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PRESIDENT'S OFFICE  
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**Articulation Agreement  
Barton County Community College & Ottawa University**

This formal articulation agreement is made and entered into by Ottawa University, hereinafter referred to as OU, and Barton County Community College, hereinafter referred to as Barton County Community College. By this agreement, Barton County Community College and OU express a shared commitment to increasing opportunities for student access to, and success in, higher education. By clarifying transfer policies and procedures that assure articulation between programs, the institutions seek to assist students in making a seamless transfer from the associate to the baccalaureate degree.

**Provisions of the Articulation Agreement**

1. The Institutions will develop common degree plans by major which will clearly delineate courses to be taken at Barton County Community College and those to be completed at OU. These specified, individualized plans are a contract between the two institutions, and the students who choose to participate. These plans will guarantee the Barton County Community College students the utilization of the prescribed courses toward a degree at OU.
  - Should a Barton County Community College student contact OU for advisement, the student will be referred to the appropriate official at Barton County Community College for assistance.
  - If a student requests specific information about programs/services offered at OU, university staff will make the student a priority and designate a counselor to respond to the requests in a timely manner.
2. Shortly after the census day for each semester, Barton County Community College will provide OU with a disk or some other format containing the names and local addresses of newly enrolled students.
  - Barton County Community College student information **may not** be stored. Once introductory letter has been sent, Barton County Community College student information must be destroyed. OU's failure to adhere to this policy will result in the termination of the partnership.
  - Communication will be limited to one introductory letter from OU and the *Intent to Transfer Form*. Introductory letter to be approved by the designated representative of Barton County Community College.
  - Should the Barton County Community College student complete the *Intent to Transfer Form*, this action indicates student interest and OU will then be allowed to correspond with student.
  - Student information provided by Barton County Community College will **not** be shared with anyone outside of Ottawa University. The Admissions Office will be the only office at OU with access to the information, and only for the purpose of preparing the introductory letter.
3. In November and April of each year (or timeframe determined by Barton County Community College), Barton County Community College will provide OU with a disk or some other format containing the names and local addresses of students eligible to graduate with the Associate Degree.

4. Barton County Community College students maintaining continuous enrollment under this agreement with no more than 1 year not in attendance at Barton County Community College or OU will be afforded the same treatment and protection as OU native students. Barton County Community College students will be able to pursue study under a specific catalog for a period of six years. Exceptions to this policy will be considered on a case-by-case basis upon the recommendation of the authorized representative of Barton County Community College.
5. Criteria for acceptance into a Bachelor of Arts program will be the same for transfer as for native OU students.
  - Barton County Community College students who complete the Associate Degree with a minimum 2.0/4.0 GPA will be automatically admitted to Ottawa University.
  - Barton County Community College students desiring to transfer PRIOR TO the completion of the associate degree must have earned 12 hours of college level credit, have a minimum 2.0/4.0 cumulative GPA, and have *earned 70%* of all *attempted* hours.
6. OU will apply the same academic progress and graduation standards to Barton County Community College transfer students as those applicable to native students at OU.

#### **Duties of Both Parties**

OU and Barton County Community College will:

1. notify each other of students' interest in participating in the transfer program. Notification may be accomplished through the "Intent To Transfer" form to be signed by authorized representatives of both institutions and the individual students interested in transferring;
2. identify problems and work cooperatively to adjust details of course sequence and content so that students can transfer with little to no academic disruptions; and,
3. identify student data that would assist in notifying stakeholders and governing boards of institutional performance, and the development of reports, e.g., number of students who transfer under this agreement, number of hours transferred in, demographics, etc.

#### **Terms**

Upon execution of this agreement, the partnership shall continue until terminated by either party giving one year written notice to the other party.

#### **Notice**

Any notice to be given hereunder by either party to the other shall be in writing and may be effected by depositing same in the United States mail, postpaid and registered or certified and addressed to the party to be notified with return receipt requested; or, by personal delivery to the person to be notified.

In witness whereof, the authorized representatives of the parties have executed this agreement on the 19<sup>th</sup> day of July, 2004.

Barton County Community College  
Authorized Representatives

By [Signature]  
PRESIDENT  
Title

By [Signature]  
Dean of Learning & Instruction  
Title

Ottawa University  
Authorized Representatives

By [Signature]  
PROVOST  
Title

By [Signature]  
Academic Dean  
Title