

## **A Transfer Articulation Agreement**

**By and between the**

### **Louisiana Community and Technical College System and Tulane School of Professional Advancement**

This Agreement shall be effective as of the date of the last signature hereto (the "Effective Date") by and between THE ADMINISTRATORS OF THE TULANE EDUCATIONAL FUND D/B/A TULANE UNIVERSITY SCHOOL OF PROFESSIONAL ADVANCEMENT (SoPA) whose address is 6823 St. Charles Avenue, New Orleans, LA 70118 and the LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM (LCTCS), whose address is 265 S Foster Drive, Baton Rouge, LA 70806.

#### **Background**

The Louisiana Community and Technical College System (LCTCS) is composed of 13 public technical and community colleges across Louisiana. LCTCS colleges collectively serve over 130,000 students in traditional credit instruction, workforce training, and adult education. Eighty percent of its over 25,000 annual graduates earned credentials in high-demand, high-income fields as defined by the Louisiana Workforce Commission. Each year, over 15,000 students transfer from an LCTCS institution to a 4-year university.

Tulane School of Professional Advancement (SoPA) offers high quality, distinctive undergraduate and graduate professional programs to a diverse student population in New Orleans and beyond. The school dates back to 1886, when it was founded as the outreach division of Tulane with a mission to offer courses to teachers. While the school's offerings have greatly expanded and changed over time, its focus on programs relevant to working adults has remained.

#### **General Requirements**

LCTCS and SoPA enter into this Agreement for the express purpose of ensuring acceptance of college coursework between institutions and further facilitate the transfer of LCTCS students who satisfy the following criteria:

1. Completed coursework includes transferable courses outlined on the SoPA LCTCS Articulation Matrix, which is a modified version of the State's Board of Regents' Course Articulation Matrix.
  - a. Per Tulane SoPA policy, in order to transfer course credit, a student must have earned at least a C in the course.
2. Students have completed at least 30 credit hours with a cumulative GPA of 2.0 or better.

When determined by Tulane SoPA, to its reasonable satisfaction, that a student has satisfied either of the conditions set above, LCTCS transfer students will be afforded the following opportunities:

### **Admission**

LCTCS transfer students as identified above, will be offered admission at appropriate standing, subject to SoPA's discretion, policies and practices. Students will be made aware of the additional prerequisites and graduation requirements that are required for SoPA students in various majors. Only students who are in good standing at their last transfer institution will be considered.

### **Transferability of Credit**

The Bachelor's degrees administered by SoPA require a minimum of 120 credit hours, of which a maximum of 60 hours can be accepted in transfer credits. For LCTCS transfer students, including those awarded an Associate Degree, Tulane SoPA will accept up to 60 semester units. Students who transfer 60 credits to SoPA may be required to take more than 60 credits to complete their bachelor's degrees.

The courses listed on the SoPA-LCTCS Articulation Matrix are designed in preparation for a baccalaureate degree and they represent strong preparation for upper division coursework in a range of majors. Therefore, Tulane SoPA will provide credits for courses on the SoPA-LCTCS Articulation Matrix to be used towards a bachelor's degree at SoPA. The award of transfer course credits by SoPA is subject to SoPA's sole discretion and policies.

Institutions agree to accept the completion of general education requirements and other courses as identified in the SoPA LCTCS Articulation Matrix. These courses will be used to satisfy requirements of degree programs as appropriate, subject to each institution's respective policies.

### **Student Advising**

Tulane SoPA will provide pre-transfer advising to LCTCS students through online, onsite, and/or telephone advising. Further advising by discipline will be available to future transfer students prior to and once enrolled. Informational materials for potential transfer students will be available at the community colleges to facilitate the transfer process.

Activities may include the following:

- a. Participation in transfer conferences, transfer fairs, professional conferences and visits to community colleges to educate administrators, counselors, faculty, staff, and students about University admissions requirements, costs, etc.;
- b. Provision of onsite admissions to eligible LCTCS students at transfer conferences, transfer fairs, and during college visits; and,
- c. Work with the LCTCS campus transfer centers to provide outreach to all students.

For students without an Associate Degree, LCTCS and Tulane SoPA will collaborate in communication and advice for students to have the opportunity to complete the Associate Degree while at their transfer institution, when applicable. This is commonly known as reverse transfer.

If an institution modifies the degree requirements or prerequisites after admission, transfer students will be accommodated with equivalent coursework credit and not penalized in total units required for their

degree. Admitted transfer students will be required to follow the degree requirements as outlined in the catalog that was in effect at the time of application.

#### Scholarship Opportunities

Transfer scholarship opportunities for incoming students based on grade point average and meeting all other applicable criteria will be developed, based on available funding.

#### Data Sharing

For the purposes of this Agreement, parties agree to share student information that assists with the furtherance of the activities outlined herein. Both parties agree to keep student information confidential and to use such information only for the activities outlined in this agreement. All information about students obtained from any of the Parties shall be held confidential pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. 1232g) ("FERPA") and of La. R.S. 17:3914.

#### Marketing & Communication

The LCTCS will work with Tulane SoPA to develop an internal and external marketing plan to communicate and publicize the President's support of this Agreement to all LCTCS campuses. Dissemination may include print media, news releases, email, webinars, and social media distribution channels. The system office will assist in promoting this opportunity to each LCTC and ensure that Transfer Center Directors understand the benefits of the program for students. Professional organizations and initiatives will be encouraged to disseminate information about the agreement.

#### Terms of Agreement and Severability

This Articulation Agreement is effective on the date signed and shall remain in effect for five years from the date of signing, unless terminated or amended by either party with 90 days prior written notice. This agreement will be reviewed by SoPA and LCTCS after three years to ensure articulation of programs is current. Any changes to the academic programs that are part of this agreement will require a review of this articulation agreement. Reviews will be documented in writing to both parties. This agreement may be terminated by either party for any reason, with or without cause, following provision of 90 days prior written notice. If the Agreement is terminated, all students identified on or before the date of termination will retain their transfer guarantee and all other terms stated in the Agreement.

This Agreement contains the entire agreement between the parties pertaining to the subject matter hereof and may not be amended, unless in writing and signed by both parties.

This Agreement shall not be construed to create any rights in favor of any non-party hereto, including as third-party beneficiaries.

All notices (including, without limitation, approvals consents and exercises of rights or options) required or permitted to be given hereunder shall be in writing and shall be deemed served, if by personal delivery or by facsimile, on the date the same is actually received by the addressee thereof or, if by mail, two business days after the same is deposited with the United States Postal Service (or its successors) for mailing by Certified Mail, Return Receipt Requested, postage fully prepaid, addressed as hereinafter set forth, or, if by overnight messenger service (e.g., Federal Express) on the date of delivery by such overnight messenger service to the address as hereinafter set forth. All notices shall be addressed as follows or to such other address as the party entitled to receive such notice may, from time to time hereinafter, designate by giving written notice pursuant hereto:

If to Tulane SoPA

Tulane School of Professional Advancement  
Attn: Dean  
6823 St. Charles Avenue  
New Orleans, LA 70118

With a copy to:

Office of the General Counsel  
Tulane University  
300 Gibson Hall  
6823 St. Charles Avenue  
New Orleans, LA 70118-5698

If to LCTCS:

Louisiana Community and Technical College System  
Attn: President  
265 S Foster Drive  
Baton Rouge, LA 70806

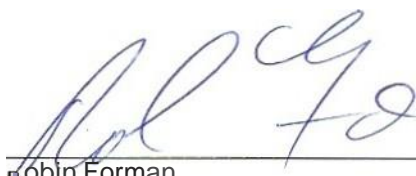
**ACCEPTANCE OF AGREEMENT**

In witness whereof, the undersigned signifies their intent to execute this Agreement and agrees to comply with the stated terms and conditions.



Suri Dutch  
Dean and Vice President of Academic Innovation  
Tulane University School of Professional Advancement

3/13/20  
Date



Robin Forman  
Senior Vice President for Academic Affairs  
Provost  
Tulane University

3/13/20  
Date



Monty Sullivan  
President  
Louisiana Community and Technical College System

3/23/2020  
Date