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## ASSOCIATE TO BACHELOR ARTICULATION AGREEMENT

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### INTRODUCTION

This Articulation Agreement (the “Agreement”) is entered into between Miller Motte Technical College, (the “Sending Institution”) and Bethel University, College of Professional Studies, (the “Receiving Institution”), to facilitate the process for the transfer of credit between the institutions, continue educational progress toward the completion of an approved degree program and to minimize or avoid the loss of credit previously earned by a student who transfers to another institution. The Agreement acknowledges that each institution has established, and will maintain, rigorous standards and expectations for all students enrolled in and working toward the completion of its courses, programs, certificates, diplomas and/or degrees.

This Agreement formally recognizes that the Sending Institution and the Receiving Institution are educational institutions that agree to work together to preserve the integrity and to further enhance the quality of each institution’s academic offerings to currently enrolled and prospective students. The development of this Agreement between the two institutions signifies that both have extensively reviewed the other and confirmed that:

- Each institution is currently in good standing with its state regulatory body and regional or national accreditor;
- Credit awarded by the institutions has been evaluated and determined to be eligible for transfer; and
- Credits earned in certain associate degree (“Transfer”) programs of study have been deemed appropriate and applicable to the destination bachelor’s degree program(s) of study reflected in this Agreement with some exceptions. A list of those programs is included as **Appendix A** to this Agreement and a Course Equivalency table mapping transfer credit is attached as **Appendix B**.

This Agreement reflects a commitment by both institutions to facilitate the transfer of credits earned in the Transfer Programs into a baccalaureate degree program without jeopardizing the intended mission and stated goals of either institution.

### TERMS

As a result of an assessment of the Sending Institution’s Course Offerings and the Receiving Institution’s baccalaureate programs, it has been determined that credit earned at the Sending Institution will transfer to the Receiving Institution as outlined in Appendix A and Appendix B subject to the following conditions:

- Students, who have completed a “Transfer” program with the additional requirements as outlined in Appendix A, will be granted admission to a baccalaureate degree program at the Receiving Institution. Further, these Transfer students will be presumed to have completed the Receiving Institution’s Common Core requirements with the exception of the Religion requirement. A cumulative grade point average of 2.0 or greater and further satisfaction of all other conditions for admission as stated in the Receiving Institution’s catalog are required.
- Students who have completed an Associate’s degree but not met the additional requirements as outlined in Appendix A, may be provisionally admitted pending completion of the additional Liberal Arts requirements at

either the Sending or Receiving Institution. A cumulative grade point average of 2.0 or greater and further satisfaction of all other conditions for admission as stated in the Receiving Institution's catalog are required.

- Students who have not yet completed a degree will be subject to all admission and degree completion requirements of the Receiving Institution. The admission requirements of the Receiving Institution may be viewed at [www.bethelu.edu](http://www.bethelu.edu).
- Students from the Sending Institution may pre-apply to the baccalaureate program at the Receiving Institution. Pre-application is defined as the process of submitting an admissions application prior to the degree completion at the Sending Institution.
- The application fee shall be waived for all Transfer students, regardless of whether they have earned an associate degree or simply credits toward a degree program.
- All courses taken at the Sending Institution with grades "D" or better as part of a Transfer degree, as outlined in Appendix A, will be accepted for credit by the Receiving Institution. In the event that the Receiving Institution has specific grade requirements for core courses in the associate degree program, the transfer student may be required to repeat a course in the associate degree program to satisfy that requirement. Transcripts of transfer students who have not yet completed an associate degree program at the Sending Institution will be subject to a course by course evaluation to determine which courses will be accepted for credit by the Receiving Institution.
- Regardless of the number of credits accepted, at least 25% of the credits for the baccalaureate degree must be completed at the Receiving Institution.

The policies for awarding credit by examination and experiential learning vary from one institution to another. Each institution will publish information about its policies for awarding credit for experiential learning, including the names of tests that are used to assess credit, cut-off scores, deadline dates for submission of scores to the Receiving Institution, and restrictions on the time interval permitted to receive current credit for a course taken some years previously. Subject to a review by the Receiving Institution, any credit awarded by the Sending Institution for experiential learning as part of a conferred associate degree will be accepted for credit by the Receiving Institution. However, the Receiving Institution reserves the right to disallow credit for experiential learning that is not in keeping with the Receiving Institution's intended mission and stated goals. Transcripts of transfer students who have not yet completed an associate degree program at the Sending Institution will be subject to a course by course evaluation to determine which courses will be accepted for credit by the Receiving Institution. In this instance, the Receiving Institution will make the determination as to whether credit will be awarded for experiential learning.

Determination of course requirements of the major for a baccalaureate degree, including introductory and related courses, is the prerogative of the Receiving Institution. The catalog of the Receiving Institution will clearly state the requirements for each baccalaureate degree program. When specific prerequisites are required, they will be designated and noted in conjunction with the course description. The catalog will specify any restrictions or additional requirements for each major.

Institutional policies that distinguish between upper- and lower-division courses may vary at each Receiving Institution. The variation results in similar courses being identified as upper or lower division at different institutions. This can create redundancy in the curriculum of a transfer student (i.e., repeating an upper division course at the receiving institution when the student had completed a course with the same content and learning objectives but labeled as lower division by the sending institution). The Receiving Institution will attempt to avoid course duplication by transfer students through the use of a related but non-duplicative upper-division course that would enrich the curriculum of the student if permitted in the program structure.

## **THE ROLE OF BETHEL UNIVERSITY**

1. Transfer support material will be provided by the Receiving Institution to the Sending Institution to share with students in Transfer Programs.
2. The Receiving Institution will provide academic advising services to students who will be transferring from the Sending Institution to the Receiving Institution by telephone, email, and/or onsite at the Receiving Institution.
3. The Receiving Institution shall attempt to match, as appropriate, the student's academic accomplishments with the requirements of the degree program to which the student wishes to transfer.
4. The Receiving Institution is responsible for responding directly to students that elect to apply to the bachelor degree program of study and who do not meet admissions requirements.
5. The Receiving Institution retains the right to determine the number of credits a student must complete and the obligations he/she must satisfy prior to conferring a baccalaureate degree.

## **THE ROLE OF MILLER-MOTTE COLLEGE**

1. The Sending Institution will provide the opportunity for a representative from the Receiving Institution to meet with students in the Transfer Programs who have indicated an interest in the bachelor's degree program.
2. The Sending Institution will assist the Receiving Institution in the distribution of transfer materials to alumni as well as former and current students.
3. The Sending Institution has the responsibility to certify and document on the student transcript that the student has completed the stated requirements for the Transfer Programs, or earned credits toward the completion of the Transfer Programs. The academic record from the Sending Institution shall include all courses attempted.

## **CURRICULUM CHANGES**

Both parties agree to inform the other regarding curriculum changes that may impact the terms of this Agreement. Proposed changes to the Transfer Programs or the Receiving Institution's bachelor's degree program should be made with enough advance notice to allow an orderly and timely change to the terms of this articulation agreement. The failure of either party to notify the other of program changes and amend this Agreement may result in the denial of transfer credits.

## **ADDITIONAL TERMS**

Both parties agree to notify each other of any adverse changes in its accreditation or state licensure status.

Any written materials published and distributed by either the Sending Institution or the Receiving Institution that reference this Agreement or a relationship between the Sending and Receiving Institutions must be approved by each respective party, and their regulatory agencies as required, prior to use.

Transfer literature will be updated on an annual basis as a result of a mutual review process.

No financial implications concerning the transfer or exchange of cash, equipment, or real estate are intended or implied by this Agreement. The Sending Institution and the Receiving Institution are separate and independent institutions of higher education.

All courses taken at the Sending Institution with grades "D" or better as part of a conferred associate degree will be accepted for credit by the Receiving Institution. In the event that the Receiving Institution has specific grade requirements for core courses in the associate degree program, the transfer student may be required to repeat a course in the associate degree program to satisfy that requirement. Transcripts of transfer students who have not yet completed an associate degree program at the Sending Institution will be subject to a course by course

evaluation to determine which courses will be accepted for credit by the Receiving Institution

All courses taken at the Sending Institution with a "P" earned in a pass/fail class as part of a conferred associate degree will be accepted for credit by the Receiving Institution. Transcripts of transfer students who have not yet completed an associate degree program at the Sending Institution will be subject to a course by course evaluation to determine which courses will be accepted for credit by the Receiving Institution.

Any credit awarded by the Sending Institution for credit by examination, dual credit, and/or experiential learning as part of a conferred associate degree will be accepted for credit by the Receiving Institution. Transcripts of transfer students who have not yet completed an associate degree program at the Sending Institution will be subject to a course by course evaluation to determine which courses will be accepted for credit by the Receiving Institution. In this instance, the Receiving Institution will make the determination as to whether credit will be awarded for credit by examination, dual credit, and/or experiential learning.

When a student initiates a change in the stated major or degree objectives after enrolling at the Receiving Institution, the student assumes full responsibility for meeting the specified new degree and/or major requirements. In particular, students who have completed a Transfer Program, or credits toward that credential, and then transfer out of the baccalaureate program covered by this Agreement should anticipate potentially significant changes in degree program completion requirements. The Receiving Institution therefore shall provide pre-transfer counseling to such students to alert them to the ramifications of this decision.

**TERMS OF AGREEMENT**

This agreement will be in effect for five years from the date of execution. Renewal of the agreement with appropriate content changes will be discussed at the end of this time period.

Termination of this agreement may occur by either party with a ninety (90) day written notification, or immediately if 1) the Sending or Receiving Institution loses state or accrediting agency approval, or 2) if any regulatory agency that oversees the Sending or Receiving Institution notifies either that this Agreement violates agency standards. Such termination will have no impact upon students that have already enrolled at the Receiving Institution. In the event of a termination of this Agreement, each institution will be responsible for amending any publications or websites as needed and for disposing of any brochures or related materials at their own physical locations.

**SENDING INSTITUTION: MILLER-MOTTE COLLEGE**

By (Signature): *Katherine Kautzer* Date: 1-5-2015

Name (Printed): Dr. Kitty Kautzer Title: Chief Academic Officer  
Delta Career Education Corporation

By (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_ Title: \_\_\_\_\_

**RECEIVING INSTITUTION: BETHEL UNIVERSITY**

By (Signature): *Walter Butler* Date: 11/14/14

Name (Printed): WALTER BUTLER Title: President

AC 101	ACT 201	E
BU 105	BUS 301	E

BU 115		E
BU 125		E

## Appendix A - Course Equivalency Table (2014-15 Catalogs)

Miller-Motte Technical College	Bethel University Equivalent	E = Elective only C = Common Core M = Major N = Not Transferrable
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Miller-Motte Technical College	Bethel University Equivalent	E = Elective only C = Common Core M = Major N = Not Transferrable
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CDL 101-103		N
CO ALL		E
EN 001		N
EN 101	ENG 101, 1010, 101A, 1010A	C (ENG)
EN 102	ENG 111, 1110, 102, 1020	C (ENG)
EN 210	SAT 110	E
EN 215	ENG 330	E
GS 101		E
GS 110	PSY 111	E/C (SOC SCI)
GS 201		E
GS 210	SOC 111	E/C (SOC SCI)
GS 285	BIO 311	E/C (MATH/SCI)
IT 100	CIS 100	E
IT 101	BUS 255	C (PRG CORE)
IT 102	BUS 255	C (PRG CORE)
IT 103	BUS 255	C (PRG CORE)
IT 104	BUS 255	C (PRG CORE)
IT 110		E
IT 111		E
IT 112		E
IT 114		E
IT 115	CIS 245	E
IT 205		E
IT 235		E
IT 236		E
IT 237		E
IT 250		E
MA 100		E
MA 105		E
MA 110	BIO 316	E/C (MATH/SCI)
MA 111	BIO 309	E/C (MATH/SCI)
MA 112	BIO 310	E/C (MATH/SCI)

MA 115		E
MA 116		E
MA 121		E
MA 125		E
MA 127		E
MA 160		E
MA 161		E
MA 162		E
MA 200		E
MA 205		E
MA 210		E
MA 215		E
MA 220		E
MA 222		E
MA 225		E
MA 250		E
MA 261		E
MA 262		E
MA 264		E
MA 265		E
MH 001		N
MH 101		E/C (MATH/SCI)
MT ALL		E
NA 100		N
OT 101		E
PL 124		E
PL 205		E
RT ALL		E
SI ALL		E
ST ALL		E