



**TRANSFER AND ARTICULATION AGREEMENT**  
**BETWEEN**  
**HARRISBURG AREA COMMUNITY COLLEGE**  
**AND**  
**KUTZTOWN UNIVERSITY OF PENNSYLVANIA**

**Preface**

Harrisburg Area Community College (HACC) and Kutztown University of Pennsylvania (Kutztown University) enter into this Transfer and Articulation Agreement to facilitate the transfer of HACC students to Kutztown University.

Under this Transfer and Articulation Agreement, HACC students who submit a "Letter of Intent" to enter Kutztown University before the completion of 30 transferable credit hours, will be guaranteed admission into a Bachelor's Degree program with third year (junior) status at Kutztown University on the condition that they:

- A) graduate from HACC with an Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree with a minimum cumulative GPA of 2.0 for most majors. Exceptions are students going into the following majors at Kutztown University: the College of Education (3.0 GPA); the College of Visual and Performing Arts which requires a portfolio for the visual arts programs (Applied Digital Arts, Art Education, Art Education: Alternative Settings, Communication Design, Crafts, and Studio Art) or an audition for the music programs (Music, Commercial Music, Music Education, and Music Performance), and a 3.0 GPA for the majors of Art Education and Music Education; the major of Biology/Pre-Med (2.75 GPA); the major of Criminal Justice (2.5 GPA and a C or higher in all Criminal Justice required courses); the major of Computer Science (2.25 GPA); the major of Mathematics (2.25 GPA); and the major of Psychology (2.5 GPA and C or higher in a General Psychology course).
- B) satisfy all other Kutztown University transfer requirements including any admission requirements for the major.

Full time students admitted with third year (junior) status to Kutztown University should be able to complete a Bachelor's degree in a parallel program at Kutztown University within four regular semesters provided they complete the appropriate Associate Degree program at HACC and complete and appropriately sequence their remaining course work at Kutztown University. HACC transfer student access to particular programs will be the same as native Kutztown University students.

In addition, Kutztown University agrees to accept the general education requirements embedded in the HACC Associate in Arts and Associate in Science Degrees and apply these requirements in their entirety towards Kutztown University's general education requirements. This agreement applies to all HACC A.A. and A.S. graduates and is limited to students who participate in this Agreement. This Transfer and Articulation Agreement becomes effective on the date of its signing.

To facilitate the transfer of HACC graduates to Kutztown University in accordance with the foregoing guarantee, the parties agree to the following:

## **Obligations of Kutztown University**

### **to HACC Students who Sign a Letter of Intent**

1. To attend regularly scheduled Transfer Day and Evening Programs at HACC. Kutztown University will provide HACC with fact sheets to distribute upon request.
2. To invite HACC students who have expressed interest in transfer admissions to Kutztown University to informational/advising meeting(s) with Kutztown University faculty and staff in order to facilitate smooth curricular and co-curricular integration to Kutztown University.
3. To send letters of acknowledgement within 60 days of receipt of "Letters of Intent" from HACC which guarantee admission subject to meeting conditions "A" and "B" under the Preface.
4. To award \$1000 academic scholarships to students with a final HACC GPA of 3.5 or above admitted full-time (12 or more credits per semester) to Kutztown University pursuant to this Agreement. To award \$500 academic scholarships to students with a final HACC GPA of 3.0 to 3.4 admitted full-time (12 or more credits per semester) to Kutztown University pursuant to this Agreement. To award \$250 academic scholarships to students with a final HACC GPA of 3.0 or above admitted part-time (less than 12 credits per semester) to Kutztown University pursuant to this Agreement. These scholarships are awarded for the Fall and Spring semesters only.

All scholarships may be renewed for up to four (4) semesters contingent upon maintaining the GPA requirements of the awarded scholarships, and students submit their Free Application for Federal Student Aid (FAFSA). Students may also be eligible for need-based financial aid and other types of financial aid.

5. To award a one-time book award of \$500 for one academic year (Fall or Spring only) to be utilized in the Kutztown University Campus Book Store.
6. To waive the application fee for students who apply to Kutztown University pursuant to this Agreement.
7. To ensure these students will be provided with Kutztown University financial aid information and receive full consideration for Kutztown University financial aid, in addition to the scholarships listed above, upon matriculation at Kutztown University.
8. To accept the general education requirements embedded in the HACC A.A. and A.S. Degrees and to apply these requirements in their entirety towards Kutztown University's general education requirements. Transfer does not alter the requirements of the student's major field of study or its admissions standard as identified in the Kutztown University catalog.
9. To transfer in all courses for which a passing grade of A, B, or C was received to Kutztown University. The transfer of D grades will be reviewed in the same manner as the



grading policy of native Kutztown University students so long as the student has earned their A.A. or A.S. degrees with a minimum GPA of 2.00.

10. To identify eligible students graduating from HACC upon admission to Kutztown University and ensure that the transfer will be noted on all pertinent Kutztown University student records.
11. To work with HACC to develop advising templates for each program that are consistent with approved statewide program to program agreements and ensure that any local program to program agreements covering disciplines not covered in statewide agreements are in accordance with Pennsylvania State System of Higher Education's Board of Governors' Policy (Academic Passport and Student Transfer) as well as the legislatively mandated Statewide Transfer Framework (30 credits).
12. To ensure that HACC students who matriculate under this agreement at Kutztown University have all of the rights, privileges, and responsibilities of other Kutztown University students.
13. To waive placement tests for HACC graduates.
14. To ensure that students graduating in the Honors Program at HACC are invited to the Honors Program at Kutztown University. These students must maintain a minimum 3.25 GPA and will have completed 12 credits in Honors, a requirement that will be noted on their HACC transcripts.

### **Obligations of Kutztown University**

#### **to HACC Students who do not sign a Letter of Intent**

1. To award first-time HACC transfer students with any type of Associate's Degree a one-time book award of \$500 for one academic year (Fall or Spring only) to be utilized in the Kutztown University Campus Book Store.
2. To waive the application fee for first-time HACC transfer students with any type of Associate's Degree.
3. To accept the general education requirements embedded in the HACC A.A. and A.S. Degrees and to apply these requirements in their entirety towards Kutztown University's general education requirements. Transfer does not alter the requirements of the student's major field of study or its admissions standard as identified in the Kutztown University catalog.
4. To waive placement tests for first-time HACC transfer students with any type of Associate's Degree.

### **Obligations of Harrisburg Area Community College:**

1. Publicize this Agreement to prospective and current HACC students in its promotional literature, and make arrangements for Kutztown University recruiters and advisors to visit HACC and meet with prospective and current transfer admissions students.
2. To inform Kutztown University, within 60 days of all HACC students who complete the "Letter of Intent," so that the Kutztown University Office of Admissions can issue a letter of acknowledgement to all aforementioned students.

### **Joint Obligations:**

1. Ensure that students are informed of Kutztown University's transfer policy deadlines and tuition and fee schedules.
2. Consult with each other through appropriate channels prior to implementing major changes in policy or curricula that directly affect students transferring under the terms of this Agreement, and keep each other informed of any other changes of policy or curricula that affect those students. The Kutztown University Office of the Provost and the appropriate offices at HACC will review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both HACC and Kutztown University sign the revised document.
3. Collaborate in providing students with information about this Agreement, Kutztown University's academic requirements, and the process of transferring to Kutztown University.
4. HACC and Kutztown University jointly agree to develop and implement advertising and promotional efforts to communicate the benefits of this transfer articulation.
5. Each institution will designate a representative or representatives who will coordinate the Transfer Agreement between the two institutions.
6. Exchange data and documents annually that will contribute to the maintenance and improvement of this arrangement, enhance the transfer process, and promote effective cooperation between institutions. These will consist of aggregate data about transfer students, including admissions information and grades, retention information, and reports on the results of program reviews, assessments of student learning, and decisions of curricular and other committees. The institution(s) will exchange data after obtaining appropriate permission from the students as indicated on the "Letter of Intent."
7. Facilitate and support consultation and collaboration between their faculties related to this agreement, general education, degree requirements, and other academic matters.
8. Provide direct links between Kutztown University and HACC websites.

### **Mutual Terms and Conditions**

1. *Term of Agreement.* The term of this Agreement shall be five years (5) from the date of execution. This Agreement may not exceed a period of five (5) years at which time it will be reviewed.



2. *Termination of Agreement.* Both parties may terminate this Agreement for any reason with ninety (90) days' notice. Either party may terminate this Agreement in the event of a substantial breach. Should this Agreement be terminated, it is understood that the termination will not apply to students already accepted to Kutztown University under the terms of this Agreement.
3. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
4. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
5. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
6. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
7. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically stated in this Agreement. As to liability for damage, injuries or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement unless such a waiver is expressly and clearly written into a part of this Agreement.
8. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.
9. *Confidentiality.* The parties shall protect the confidentiality of student records as dictated by the Family Educational Records and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or dictated by the terms of this agreement.

The willingness of both institutions to enter into this Agreement in order to facilitate the transfer of students from Harrisburg Area Community College into Kutztown University, and to expand their opportunities for academic success there, is indicated by the following signatures:

The undersigned representatives of the parties, Harrisburg Area Community College and Kutztown University, have executed this Agreement on the dates indicated:

**Harrisburg Area Community College**

*John Sygielski*  
Date 1-10-19  
Dr. John Sygielski  
President

*C. Doherty*  
Date 1/10/19  
Dr. Cynthia Doherty  
Provost and Vice President of Academic Affairs

**Kutztown University**

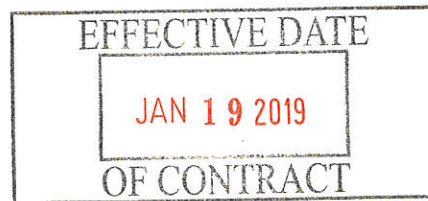
*Kenneth Hawkinson*  
Date 1-10-19  
Dr. Kenneth Hawkinson  
President

*Anne E. Zayaitz*  
Date 1/10/2019  
Dr. Anne Zayaitz  
Provost and Vice President for Academic Affairs

APPROVED AS TO FORM AND LEGALITY:

*Ann D. St. Leger*  
University Legal Counsel

Date: 1/19/19



**LETTER OF INTENT  
TO ENTER KUTZTOWN UNIVERSITY OF PENNSYLVANIA**

Under the Transfer and Articulation Agreement between Harrisburg Area Community College (HACC) and Kutztown University of Pennsylvania (KU), HACC students, who submit a Letter of Intent to enter KU, prior to the completion of 30 transferable credits, will be assured admissions into a Bachelor's Degree program with third year (junior) status at KU on the condition that they:

- A) graduate from HACC with an Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree with a minimum cumulative GPA of 2.0 for most majors. Exceptions are students going into the following majors at Kutztown University: the College of Education (3.0 GPA); the College of Visual and Performing Arts which requires a portfolio for the visual arts programs (Applied Digital Arts, Art Education, Art Education: Alternative Settings, Communication Design, Crafts, and Studio Arts) or an audition for the music programs (Music, Commercial Music, Music Education, and Music Performance), and a 3.0 GPA for the majors of Art Education and Music Education; the major of Biology/Pre-Med (2.75 GPA); the major of Criminal Justice (2.5 GPA and a C or higher in all required Criminal Justice courses); the major of Computer Science (2.25 GPA); the major of Mathematics (2.25 GPA); and the major of Psychology (2.5 GPA and C or higher in a General Psychology course).
- B) satisfy all other KU requirements including any admission requirements for the major.

A full time student admitted with third year (junior) status to KU should be able to complete a Bachelor's Degree in a parallel program at KU within four regular semesters provided that the student completes the appropriate Associate Degree program at HACC and completes and appropriately sequences his/her remaining course work at KU.

I plan to enroll at KU upon completion of the Associate in Arts (A.A.) or Associate in Science (A.S.) degree from HACC. I understand that my signature on this letter entitles me, provided I meet the criteria outlined in the agreement, admission to KU, advanced standing credit for my course of study at HACC, and waiver of the KU application fee. In addition, I understand that my signature gives HACC and KU the right to exchange aggregate information regarding my academic progress at HACC and KU. I am familiar with the terms of the Agreement between KU and HACC for guaranteed admission, and I wish to participate in this program. I also understand that this "Letter of Intent" can be voided by me, the student, at any time with written notification to HACC's Advising and Transfer Center and KU's Admissions Office.

I understand the terms of this intent and agree to its contents:

Student's Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Intended KU Major \_\_\_\_\_  
(see list of majors)

Major at HACC: \_\_\_\_\_ HACC ID#: \_\_\_\_\_

Intended Date of Graduation from HACC: \_\_\_\_\_ Intended Date of Enrollment at KU: \_\_\_\_\_



Please return the completed form to HACC's Advising and Transfer Center.

Bachelor's Degree Programs at Kutztown University	
<u>Bachelor of Arts</u>	<u>Bachelor of Science</u>
Anthropology	Accounting
Applied Digital Arts (BFA)	Art Education
Art History	Art Education - Alternative Settings
Communication Design (BFA)	Biochemistry
Communication Studies	Biology - Allied Health
Crafts (BFA)	Biology - Molecular Micro/Cell
English	Biology - Organismal Ecology
English - Paralegal Studies	Biology - Pre-Medical and Other Health Professions
English - Professional Writing	Chemistry
General Studies	Cinema, Television, and Media Production
Geography	Computer Science
Geography - Applied	Computer Science - BS/MS combined
Geography - Environmental	Criminal Justice
Geography - Globalization	Criminal Justice - Paralegal Studies
Geography - Planning	Elementary Education
German - Communication and Culture	Grades 4 - 8 (Mathematics and Science)
History	Grades 4 - 8 (Mathematics and Social Studies)
History - Paralegal Studies	Grades 4 - 8 (Mathematics and English/Language Arts and Reading)
Music	Grades 4 - 8 (Science and English/Language Arts and Reading)
Music - Commercial Music Track	Grades 4 - 8 (Science and Social Studies)
Music - Performance Track	Pre-Kindergarten - Grade 4
Philosophy	Environmental Science - Biology
Philosophy w/Religious Studies	Environmental Science - Chemistry
Political Science	Environmental Science - Geography
Political Science - Paralegal Studies	Environmental Science - Geology
Sociology	Finance
Spanish	General Studies
Studio Art (BFA)	General Studies - Professional Studies
	Geology
	Information Technology
	Library Science
	Library Science - Education (certification program)
	Management
	Marketing
	Marine Science - Biology
	Marine Science - Oceanography
	Mathematics
	Music Education
	Personal Financial Planning



	Physics
	Physics - Astronomy
	Physics - Engineering Physics
	Psychology
	Psychology - Paralegal Studies
	Public Administration
	Public Administration - Paralegal Studies
	Public Relations
	Secondary Education
	Biology
	Chemistry
	Earth and Space Science
	English
	General Science
	German
	Mathematics
	Physics
	Physics and Mathematics
	Social Studies
	Spanish
	Social Media Theory and Strategy
	Social Work (BSW)
	Special Education - Mentally/Physically Handicapped
	Special Education - Visual Impairment
	Sport Management

**KUTZTOWN UNIVERSITY OF PENNSYLVANIA  
AND HARRISBURG AREA COMMUNITY COLLEGE**

**Transfer and Articulation Agreement**

**FACT SHEET**

Kutztown University of Pennsylvania (KU) welcomes transfer students from Harrisburg Area Community College (HACC). KU is one of the 14 Pennsylvania State System of Higher Education Universities. This Agreement was designed to facilitate the transfer of HACC graduates to KU.

**TRANSFER ADMISSIONS**

HACC students who submit a Letter of Intent to enter KU will be assured admissions into a Bachelor's Degree program with third year (junior) status at KU and will have their KU application fee waived provided the following conditions are satisfied:

- A) Students must graduate from HACC with an Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree with a minimum cumulative GPA of 2.0 for most majors. Exceptions are students going into the following majors at Kutztown University: the College of Education (3.0 GPA); the College of Visual and Performing Arts which requires a portfolio for the visual arts programs (Applied Digital Arts, Art Education, Art Education: Alternative Settings, Communication Design, Crafts, and Studio Arts) or an audition for the music programs (Music, Commercial Music, Music Education, and Music Performance), and a 3.0 GPA for the majors of Art Education and Music Education; the major of Biology/Pre-Med (2.75 GPA); the major of Criminal Justice (2.5 GPA and a C or higher in all required Criminal Justice courses); the major of Computer Science (2.25 GPA); the major of Mathematics (2.25 GPA); and the major of Psychology (2.5 GPA and C or higher in a General Psychology course).
- B) Students must satisfy all other KU requirements including any admissions requirements for the major as noted.

Note: A full time student admitted with third year (junior) status to KU should be able to complete a Bachelor's Degree in a parallel program at KU within four regular semesters provided that the student completes the appropriate Associate Degree program at HACC and completes and appropriately sequences their remaining course work at KU.

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Students who are interested in the HACC/KU Transfer and Articulation Agreement program must complete the Letter of Intent and submit it to the HACC Advising and Transfer Center.

For additional information regarding admissions or transfer to KU, please contact the Office of Admissions at Kutztown University at 610-683-4787 or your HACC Academic Advisor.