



ARTICULATION AGREEMENT
between
TYLER JUNIOR COLLEGE and The University of Texas at Tyler
for
Associate Degrees to Bachelor's Degrees

STATEMENT OF PURPOSE

Tyler Junior College (TJC) provides coursework toward certificates, associate degrees, and certain baccalaureate degrees. The University of Texas at Tyler (UT Tyler) offers coursework toward baccalaureate, master's and doctoral degrees. The purpose of this Articulation Agreement is to create a seamless transfer process, support concurrent enrollment when appropriate and develop alignment of student supports, in order to assist students in completing their educational goals.

Additionally, this Agreement seeks to provide guidelines and areas of responsibility to ensure that students at TJC can transfer completed coursework to UT Tyler without loss of credit or recognition of approved courses applied toward the award of a bachelor's degree. This agreement further provides guidelines and outlines areas of responsibility ensuring that students at UT Tyler can transfer completed courses to TJC without loss of credit or recognition of approved courses toward the award of an associate degree.

TJC and UT Tyler, herein after referred to as the "Partnering Institutions" agree to cooperate in furthering this objective to the mutual benefit of students.

GENERAL TERMS AND CONDITIONS

1. This Agreement shall remain in effect for a period of three (3) years, or until one (1) or both institutions deem it necessary to amend or terminate it. The desire to amend or terminate the Agreement must be submitted in writing to the President of the partnering institution. The continuance of this agreement after the three-year period, is contingent upon written agreement of the Presidents of both Partnering Institutions.
2. The Partnering Institutions will each designate an individual who will be responsible for the maintenance of this articulation agreement and sharing of information on the certificates, associate's and bachelor's degrees, new courses added to the degree programs, transcript evaluation, and other information as needed. The names of these designees are contained in **Appendix I**. Any change to designees will not require renegotiation of this agreement but shall be communicated in writing to the other institution.
3. The specific degree programs associated with this agreement are included in **Appendix II**. The transfer guides shared by the Partnering Institutions will delineate coursework required for the appropriate certificate or degree, including the recommended course sequence, number of credits transferable and applicable to the higher degree, and any program specific eligibility requirements. Changes to the transfer guides must be mutually agreed upon in writing through the institutional designees. Any adjustments to the specific degree programs listed in Appendix II will not require renegotiation of this agreement.
4. Annually, the designees will develop and/or amend online transfer guides. By creating, revising and approving these guides, the Partnering Institutions assure students that coursework listed will transfer freely between the two institutions.
5. This Agreement is non-exclusive, and Partnering Institution may enter into similar agreements with any other partner.

ADMISSIONS

1. Tyler Junior College students who follow the recommended program of study - the Texas Core Curriculum, applicable Field of Study Curriculum, or other 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 UT Tyler. Transfer students must meet the same standards and criteria for admission to any specialized degree programs as a native 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 Tyler Junior College are to adhere to UT Tyler admission requirements based on the catalog year in effect at the time the student first enters Tyler Junior College, provided that the student maintains continuous enrollment.
3. To apply for admissions to UT Tyler as a transfer student, the student must:
 - a. Have completed 30 transferable hours with a minimum GPA of 2.0.
 - b. Be in good academic standing at all higher education institutions.
4. Tyler Junior College students who meet the general admission requirements of UT Tyler with at least 60 hours of transferrable credit or Associate of Arts/Science, Associate of Arts in Teaching, or Associate of Applied Science degree, will receive automatic admission to the Bachelor of Applied Arts and Sciences Degree Program unless they request a different degree on the admission application.

TRANSFER OF CREDIT

1. This Agreement provides assurances to TJC transfer students, who have followed and successfully completed the prescribed courses outlined in the applicable transfer guide, of seamless transfer of those courses from TJC to UT Tyler, regardless of modality or location of classes. Upon successful admission to the corresponding baccalaureate degree program, the prescribed courses shall be applied to the degree as agreed upon in the transfer guide.
2. Remedial/developmental or technical/vocational courses will not be included for transfer credit under this General Articulation Agreement, except as approved in a specific pathway. However, students obtaining TSI completion at Tyler Junior College shall maintain TSI completion status upon transfer to UT Tyler.
3. UT Tyler will honor the H.B. 5 MOU for college preparatory ELAR and math courses which Tyler Junior College maintains with its high school partners. Tyler Junior College will provide UT Tyler with a list of its partnering school districts and the course code used for transcription of the college preparatory courses. High school students completing the college preparatory courses in partnership with Tyler Junior College will receive a 24-month TSI waiver in accordance with H.B. 5 legislation. Any student who completes a first level college course in reading, writing, or mathematics, or achieves TSI complete status will maintain that status upon transfer.
4. TJC students transferring "Core Complete" will retain that status upon transfer. Completed component areas will transfer and apply to the equivalent core component area at UT Tyler. If the student is not "Core Complete" from TJC, grades of "D" earned in individual core component areas will not transfer. Certain programs may require specific core classes as part of their program sequence. Expected completion of these course will be indicated on the appropriate transfer guide.
5. **Appendix II** contains approved degree programs covered by this Agreement.
6. Reverse transfer of credits is authorized by this Agreement for TJC transfer students who have earned enough credits to satisfy the Associate degree requirements. This provision enables successful completion of degrees at both Partnering Institutions.
7. UT Tyler agrees to promote reverse transfer to TJC transfer students who are eligible for the service.
8. UT Tyler agrees to identify students who transfer from TJC with at least 30 hours and who have indicated on the ApplyTexas Application that they would automatically allow for their transcript to be sent to TJC once it has been determined that the student has completed at least 66 semester credit hours, and again upon graduation from UT Tyler if they have not received an Associate degree. UT Tyler shall follow the credit transfer for associate degree procedure in Tex. Educ. Code § 61.833 and any applicable rules.
9. Eligible students will be notified by July 1 regarding the reverse transfer process and coordinate reverse transfer through the Office of the Registrar at TJC. Partnering Institutions will share reverse transfer information by Oct. 1 for the previous academic year.

10. Annually, TJC agrees to provide a list of students who are awarded an Associate degree through reverse transfer, to UT Tyler.

IMPORTANT DEADLINES

1. Application for Admissions to UT Tyler is available on a rolling basis.
2. Acceptance notifications are sent to transfer students at the time of admission.
3. Scholarship notifications are sent to transfer students at the time of admission.
4. Reverse transfer data is shared between institutional partners at the end of each semester.
5. TJC transfer success data: **August 1** for the previous academic year
6. Designee sharing of degree and catalog updates: **April 15th**

TYLER JUNIOR COLLEGE agrees to:

1. Provide, upon request, syllabi for courses listed in the transfer guides.
2. Provide access to general admissions and enrollment requirements, tuition and fees, policies and procedures for the transfer partner. TJC cannot guarantee future offerings at the transfer institution.
3. Arrange and publicize a date and location for representatives of the transfer institution to offer recruiting and advising opportunities on the TJC campus, annually.
4. Engage in cooperative efforts to educate TJC students regarding pathways to pursue the degrees at UT Tyler. These efforts will include website publication of the degree pathway, and annual provision of TJC student contact information to UT Tyler for communication regarding the academic opportunities.
5. Share updates to degree information, course catalogs, admissions requirements, and new policies to be used or implemented in the subsequent academic year.
6. Provide accurate links to the transfer institution's website and online transfer information.
7. TJC is an equal opportunity entity, and shall not discriminate unlawfully against any TJC student, applicant, or employee, nor shall it deny the benefits provided its own students to any person on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, veteran status, or any other protected class status as defined by law or institutional policy.

UT TYLER_ agrees to:

1. Admit and enroll eligible and qualified TJC students to a bachelor's degree-seeking program and provide early admission notification to highly qualified TJC transfer students.
2. Provide and assist TJC transfer students with the transition from TJC to UT Tyler. This includes but is not limited to aiding in the application process for admissions, scholarships, and selective admissions programs.
3. Promote and provide appropriate student support services to transferring TJC students.
4. Provide online access to transfer guides between the Partnering Institutions and share a link to that information with the TJC designee.
5. Continue to accommodate TJC transfer students into their intended degree so long as this Agreement is in effect. Since UT Tyler cannot guarantee all degrees will remain in perpetuity, this agreement does not constitute a binding contract regarding ongoing or future offerings of the academic program outlined herein.
6. UT Tyler is an equal opportunity entity and shall not discriminate unlawfully against any UT Tyler student, applicant, or employee, nor shall it deny the benefits provided its own students to any person on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, veteran status, or any other protected class status as defined by law or institutional policy.

PARTNERING INSTITUTIONS agree to:

1. Maintain ongoing collaboration and monitoring of the degree programs in **Appendix II** through the Partnering Institution designees named in **Appendix I**.
2. Be responsible for its employee's actions or inactions, and liability arising there from. The institutions will maintain their own insurance including workers' compensation, general liability, or such other coverage necessary for their own institutional liability. Neither institution waives any immunity it may be afforded under law as a governmental entity in the State of Texas.

3. Conduct an annual review of each degree program and requirements.
4. Apply the policies and procedures of each institution to students enrolled with each institution equally and fairly.
5. Review this agreement every three (3) years to evaluate any changes in competencies, content or standards.
6. Strictly adhere to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the *Texas Public Information Act*, Chapter 552, *Texas Government Code*.
7. Maintain accreditation by the applicable accrediting authority. Both parties agree to notify the other if such accreditation ceases to exist.
8. Comply with all laws regarding the confidentiality of the student's education records, including but not limited to the *Family Educational Rights and Privacy Act* ("FERPA"), and to comply with all applicable laws in safeguarding any non-public, sensitive, and/or confidential information of Institution's faculty and students which is in either Party's possession or control in the same manner and to the same extent that it protects its own employees' confidential or non-public sensitive information.

SCHOLARSHIPS AND HONORS

1. TJC transfer students will be eligible for specified transfer scholarships and receive notification one month prior to the transfer institution's standard notification date.
2. UT Tyler will provide a separate document to outline transfer scholarships, eligibility requirements and application processes.
3. Students do not need to be admitted in order to apply for scholarships and financial aid.
4. Phi Theta Kappa students will be eligible for additional scholarships at UT Tyler.
5. UT Tyler and TJC reaffirm our longstanding history for facilitating a smooth transition for qualified TJC Honors students into UT Tyler's Honors program. TJC Honors students must have a cumulative GPA of 3.5 or higher, submit the Honors Program application form, respond to two short essay prompts, and be recommended by the TJC Honors director or designee. Eligible applicants will be considered when there are available positions in the UT Tyler Honors Program. TJC students transferring into the UT Tyler Honors Program have a two-year program to expand major-specific coursework and pursue individual research culminating in a Senior Research Project that builds upon the Honors coursework earned at TJC and results in completing UT Tyler's Honor Program recognized upon graduation.

TERMS OF AGREEMENT and TERMINATION

1. This agreement will be filed with TJC's contract administrator and the Office of School Partnerships and will be filed with UT Tyler Office of Academic Affairs.
2. All required notices, demands, requests, and other communications shall be presented in writing and shall be deemed to have been given when personally delivered, mailed or emailed to the administrators of the corresponding institution.
3. This Agreement may be amended at any time in writing upon signature of authorized representatives of both Partnering Institutions.
4. Any change to the Appendices does not require a formal signature but shall be communicated in writing to the appropriate institutional designee for review.
5. This Agreement is subject to termination by either party upon sixty days written notice of a material breach to the breaching party. Alternatively, this Agreement can be terminated at any time without cause by mutual consent of the parties or by either institution with notice by May 1 that the program will not be offered for the next academic year.
6. The laws of the State of Texas (U.S.A.) shall govern the interpretation and application of this Agreement. Any dispute arising out of this Agreement, or its operation, performance or nonperformance shall be resolved in accordance with Texas law and venue shall be solely and exclusively in the courts located in Smith County, Texas, U.S.A.

APPENDIX I
Offices/Individuals Designated to Maintain this Agreement

TYLER JUNIOR COLLEGE designates the following office and individual as the person responsible for maintaining this Agreement. This designee shall contact the corresponding designee at the partnering institution by May 15 each year while this Agreement remains in effect in order to carry out the terms listed in the Agreement.

Designated governing office: Office of School Partnerships

Institutional Designee: C. Jeanie Oxler, M.M.
Director of School Partnerships
903-510-2718
coxl@tjc.edu

Institutional Address: Tyler Junior College
1400 East Fifth St.
P.O. Box 9020
Tyler, TX 75798

THE UNIVERSITY OF TEXAS AT TYLER designates the following office and individual as the person responsible for maintaining this Agreement. This designee shall contact the corresponding designee at the partnering institution by May 15 each year while this Agreement remains in effect in order to carry out the terms listed in the Agreement.

Designated governing office: Office of Academic Success

Institutional Designee: Sarah Bowdin, M.S.
Assistant Vice President for Academic Success
903-566-7057
sbowdin@uttyler.edu

Institutional Address: The University of Texas at Tyler
3900 University Blvd.
Tyler, TX 75799

APPENDIX II Approved Degree Programs

The following programs are approved and covered by this agreement:

Transfer of Courses:

Core Courses

Core coursework will be transferred from TJC and applied toward UT Tyler core requirements in accordance with the relevant rules set by the Texas Higher Education Coordinating Board. In cases where there is not an equivalent course at UT Tyler, the course will be transferred enbloc and applied to the relevant core requirement.

Workforce Education Courses (WECM)

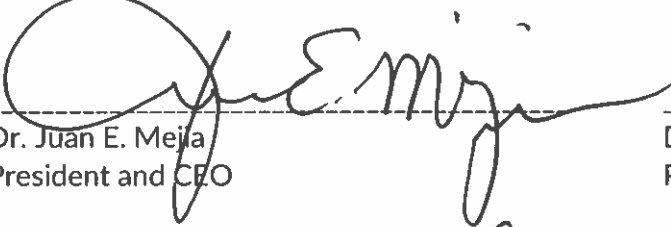
Workforce education courses (WECM) will be evaluated for transfer individually and applied to the area of specialization. This does not include continuing education courses. Credit for WECM coursework is only applicable to the Bachelor of Applied Arts and Sciences (BAAS) and Bachelor of Science in Nursing (RN-BSN) degrees. WECM courses are reviewed on an individual basis. In most cases, students could receive up to 45 hours credit for WECM coursework in the BAAS degree. The RN-BSN degree allows for a block of WECM courses to be applied toward the degree as part of fulfilling requirements to earn the RN.

This Articulation Agreement providing assurances of seamless transfer for approved certificates and degrees specified in **Appendix II** and core completion, as well as alignment and promotion of student support services, scholarships and honor's programs will be authorized upon approval and signature of both institutions.

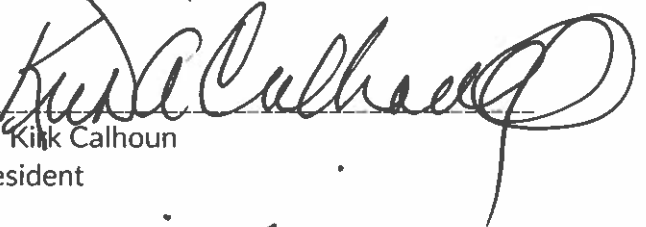
IN WITNESS WHEREOF, the undersigned parties hereto have set their hands by and through their duly authorized officers. This agreement is effective on the _____ day of _____ in the year _____.

TYLER JUNIOR COLLEGE

THE UNIVERSITY OF TEXAS AT TYLER



Dr. Juan E. Meja
President and CEO



Dr. Kirk Calhoun
President



Dr. Deana Sheppard
Provost and Vice President for Academic and
Student Affairs/ CAO



Dr. Amir Mirmiran
Executive Vice President of
Academic Affairs and Provost