

**The Renewal of an
ARTICULATED TRANSFER AGREEMENT
BETWEEN THE UNIVERSITY OF TEXAS AT SAN ANTONIO
AND AUSTIN COMMUNITY COLLEGE**

Introduction

This agreement formally recognizes that the **University of Texas at San Antonio (UTSA)** and **Austin Community College** are active educational partners in providing educational opportunities for currently enrolled and potential students of both institutions. Agreement to this partnership requires a commitment by both institutions to enhance the transfer of degree-seeking students between institutions without jeopardizing the intended mission and stated goals of either institution.

Purpose of the Agreement

This agreement sets forth the major principles of mutual cooperation and expectations of this collaboration between the University of Texas at San Antonio and Austin Community College.

Provisions

- A. Transfer Plans/Guides. The design of the transfer plan is for students to complete their initial 60 or so credit hours at the community college and, upon admission to UTSA, progress into the major and support work courses for completion of the degree program.
 - a. **UTSA** will prepare and publish in a timely manner via the UTSA web site transfer plans for specified degree programs contained in its Undergraduate Catalog and in each subsequent catalog. These transfer plans guarantee the acceptance of credits applicable to the plan's degree program as long as students earn grades of "D" or better. (Some programs require higher grades, which will be specified on the transfer plan.)
 - b. **Austin Community College** will make the web-published transfer plans available to its faculty, staff, and students as well as advise prospective UTSA students in accordance with the appropriate transfer plans.
 - c. **UTSA** will construct the transfer plans, in general, to provide a minimum of 60 semester credit hours up to a maximum of 70 credit hours, accounting for differences in the transfer of lab hours that may or may not be incorporated into the total UTSA degree program hours. (Plans stating less than 60 semester credit hours may occur due to the lack of TCCNS courses or any other comparable courses being offered by Austin Community College.) The structure of the transfer plans will be based upon the Texas Common Core Curriculum components and the Texas Common Course Numbering System as translated - for the UTSA core curriculum requirements of the published catalog. The plans will also identify courses beyond the core curriculum by TCCNS that apply toward the UTSA degree program major, support work, and/or electives. This includes any applicable field of study curriculum as defined by the Texas Higher Education Coordinating Board. Some courses may not have a TCCN and Austin Community College may want to have a course reviewed for use in the transfer plan. The **Austin Community College** Department Chair or Dean is to contact the UTSA Articulation Officer concerning the appropriate UTSA review process.

- d. **Austin Community College** will strive to offer a reasonable number of class sections per the courses listed by TCCNS, field of study curriculum, or other institutionally agreed-upon courses in the transfer plans to facilitate the movement of students through their initial degree hours so they may transfer in a timely manner.
- B. Duration of Transfer Plans and Changes Impacting Published Transfer Plans
- a. **UTSA** publishes transfer plans according to the corresponding undergraduate catalog. Students have seven years from the date they entered under a catalog to complete the catalog's degree program. This guarantees the duration of the published transfer plan to be the same length of time as its corresponding catalog. Typically, UTSA publishes its Undergraduate Catalog on a two-year cycle and once published makes no revisions to the transfer plans, other than corrections if needed.
 - 1. Corrections to a plan will be published and dated on the UTSA web site. UTSA Articulation Officer will notify the Austin Community College representative as named on page 4, G., b. of this document by electronic mail.
 - 2. Students will not be penalized by any errors made by UTSA on the published plans. The UTSA Articulation Officer and the appropriate advisor will work with the student to find a satisfactory resolution.
 - b. **Austin Community College** typically publishes its catalog on a one-year cycle. The institution representative will apprise the UTSA Articulation Officer of any catalog/curriculum changes impacting the transfer plans so revisions may be addressed in the corresponding transfer plans within the next UTSA catalog-cycle. Corrections to an ACC plan will be published and dated on the ACC website. ACC Articulation Officer will notify the University of Texas at San Antonio representative as named on page 4, G., a. of this document by electronic mail.
 - c. **UTSA** will notify Austin Community College should there be changes brought about by program accreditation agencies, which are not governed by the published UTSA undergraduate catalog. These entities include but are not limited to the State Board of Educator Certification (SBEC), the Association to Advance Collegiate Schools of Business (AACSB International), and the Accreditation Board for Engineering and Technology (ABET).
 - d. **Austin Community College** will distribute these changes in a timely manner to faculty, students, and staff.
- C. Institutional Collaborations - UTSA recognizes that not all Texas public two-year institutions will offer the same TCCNS designated courses or other applicable courses due to the varying missions of the institutions. Therefore, collaborations may occur among or between comparable disciplines in order to develop appropriate transfer plans.
- a. **UTSA** will appoint an institutional representative, i.e. Articulation Officer, as named in this document, who will be the liaison for the development of

collaborations between faculties to accomplish the provisions of this agreement. The Articulation Officer will be the primary liaison for transfer practices with Austin Community College.

- b. **Austin Community College** will likewise appoint an institutional representative who will keep the UTSA official apprised of any program changes or needs impacting or being impacted by the transfer plans. This individual will be the primary liaison for transfer practices with UTSA.
- D. Admissions and Recruiting
- a. **UTSA** will publish its admission criteria in the annual Information Bulletin as well as online via the UTSA web site. Students from Austin Community College shall meet all entrance requirements per the UTSA annual Information Bulletin for admission to UTSA. Admission to the university does not guarantee admission to all degree programs. Some programs may have established criteria for admission to the program. This information is stated on the appropriate transfer plan as well as in the UTSA Undergraduate Catalog.
 - b. **UTSA** will evaluate credits based upon the official transcripts submitted for admission. Prospective transfer students may receive an unofficial evaluation of transfer credits prior to admission by contacting a UTSA Transfer Advisor in the New Student Admissions Offices at either the UTSA 1604 campus or the downtown campus.
 - c. **Austin Community College** will provide official and accurately coded transcripts (paper or electronic) per the student's request.
 - d. **UTSA** will provide recruiting visits and participate in prospective transfer student advising events/fairs periodically throughout the academic year. This is coordinated through the Office of Admissions and Transitions.
 - e. **Austin Community College** will collaborate with UTSA on scheduling events and visits and will provide space, equipment, and materials as needed for the use of UTSA representatives while on the campus for these events.
- E. Completion of an Associate's Degree/Reverse Transfer
- a. **UTSA** understands Austin Community College's mission of educating members of its service area and of awarding associate degrees. Therefore, UTSA will assist Austin Community College in its mission by providing the following services:
 - 1. Approval of transfer *students'* Consortium Agreements, *if applicable*, to complete their remaining transfer plan hours (maximum 6 hours) at Austin Community College while matriculated at UTSA so students may continue to receive financial aid and complete an Associate's Degree.
 - 2. Upon request of the Austin Community College, **UTSA** will notify its matriculated students of the reverse transfer opportunity at Austin Community College by the UTSA official email account. (Notification criteria have been pre-determined through the UTSA Articulation Officer and the UTSA Registrar's Office.)

3. Provide data concerning the performance of Austin Community College students matriculated at UTSA as compared with native UTSA students per an established UTSA reporting format.

b. **Austin Community College** will collaborate with UTSA on the services listed above, provide the necessary contact information for students, and report any problems or challenges to the UTSA Articulation Officer in a timely manner.

F. Duration of this Agreement

- a. This agreement shall become effective upon the approval by and signature of the President of The University of Texas at San Antonio and the President of Austin Community College.
- b. This agreement shall remain in effect for a period of three years. At which time it may be renewed or modified by mutual consent in writing by both parties.
- c. Either party upon 180 days written notice to the other party may terminate this agreement.
 1. Upon termination the applicable transfer plans will be removed from the UTSA web site.
 2. Austin Community College students may continue to follow the transfer plans as long as the stated UTSA catalog is valid, which is seven years from the date that the student matriculated at Austin Community College under that catalog.

G. Designation of Institutional Representatives

- a. UTSA Articulation Officer and contact information:
Mrs. Linda Chalmers, Assistant Dean of Undergraduate Studies
210-458-6325 or 4302; fax 210-458-4303
Linda.Chalmers@utsa.edu
- b. Austin Community College Articulation Officer and contact information:
Ms. Kathy Grimmatt, Articulation Officer
512-223-7677; fax 512-223-7678
kat@austincc.edu

H. Signatures of approval – see page 5.

Please sign and date the appropriate line to indicate your approval of this agreement.

Guy Bailey
Provost and Executive Vice President
University of Texas at San Antonio

10/30/05

Date

Ricardo Romo
President
University of Texas at San Antonio

11/2/05

Date

Stephen B. Kinslow
President
Austin Community College

1/9/06

Date*

****Within 60 days of this date, please return copies of page 4 with designated Articulation Officer or Representative and page 5 with signatures in the enclosed envelope; or mail to Mrs. Linda Chalmers, Assistant Dean and Articulation Officer, University of Texas at San Antonio, Undergraduate Studies Support & Technology Services, 6900 N. Loop 1604 West, San Antonio, TX 78249-1130.***