



MEMORANDUM OF AGREEMENT

Austin Community College

and

Sam Houston State University

March 10, 2006

The following agreement between Austin Community College (ACC) and Sam Houston State University (SHSU) provides a framework to develop programs designed to enhance the educational experience of students attending both schools including but not limited to:

- Joint Admission
- Web Based Articulation Agreements
- Reverse Transfer

This framework will be extended as required to include additional programs benefiting the students of our respective institutions.

“Joint Admission” provides students a mechanism to maximize utilization of facilities and programs offered jointly by ACC and SHSU while making the transition from the associate to the baccalaureate degree.

Goals to be explored for inclusion in joint Admission include:

- The ability to attend both schools simultaneously.
- An SHSU picture ID/bank card.
- Student access to SHSU sporting events.
- A SHSU email account accessible from any Internet connection world wide.
- Sufficient disk space on a SHSU Internet Server to create and maintain a home page and store important files from one semester to the next (remains in effect over the summer into the fall semester unless the student fails to reregister at one of the institutions).
- Access to the SHSU library and to computer operated by SHSU Computer Services.
- Reduced application fee to SHSU.

ACC and SHSU anticipate completing over 30 online articulation agreements providing in excess of 40 baccalaureate degrees at SHSU. The articulation agreements will be

designed to maximize the amount of course work completed for the associate degree that can be applied to the baccalaureate degree. These agreements will be accessible from the home pages of both institutions via the World Wide Web making them readily accessible to students and counselors of both schools.

“Reverse Transfer” will allow students to transfer course work from SHSU to ACC to complete some requirements for the associate degree. This program is specifically designed to allow students to receive the advantages pursuant to completion of the associate degree when they leave ACC prior to degree completion. In the professional job market, there is a clear distinction between having attended ACC and having graduated from ACC.

ACC and SHSU agree on the following terms.

General:

1. ACC and SHSU will maintain separate academic records. Each institution agrees to periodically exchange information about specific students, within legal guidelines, with the goal of making students aware of admissions requirements, financial aid and scholarship opportunities, and the potential to satisfy degree requirements by transferring course work between both institutions.
2. Students must meet all payment deadlines for respective institutions.
3. SHSU will, within reasonable and legal limitations, make available a list of all student jobs for posting in a timely fashion to ACC campuses. The goal is to help students obtain work commensurate with their background and to assist students in transferring to SHSU.

Joint Admissions:

1. After acceptance under joint admission, the applicants must continually meet all requirements for both institutions to retain their eligibility to participate in the program. Students accepted under joint admission may transfer, alternate enrollment between institutions without reapplying, or co-enroll at their discretion.
2. Students not meeting SHSU’s entrance requirements at the time that they enter ACC are not eligible for joint admission until such requirements have been met.
3. Upon request and within legal guidelines, ACC will provide SHSU with information about prospective program applicants, to facilitate recruitment for the joint admission program.
4. Students accepted for joint admission will be issued a computer account, email account, and web access via SHSU. Students are expected to familiarize

themselves with SHSU's computer usage policies and abide by these policies when using SHSU resources.

5. SHSU agrees to provide access to academic advisors from SHSU to students attending ACC prior to their actual transfer.
6. ACC and SHSU students meeting joint admission requirements will be granted access to computer lab facilities, library facilities, and athletic facilities as defined by the student access policies of each institution.
7. ACC and SHSU will strive to make the financial aid process between the respective institutions as convenient as possible for the student.
8. ACC will be responsible for assuring students are in compliance with the state mandated Texas Success Initiative (TSI) requirements.
9. ACC students desiring to take classes at SHSU should formally transfer classes via official transcript at the earliest possible time. SHSU will recognize such courses for transfer credit within legal limitations and allow ACC transfer students to register during the normal "pre-registration" period as though they were previously enrolled full-time at SHSU. ACC students may be required to speak with an academic advisor from SHSU.
10. Students who co-enroll will comply with the rules for students at both institutions. Students appealing academic or disciplinary issues will be directed to the institution under whose jurisdiction the matter falls and will follow established procedures at that institution.
11. Students losing their eligibility to continue in classes at either institution lose their eligibility to participate in the joint admission/co-enrollment program. Each institution reserves the right to allow students to continue at their respective institution.
12. Students are encouraged to ask the Registrar to transmit their transcript electronically after grades are posted to SHSU every semester. Their transcript at SHSU will be updated to reflect all transfer credit. The student and ACC advisors will be able to view the transcript including transfer credit from all institutions online at their convenience. In addition, information in the updated transcript will be reflected in trial degree plan generation software available online.

Web-Based Articulation:

1. ACC and SHSU will work to create articulation agreements in a broad range of majors. These agreements will be made available to students at both institutions. Students may transfer courses covered by articulation agreements freely between

both academic institutions. Students may alternate enrollment between institutions or co-enroll at their discretion.

2. SHSU will recognize for transfer credit within legal and accreditation limitations course work submitted from ACC resulting from transfer credit, dual/concurrent enrollment, advanced placement, CLEP, or other recognized means by which credit is awarded by examination (as appropriate and subject to ACC's policies).

Reverse Transfer:

Students transferring to SHSU are encouraged to complete the associate degree at ACC. If they fail to complete the degree prior to transferring, they are encouraged to consider the advantages of completing the degree by reverse course transfer. SHSU will recognize such courses for transfer credit within legal limitations and will endeavor to provide ACC with information on transfer students to help ACC officials determine students that could benefit from reverse transfer of courses.

Review of Agreement:

1. The Provost at SHSU and the appropriate administrative officer at ACC will appoint a committee each year to review the agreement and determine the desirability of continuing, terminating or expanding the agreement. Administrative, faculty, and student input are encouraged. Input from transfer students is particularly encouraged.
2. Termination and renewal of this memorandum of agreement:
 - a. This agreement will commence with the start of the spring 2006 for a period of five years. It will terminate with the start of the spring semester 2011 unless it is renewed.
 - b. Prior to the termination of the agreement, the agreement may be renewed with the consent of both parties for a period not to exceed five years.
 - c. The agreement may be terminated by either institution by submitting written notice of the intent to terminate. The termination notice must be submitted at least one year prior to the start of the date the termination is to become effective.
 - d. In the event this agreement is terminated, both parties agree to make every effort to protect individual students who are already part of the program.

This framework of cooperation between Austin Community College and Sam Houston State University is agreed to this 10th day of March 2006, by:

James F. Gaertner
President
Sam Houston State University

Stephen B. Kinslow
President
Austin Community College

Donetta Goodall
Vice President
Academic Transfer and General and
Developmental Education