



TEXAS TECH UNIVERSITY
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Texas Tech University And Central Texas College Student Access and Success Articulation Agreement

Parties

This Articulation Agreement (“Agreement”) is between Texas Tech University (“TTU”) and Central Texas College (“CTC”) (together “institutions”) and outlines their commitment to the *Student Access & Success* program (“Program”). CTC is considered as a whole and this Agreement extends to all campuses within the CTC system or district, with the exception of those sites/locations with federal access restrictions. TTU and CTC 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 the 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.

More than fifty years ago, Central Texas College (CTC) was created to serve all or parts of a twelve county service area in Central Texas, the greater Killeen area and Fort Hood. In addition to providing education to students in our local community, we are proud to serve military personnel not only in Texas, but also in more than 25 locations in the United States and more than 100 locations worldwide on military installations. CTC’s accessible education supports student success and employability and also fulfills the needs of our global community through engaging and innovated education. CTC is committed to providing greater educational opportunities and services for students transferring between institutions and supports the concept of a seamless transfer, embracing the principle that transfer students should not be required to repeat competencies already achieved. CTC offers Associate of Arts and Associate of Science Degrees that maximize the transfer of credit to bachelor’s degree-granting institutions; Associate of Applied Science Degrees and Certificate programs that prepare students for employment; and Continuing Education programs that provide personal and professional development.

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 CTC 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.
- 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 CTC transfer students to complete the appropriate Associates 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 and other lower division courses from CTC, 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 the courses listed in the attached Transfer Pathway Crosswalks (Attachment A) under the terms of this Agreement. Although not covered by this Agreement, transfer of additional coursework may be possible.
 - ii) **Location.** TTU will honor transferable courses taken at any CTC 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 The TTU Office of International Affairs to ensure a smooth transition for CTC'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 develop a reverse transfer credit process that includes the methodology to notify students after they have completed at least 30 hours at CTC. This is subject to the process set forth in Section 3(d) of this Agreement.
- g) Marketing. TTU will:
 - i) Provide communication regarding TTU admissions policy and procedure updates, campus recruitment events, and scholarship opportunities to the person(s) CTC designates under Section 3 (a).
 - ii) Post information about the Program and transfer/reverse transfer opportunities on its web sites.

2) Partner Institution's responsibilities

- a) Courses at CTC. CTC 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 3.4.11, 3.5.4 and 3.7.1.
- b) Identify students. CTC will provide TTU a list of students who have expressed an interest in transferring to TTU to TTU's Office of Undergraduate Admissions on an annual basis.
- c) Academic Advisor. CTC will provide contact information for a CTC transfer counselor to TTU Admissions and update this information as personnel changes occur. The Counselor will be responsible for invitations to CTC transfer events.
- d) Cooperation CTC will fully support the reverse transfer process by ensuring that students referred by TTU are contacted and advised of their graduation eligibility and requirements. TTU will be updated, in a timely manner on the status of those students awarded associate's degree via reverse transfer.
- e) Outreach. CTC will:
 - i) Link to (1) TTU, Academic Partnerships, 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 CTC.
- iii) Inform students who are nearing graduation of transfer opportunities and what needs to be accomplished to meet TTU transfer requirements.
- iv) CTC will provide TTU with 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 parties 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: Clay Taylor, (806) 834-5492, clay.taylor@ttu.edu
 - ii) CTC designee: Stephanie Legree-Roberts – Dean, Institutional Accountability & Curriculum Support, (254) 526-1154, stephanie.legree-roberts@ctcd.edu
- b) Communication and marketing. To cooperate in communicating information about this Agreement.
 - i) Notify TTU's attendance at CTC's campus events (such as transfer fairs).
 - ii) Each institution will assume responsibility for appropriate marketing to reach their respective student populations. Both institutions will coordinate and annually review marketing materials to ensure accuracy.
 - iii) 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 Pathway Crosswalks.
 - i) The Crosswalks in Attachment A outline the course-by-course transfer of courses and/or specific programs. A course-specific crosswalk is required for each transferrable program. Crosswalks approved after the initial execution of this Agreement will be added and clearly identified as updates or amendments to this document and signed by the approving personnel of each institution.
 - ii) The institutions will review the Transfer Pathway Crosswalk (Attachment A) every 2 years during the summer, to amend as needed, 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 CTC 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 intuition.
- d) Reverse transfer process. To facilitate CTC's ability to offer reverse transfer associate degrees in accordance with the State of Texas 60X30TX Strategic Plan Initiative and as pursuit to House Bill 3025, the Offices of the Registrar at TTU and at CTC agree to the following procedure:
 - i) ***The Registrar at TTU will:***
 - (1) Identify students meeting the following criteria:
 - (a) Student has earned 30 or more college-level transfer credit hours at CTC
 - (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 CTC
 - (2) At the end of each semester, TTU will:
 - (a) Provide access to secure site and access code for Partner Institution to download participating students transcripts.
 - (b) CTC designee: Nelida Baker, (254) 526-1375, nelida.baker@ctcd.edu
 - ii) ***CTC will:***
 - (1) Evaluate TTU transcripts.
 - (2) Contact CTC students regarding any other requirements for the awarding of the Associate's degree.
 - (3) Award Associates degrees based on current requirements.

- (4) Provide the Office of the Registrar at TTU with an electronic file reflecting awarded associate degrees. Official transcripts may be provided upon student request.
- (5) E-mail list of degrees awarded back to TTU via Yogi Castaneda, Unit Manager, TTU Registrar at 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 years from that date.
- 3) Extension. The parties may extend this Agreement for up to five one-year terms, if they agree in writing prior to the expiration date or the expiration of the then current extended term.
- 4) Termination. Either institution may terminate this Agreement early upon 120 days prior written notice to the other institution.
- 5) Consequences of Termination. If the Agreement is terminated early, neither party 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 party shall be solely responsible for data in its possession, and neither party shall have the authority to access, use, or disclose transferred data for purposes other than those outlined in this Agreement. The parties 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 parties acknowledge a legal obligation to maintain the confidentiality and privacy of its student records in accordance with applicable law and regulations, specifically FERPA. Both parties agree to comply with FERPA and safeguard student information.
- 8) Governing Law. This Agreement and all of the rights and obligations of the parties hereto will be construed, interpreted, and governed by the laws of the State of Texas.

- 9) No waiver of sovereign immunity. The parties 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 parties agree in writing.
- 11) Entire Contract; Modifications. The Agreement supersedes all prior agreements, written or oral, between CTC and TTU and will constitute the entire agreement between the parties 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 parties. All amendments must be signed by the same person who signed this original Agreement or their successor(s).
- 13) 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 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
Academic Partnerships
Box 45210
Lubbock, TX 79409
clay.taylor@ttu.edu

If to CTC:

Central Texas College
Attn: Institutional Accountability & Curriculum Support
P.O. Box 1800
Killeen, TX 76540-1800

This Agreement shall take effect upon execution by both signatories.

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

Signatures:

TTU

Signature: 
Jennifer Adling (Sep 13, 2018)

Email: jennifer.adling@ttu.edu

Title: Chief Procurement Officer

Sep 13, 2018

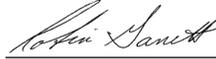
Signature: 

Email: michael.galyean@ttu.edu

Title: Provost and Senior Vice President for Academic

Sep 13, 2018

CTC



Robin Garrett, Ph.D.

Deputy Chancellor, Academic & Student Services

Sep 19, 2018

Date

ATTACHMENT A [Insert Program/Course Crosswalks below]

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 completed two years of a single, foreign language in high school or has not transferred at least two semesters of a single foreign language from another college must complete at least two semesters (or its equivalent) of a single foreign language at the first-year college level as a graduation requirement.

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. 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.

Signature: 

Email: robin.garrett@ctcd.edu

Title: Deputy Chancellor