Curriculum Requirement**

Students will complete the required core curriculum.

### **5. Multicultural Requirement**

In addition to the State of Texas core curriculum, every student must include at least one 3-hour multicultural course or its equivalent that focuses explicitly on the distinctive subcultures of the United States or on the culture of another society.

**Maximum number of transferrable semester credits hours from a two-year institution applicable to a baccalaureate degree at the university is 80.**

**The crosswalks in this articulation agreement will apply immediately to a student's degree plan and will expire two years from the date of signature unless renewed beforehand.**

**Crosswalk: [Associate of Science in major to a Bachelor of Science in major]**

**HC**

**Texas Tech University**

| PC Course | Title | SCHs | Requirement | TTU Course | Title | SCHs |
|-----------|-------|------|-------------|------------|-------|------|
| ENGL 1301 |       | 3    | 010         | ENGL 1301  |       | 3    |
| ENGL 1302 |       | 3    | 010         | ENGL 1302  |       | 3    |
| HIST 1301 |       | 3    | 060         | HIST 2300  |       | 3    |
| HIST 1302 |       | 3    | 060         | HIST 2301  |       | 3    |
| GOVT 2305 |       | 3    | 070         | POLS 1301  |       | 3    |
| GOVT 2306 |       | 3    | 070         | POLS 2302  |       | 3    |
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\*Course will not count as junior/senior level hours needed.

**Total Semester Credit Hours Articulated =**

**Signatures:** \_\_\_\_\_

**TTU** \_\_\_\_\_ **HC**

\_\_\_\_\_

Name, credential  
Dean

Name, credential  
Title