



TRANSFER AND ARTICULATION AGREEMENT
BETWEEN
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
AND
KUTZTOWN UNIVERSITY OF PENNSYLVANIA

Preface

Community College of Allegheny County (CCAC) and Kutztown University of Pennsylvania (Kutztown University) enter into this Transfer and Articulation Agreement to facilitate the transfer of CCAC students to Kutztown University.

Under this Transfer and Articulation Agreement, CCAC students who submit a "Letter of Intent" to enter Kutztown University before the completion of 30 transferable credit hours, will be guaranteed admission into a Bachelor's Degree program with third year (junior) status at Kutztown University on the condition that they:

- A) graduate from CCAC with an Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree with a minimum cumulative GPA of 2.0 for most majors. Exceptions are students going into the following majors at Kutztown University: the College of Education (3.0 GPA); the College of Visual and Performing Arts which requires a portfolio for the visual arts programs (Applied Digital Arts, Art Education, Art Education: Alternative Settings, Communication Design, Crafts, and Studio Art) or an audition for the music programs (Music, Commercial Music, Music Education, and Music Performance), and a 3.0 GPA for the majors of Art Education and Music Education; the major of Biology/Pre-Med (2.75 GPA); the major of Criminal Justice (2.5 GPA and a C or higher in all Criminal Justice required courses); the major of Computer Science (2.25 GPA); the major of Mathematics (2.25 GPA); and the major of Psychology (2.5 GPA and C or higher in a General Psychology course).
- B) satisfy all other Kutztown University transfer requirements including any admission requirements for the major.

Full time students admitted with third year (junior) status to Kutztown University should be able to complete a Bachelor's degree in a parallel program at Kutztown University within four regular semesters provided they complete the appropriate Associate Degree program at CCAC and complete and appropriately sequence their remaining course work at Kutztown University. CCAC transfer student access to particular programs will be the same as native Kutztown University students.

In addition, Kutztown University agrees to accept the general education requirements embedded in the CCAC Associate in Arts and Associate in Science Degrees and apply these requirements in their entirety towards Kutztown University's general education requirements. This agreement applies to all CCAC A.A. and A.S. graduates and is limited to students who participate in this Agreement. This Transfer and Articulation Agreement becomes effective on the date of its signing.

To facilitate the transfer of CCAC graduates to Kutztown University in accordance with the foregoing guarantee, the parties agree to the following:

Obligations of Kutztown University

1. To attend regularly scheduled Transfer Day and Evening Programs at CCAC. Kutztown University will provide CCAC with fact sheets to distribute upon request.
2. To invite CCAC students who have expressed interest in transfer admissions to Kutztown University to informational/advising meeting(s) with Kutztown University faculty and staff in order to facilitate smooth curricular and co-curricular integration to Kutztown University.
3. To send letters of acknowledgement within 60 days of receipt of "Letters of Intent" from CCAC which guarantee admission subject to meeting conditions "A" and "B" under the Preface.
4. To award \$1000 academic scholarships to students with a final CCAC GPA of 3.5 or above admitted full-time (12 or more credits per semester) to Kutztown University pursuant to this Agreement. To award \$500 academic scholarships to students with a final CCAC GPA of 3.0 to 3.4 admitted full-time (12 or more credits per semester) to Kutztown University pursuant to this Agreement. To award \$250 academic scholarships to students with a final CCAC GPA of 3.0 or above admitted part-time (less than 12 credits per semester) to Kutztown University pursuant to this Agreement. These scholarships are awarded for the Fall and Spring semesters only.

All scholarships may be renewed for up to four (4) semesters contingent upon maintaining the GPA requirements of the awarded scholarships, and students submit their Free Application for Federal Student Aid (FAFSA). Students may also be eligible for need-based financial aid and other types of financial aid.

5. To award all first-time CCAC transfer students with any type of Associate's Degree a one-time book award of \$500 for one academic year (Fall or Spring only) to be utilized in the Kutztown University Campus Book Store. To waive the application fee for students who apply to Kutztown University pursuant to this Agreement.
6. To ensure these students will be provided with Kutztown University financial aid information and receive full consideration for Kutztown University financial aid, in addition to the scholarships listed above, upon matriculation at Kutztown University.
7. To accept the general education requirements embedded in the CCAC A.A. and A.S. Degrees and to apply these requirements in their entirety towards Kutztown University's general education requirements. Transfer does not alter the requirements of the student's major field of study or its admissions standard as identified in the Kutztown University catalog.
8. To transfer in all courses for which a passing grade of A, B, or C was received to Kutztown University. The transfer of D grades will be reviewed in the same manner as the grading policy of native Kutztown University students so long as the student has earned their A.A. or A.S. degrees with a minimum GPA of 2.00.
9. To identify eligible students graduating from CCAC upon admission to Kutztown University and ensure that the transfer will be noted on all pertinent Kutztown University student records.

10. To work with CCAC to develop advising templates for each program that are consistent with approved statewide program to program agreements and ensure that any local program to program agreements covering disciplines not covered in statewide agreements are in accordance with Pennsylvania State System of Higher Education's Board of Governors' Policy (Academic Passport and Student Transfer) as well as the legislatively mandated Statewide Transfer Framework (30 credits).
11. To ensure that CCAC students who matriculate under this agreement at Kutztown University have all of the rights, privileges, and responsibilities of other Kutztown University students.
12. To waive placement tests for CCAC graduates.
13. To ensure that students graduating in the Honors Program at CCAC are invited to the Honors Program at Kutztown University. These students must maintain a minimum 3.25 GPA and will have completed 12 credits in Honors, a requirement that will be noted on their CCAC transcripts.

Obligations of Community College of Allegheny County

1. Publicize this Agreement to prospective and current CCAC students in its promotional literature, and make arrangements for Kutztown University recruiters and advisors to visit CCAC and meet with prospective and current transfer admissions students.
2. To inform Kutztown University, within 60 days of all CCAC students who complete the "Letter of Intent," so that the Kutztown University Office of Admissions can issue a letter of acknowledgement to all aforementioned students.

Joint Obligations

1. Ensure that students are informed of Kutztown University's transfer policy deadlines and tuition and fee schedules.
2. Consult with each other through appropriate channels prior to implementing major changes in policy or curricula that directly affect students transferring under the terms of this Agreement, and keep each other informed of any other changes of policy or curricula that affect those students. The Kutztown University Office of the Provost and the appropriate offices at CCAC will review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both CCAC and Kutztown University sign the revised document.
3. Collaborate in providing students with information about this Agreement, Kutztown University's academic requirements, and the process of transferring to Kutztown University.
4. CCAC and Kutztown University jointly agree to develop and implement advertising and promotional efforts to communicate the benefits of this transfer articulation.
5. Each institution will designate a representative or representatives who will coordinate the Transfer Agreement between the two institutions.

6. Exchange data and documents annually that will contribute to the maintenance and improvement of this arrangement, enhance the transfer process, and promote effective cooperation between institutions. These will consist of aggregate data about transfer students, including admissions information and grades, retention information, and reports on the results of program reviews, assessments of student learning, and decisions of curricular and other committees. The institution(s) will exchange data after obtaining appropriate permission from the students as indicated on the "Letter of Intent."
7. Facilitate and support consultation and collaboration between their faculties related to this agreement, general education, degree requirements, and other academic matters.
8. Provide direct links between Kutztown University and CCAC websites.

Mutual Terms and Conditions

1. *Term of Agreement.* The term of this Agreement shall be five years (5) from the date of execution. This Agreement may not exceed a period of five (5) years at which time it will be reviewed.
2. *Termination of Agreement.* Both parties may terminate this Agreement for any reason with ninety (90) days' notice. Either party may terminate this Agreement in the event of a substantial breach. Should this Agreement be terminated, it is understood that the termination will not apply to students already accepted to Kutztown University under the terms of this Agreement.
3. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
4. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
5. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
6. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
7. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically stated in this Agreement. As to liability for damage, injuries or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement unless such a waiver is expressly and clearly written into a part of this Agreement.
8. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

9. *Confidentiality.* The parties shall protect the confidentiality of student records as dictated by the Family Educational Records and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or dictated by the terms of this agreement.

The willingness of both institutions to enter into this Agreement in order to facilitate the transfer of students from Community College of Allegheny County into Kutztown University, and to expand their opportunities for academic success there, is indicated by the following signatures:

The undersigned representatives of the parties, Community College of Allegheny County and Kutztown University, have executed this Agreement on the dates indicated:

Community College of Allegheny County

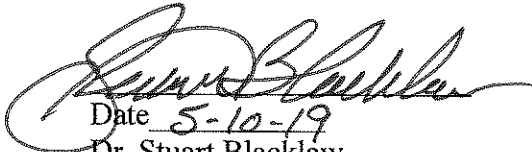


Date 5/10/19
Dr. Quintin Bullock
President

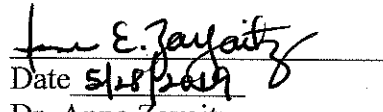
Kutztown University of Pennsylvania



Date 5-28-19
Dr. Kenneth Hawkinson
President



Date 5-10-19
Dr. Stuart Blacklaw
Executive Vice President, Academic
and Student Affairs



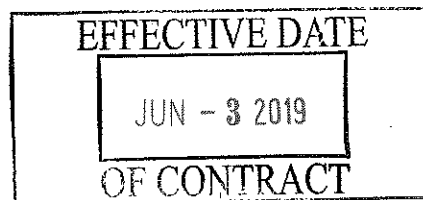
Date 5/18/2019
Dr. Anne Zayaitz
Vice President, Academic Affairs

APPROVED AS TO FORM AND LEGALITY:



University Legal Counsel

Date: 6/3/19



**LETTER OF INTENT
TO ENTER KUTZTOWN UNIVERSITY OF PENNSYLVANIA**

Under the Transfer and Articulation Agreement between Community College of Allegheny County (CCAC) and Kutztown University of Pennsylvania (KU), CCAC students, who submit a Letter of Intent to enter KU, prior to the completion of 30 transferable credits, will be assured admission into a Bachelor's Degree program with third year (junior) status at KU on the condition that they:

- A) graduate from CCAC with an Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree with a minimum cumulative GPA of 2.0 for most majors. Exceptions are students going into the following majors at Kutztown University: the College of Education (3.0 GPA); the College of Visual and Performing Arts which requires a portfolio for the visual arts programs (Applied Digital Arts, Art Education, Art Education: Alternative Settings, Communication Design, Crafts, and Studio Arts) or an audition for the music programs (Music, Commercial Music, Music Education, and Music Performance), and a 3.0 GPA for the majors of Art Education and Music Education; the major of Biology/Pre-Med (2.75 GPA); the major of Criminal Justice (2.5 GPA and a C or higher in all required Criminal Justice courses); the major of Computer Science (2.25 GPA); the major of Mathematics (2.25 GPA); and the major of Psychology (2.5 GPA and C or higher in a General Psychology course).
- B) satisfy all other KU requirements including any admission requirements for the major.

A full time student admitted with third year (junior) status to KU should be able to complete a Bachelor's Degree in a parallel program at KU within four regular semesters provided that the student completes the appropriate Associate Degree program at CCAC and completes and appropriately sequences his/her remaining course work at KU.

I plan to enroll at KU upon completion of the Associate in Arts (A.A.) or Associate in Science (A.S.) degree from CCAC. I understand that my signature on this letter entitles me, provided I meet the criteria outlined in the agreement, admission to KU, advanced standing credit for my course of study at CCAC, and waiver of the KU application fee. In addition, I understand that my signature gives CCAC and KU the right to exchange aggregate information regarding my academic progress at CCAC and KU. I am familiar with the terms of the Agreement between KU and CCAC for guaranteed admission, and I wish to participate in this program. I also understand that this "Letter of Intent" can be voided by me, the student, at any time with written notification to CCAC's Advising and Transfer Center and KU's Admissions Office.

I understand the terms of this intent and agree to its contents:

Student's Name (printed): _____ Date: _____

Student's Signature: _____

Address: _____

Email: _____ Telephone: _____

Intended KU Major _____
(see list of majors)

Major at CCAC: _____ CCAC ID#: _____

Intended Date of Graduation from CCAC: _____ Intended Date of Enrollment at KU: _____

Please return the completed form to CCAC's Advising and Transfer Center.

Bachelor's Degree Programs at Kutztown University

| <u>Bachelor of Arts</u> | <u>Bachelor of Science</u> |
|---------------------------------------|--|
| Anthropology | Accounting |
| Applied Digital Arts (BFA) | Art Education |
| Art History | Art Education - Alternative Settings |
| Communication Design (BFA) | Biochemistry |
| Communication Studies | Biology - Allied Health |
| Crafts (BFA) | Biology - Molecular Micro/Cell |
| English | Biology - Organismal Ecology |
| English - Paralegal Studies | Biology - Pre-Medical and Other Health Professions |
| English - Professional Writing | Chemistry |
| General Studies | Cinema, Television, and Media Production |
| Geography | Computer Science |
| Geography - Applied | Computer Science - BS/MS combined |
| Geography - Environmental | Criminal Justice |
| Geography - Globalization | Criminal Justice - Paralegal Studies |
| Geography - Planning | Elementary Education |
| German - Communication and Culture | Grades 4 - 8 (Mathematics and Science) |
| History | Grades 4 - 8 (Mathematics and Social Studies) |
| History - Paralegal Studies | Grades 4 - 8 (Mathematics and English/Language Arts and Reading) |
| Music | Grades 4 - 8 (Science and English/Language Arts and Reading) |
| Music - Commercial Music Track | Grades 4 - 8 (Science and Social Studies) |
| Music - Performance Track | Pre-Kindergarten - Grade 4 |
| Philosophy | Environmental Science - Biology |
| Philosophy w/Religious Studies | Environmental Science - Chemistry |
| Political Science | Environmental Science - Geography |
| Political Science - Paralegal Studies | Environmental Science - Geology |
| Sociology | Finance |
| Spanish | General Studies |
| Studio Art (BFA) | General Studies - Professional Studies |
| | Geology |
| | Information Technology |
| | Library Science |
| | Library Science - Education (certification program) |
| | Management |
| | Marketing |
| | Marine Science - Biology |
| | Marine Science - Oceanography |
| | Mathematics |
| | Music Education |
| | Personal Financial Planning |

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| | Physics |
| | Physics - Astronomy |
| | Physics - Engineering Physics |
| | Psychology |
| | Psychology - Paralegal Studies |
| | Public Administration |
| | Public Administration - Paralegal Studies |
| | Public Relations |
| | Secondary Education |
| | Biology |
| | Chemistry |
| | Earth and Space Science |
| | English |
| | General Science |
| | German |
| | Mathematics |
| | Physics |
| | Physics and Mathematics |
| | Social Studies |
| | Spanish |
| | Social Media Theory and Strategy |
| | Social Work (BSW) |
| | Special Education - Mentally/Physically Handicapped |
| | Special Education - Visual Impairment |
| | Sport Management |

**KUTZTOWN UNIVERSITY OF PENNSYLVANIA
AND COMMUNITY COLLEGE OF ALLEGHENY COUNTY**

Transfer and Articulation Agreement

FACT SHEET

Kutztown University of Pennsylvania (KU) welcomes transfer students from Community College of Allegheny County (CCAC). KU is one of the 14 Pennsylvania State System of Higher Education Universities. This Agreement was designed to facilitate the transfer of CCAC graduates to KU.

TRANSFER ADMISSIONS

CCAC students who submit a Letter of Intent to enter KU will be assured admissions into a Bachelor's Degree program with third year (junior) status at KU and will have their KU application fee waived provided the following conditions are satisfied:

- A) Students must graduate from CCAC with an Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree with a minimum cumulative GPA of 2.0 for most majors. Exceptions are students going into the following majors at Kutztown University: the College of Education (3.0 GPA); the College of Visual and Performing Arts which requires a portfolio for the visual arts programs (Applied Digital Arts, Art Education, Art Education: Alternative Settings, Communication Design, Crafts, and Studio Arts) or an audition for the music programs (Music, Commercial Music, Music Education, and Music Performance), and a 3.0 GPA for the majors of Art Education and Music Education; the major of Biology/Pre-Med (2.75 GPA); the major of Criminal Justice (2.5 GPA and a C or higher in all required Criminal Justice courses); the major of Computer Science (2.25 GPA); the major of Mathematics (2.25 GPA); and the major of Psychology (2.5 GPA and C or higher in a General Psychology course).
- B) Students must satisfy all other KU requirements including any admissions requirements for the major as noted.

Note: A full time student admitted with third year (junior) status to KU should be able to complete a Bachelor's degree in a parallel program at KU within four regular semesters provided that the student completes the appropriate Associate Degree program at CCAC and completes and appropriately sequences their remaining course work at KU.

Students who are interested in the CCAC/KU Transfer and Articulation Agreement program must complete the Letter of Intent and submit it to the CCAC Advising and Transfer Center.

For additional information regarding admissions or transfer to KU, please contact the Office of Admissions at Kutztown University at 610-683-4787 or your CCAC Academic Advisor.