**Memorandum of Understanding for Articulation of Students**

Arkansas Tech University

And

(Insert School Name)

The Memorandum of Understanding (“Agreement”), entered into by and between **Arkansas Tech University** (hereinafter, ATU), located at 215 West O Street, Russellville, Arkansas, 72801 and (Insert Name) hereinafter, (Insert school abbreviation), located at (Insert address)

**PURPOSE**

The purpose of this Agreement is to facilitate the admission and transfer of eligible (Insert school abbreviation) students into approved baccalaureate degree programs at ATU, as specified in the attached addenda. Both parties agree to offer students a seamless degree completion option to improve the economic status and employment opportunities available to citizens with a baccalaureate degree in the state of Arkansas and the nation.

**AGREEMENT**

It is agreed that any student who has earned an Associate of Arts or Associate of Science degree from, and is in good standing with (Insert school abbreviation) will be eligible to transfer to ATU for an approved baccalaureate degree program with full junior classification upon admission, subject to the provisions listed below, in the attached program specific addenda, Higher Learning Commission requirements, in Arkansas Law, and in the Arkansas Department of Higher Education Transfer System.

**ADMISSION REQUIREMENTS**

1. ATU will maintain exclusive responsibility for admission.
2. The student must meet all criteria required for undergraduate admission to ATU.
3. The student must hold an Associate of Arts or Associate of Science degree from (Insert school abbreviation) with a 2.0 cumulative grade point average, on or after the effective date of this agreement.
4. The student must meet the specific degree admission requirements for the chosen baccalaureate program of study at ATU.

**TRANSFER OF CREDITS**

1. Degree programs will be added as addenda to this parent agreement, as mutually agreed upon by the respective Chief Academic Officer at ATU and (Insert school abbreviation).
2. Specific course requirements for each approved degree program will be reviewed and agreed upon by the Division Chairs and Deans under whom the specific degree resides.
3. A grade of C or better is required to meet ATU’s general education mathematics requirement and to satisfy transfer of Composition I and II.
4. ATU will accept grades of D for transfer; however, if the course description or degree program requires a grade of C or better, the student may be required to repeat that specific course. Arkansas Tech University accepts all grades of D upon admission; however, the percentage of courses with a grade of D may not exceed 25%.
5. Remedial course grades will not be computed in the cumulative GPA for purposes of admission to ATU.
6. The bachelor’s degree with honors will be conferred upon candidates who at graduation have earned a minimum grade point average over at least four semesters on all courses taken at Arkansas Tech as follows: Summa Cum Laude-3.900 - 4.000, Magna Cum Laude-3.700 - 3.899, Cum Laude-3.500 - 3.699. Graduation honors will be determined by work taken at Arkansas Tech only.

**CONTINUITY**

Students who have interrupted their attendance at Arkansas Tech University for more than one year or who have attended another university in the interim must reapply for admission. Additional documents may be required for readmission.

**CONTACT**

Notices or general questions regarding this Memorandum of Understanding should be sent to the following:

Arkansas Tech University (Insert school abbreviation)

Vice President of Academic Affairs (Insert Official Title)

Dr. Barbara Johnson (Insert Name)

bjohnson@atu.edu (Insert Email)

**IMPLEMENTATION AND REVIEW**

Students will be subject to the terms and conditions of this Agreement in accordance with their academic year of entry at (Insert school abbreviation), not to precede the academic year during which the agreement first took effect. A student may opt for a subsequent revision of this Agreement, but must meet all of the requirements specified therein. A period of non-enrollment for 12 months or more would require the student to adhere to Agreement requirement s corresponding to the academic year of re-enrollment.

ATU and (Insert school abbreviation) will work cooperatively to make students aware of the opportunity provided by this agreement.

ATU and (Insert school abbreviation)shall agree that no person shall on the grounds of race, color, national origin, gender, sexual orientation or creed be excluded from participation under the terms of this Agreement.

The Chief Academic Officers at each institution will implement the terms of this Agreement, including incorporation of any mutually agreed upon changes into subsequent revisions of this Agreement, assuring compliance with system policy, procedure and guidelines.

This Agreement will be reviewed on an annual basis, and ATU and (Insert school abbreviation) will notify one another in a timely manner of any curriculum changes that would significantly impact the nature of this Agreement.

ATU and (Insert school abbreviation)will work together cooperatively, in the best interest of affected students, to resolve any issues related to the transfer of courses should changes to either degree program occur while the Agreement is in effect.

Students will be subject to the terms and conditions of this Agreement in accordance with their academic year of entry at (Insert school abbreviation) . A student may opt for a subsequent revision of this Agreement, but must meet all of the requirements specified therein.

ATU and (Insert school abbreviation) will make every effort to inform students of this Agreement. This may include, but is not limited to, inclusion within each institution’s website, university catalog, recruitment publications, media announcements, social media engagement, and in-person information sessions.

**AMENDMENT**

This Agreement may be amended upon mutual written agreement of the parties.

**TERM OF AGREEMENT**

This Agreement will be effective from the date of agreement indicated below and will be automatically renewed until terminated by either party. If either party wishes to terminate this agreement, they should do so in writing at least 90 days in advance of the requested termination date. The parties agree that any (Insert school abbreviation)students enrolled at ATU at the time of termination of this Agreement shall be permitted to complete their degree under the terms of this Agreement.

The Agreement will be reviewed on an annual basis. Both ATU (Insert school abbreviation)agree to notify one another in a timely manner of any curriculum changes that would significantly impact the nature of this agreement.

In agreement with the above terms, the following signatures are affixed:

**Arkansas Tech University (Insert School Name)**

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Dr. Robin E. Bowen Date (Insert School Official Name) Date

President (Insert Title)