



Lehigh Carbon
COMMUNITY COLLEGE

TRANSFER AND ARTICULATION AGREEMENT
BETWEEN
LEHIGH CARBON COMMUNITY COLLEGE
AND
KUTZTOWN UNIVERSITY OF PENNSYLVANIA

Preface

Lehigh Carbon Community College (LCCC) and Kutztown University of Pennsylvania (Kutztown University) enter into this Transfer and Articulation Agreement to facilitate the transfer of LCCC students to Kutztown University.

Under this Transfer and Articulation Agreement, LCCC 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 LCCC with an Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree with a minimum cumulative GPA of 2.0. **Exceptions are** the College of Education (3.0 GPA), the College of Visual and Performing Arts which requires a portfolio for the fine arts program, the major of Psychology (2.5 GPA), the major of Criminal Justice (2.5 GPA), the major of Biology/Pre-Med (2.75 GPA), and the major of Computer Science (2.25 GPA).
- 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 LCCC and complete and appropriately sequence their remaining course work at Kutztown University. LCCC 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 LCCC Associate in Arts and Associate in Science Degrees and apply these requirements in their entirety towards Kutztown University's general education requirements which currently consist of university core requirements, university distribution requirements, and college distribution requirements. Depending on which program/college a student transfers into, additional general education credits may be required. This agreement applies to all LCCC 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 LCCC graduates to Kutztown University in accordance with the foregoing guarantee, the parties agree to the following:

Obligations of Kutztown University

1. To attend regularly scheduled Transfer Day and Evening Programs at LCCC. Kutztown University will provide LCCC with fact sheets to distribute upon request.
2. To invite LCCC 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 waive the application fee for students who apply to Kutztown University pursuant to this Agreement.
4. To send letters of acknowledgement within 60 days of receipt of "Letters of Intent" from LCCC which guarantee admission subject to meeting conditions "A" and "B" under the Preface.
5. To award one \$1000 academic scholarship and one \$500 academic scholarship to LCCC graduates admitted to Kutztown University pursuant to this Agreement. One full-time student (enrolled in 12 or more credits a semester) with a 3.5 – 4.0 final LCCC GPA will receive a \$1000 scholarship; and one full-time student with a 3.25 – 3.49 final LCCC GPA will receive a \$500 scholarship. Both scholarships will be renewed each year contingent upon the students maintaining a full-time schedule and minimum GPA of 3.0 at Kutztown University. Students may also be eligible for need-based financial aid and other types of financial aid.
6. 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.
7. To accept the general education requirements embedded in the LCCC 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.
8. 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.
9. To identify eligible students graduating from LCCC upon admission to Kutztown University and ensure that the transfer will be noted on all pertinent Kutztown University student records.
10. To work with LCCC 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).

11. To ensure that LCCC students who matriculate under this agreement at Kutztown University have all of the rights, privileges, and responsibilities of other Kutztown University students.
12. To waive placement tests for LCCC graduates.
13. To ensure that students graduating in the Honors Program at LCCC 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 LCCC transcripts.

Obligations of Lehigh Carbon Community College:

1. Publicize this Agreement to prospective and current LCCC students in its promotional literature, and make arrangements for Kutztown University recruiters and advisors to visit LCCC and meet with prospective and current transfer admissions students.
2. To inform Kutztown University, within 60 days of all LCCC 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 LCCC will review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both LCCC 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. LCCC 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 LCCC websites.

Mutual Terms and Conditions

1. *Term of Agreement.* The term of this Agreement shall be five years from the date of execution. This Agreement may not exceed a period of five 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 Lehigh Carbon 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, Lehigh Carbon Community College and Kutztown University, have executed this Agreement on the dates indicated:

Lehigh Carbon Community College

Ann Bieber Date 4/11/16
Dr. Ann Bieber
President

Thomas Meyer Date 4/11/16
Dr. Thomas Meyer
Vice President for Academic
Services and Student Development

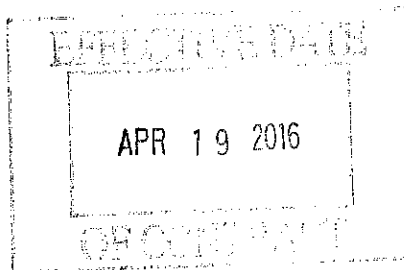
Kutztown University

Kenneth Hawkinson Date 4-11-16
Dr. Kenneth Hawkinson
President

Anne E. Zayaitz Date 4/11/2016
Dr. Anne Zayaitz
Acting Provost and Vice President for
Academic and Student Affairs

APPROVED AS TO FORM & LEGALITY:

Ann M. DeLuz 4/19/16 Date: ✓
University Legal Counsel



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

Under the Transfer and Articulation Agreement between Lehigh Carbon Community College (LCCC) and Kutztown University of Pennsylvania (KU), LCCC 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 LCCC with an Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree with a minimum cumulative GPA of 2.0. Exceptions to the minimum requirement for admission to KU are the College of Education (minimum cumulative GPA of 3.0), the College of Visual and Performing Arts which requires a portfolio for the fine arts program, the Major of Psychology (minimum cumulative GPA of 2.5), the Major of Criminal Justice (minimum cumulative GPA of 2.5), the Major of Biology/Pre-Med (minimum cumulative GPA of 2.75), and the major of Computer Science (minimum cumulative GPA of 2.25).
- 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 LCCC 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 LCCC. 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 LCCC, and waiver of the KU application fee. In addition, I understand that my signature gives LCCC and KU the right to exchange aggregate information regarding my academic progress at LCCC and KU. I am familiar with the terms of the Agreement between KU and LCCC 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 LCCC'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 LCCC: _____ LCCC ID#: _____

Intended Date of Graduation from LCCC: _____ Intended Date of Enrollment at KU: _____

Please return the completed form to LCCC's Advising and Transfer Center, SSC 4.

Bachelor's Degree Programs at Kutztown University	
<u>Bachelor of Arts</u>	<u>Bachelor of Science</u>
Anthropology	Accounting
Applied Digital Arts	Art Education
Communication Design	Biochemistry
Communication Design - Advertising	Biology – Molecular Micro/Cell
Communication Design - Graphic Design	Biology – Organismal Ecology
Communication Design - Illustration	Biology – Pre-Medical and Other Health Professions
Communication Design - Interactive Design	Chemistry
Communication Studies	Computer Science – Information Technology
Crafts	Computer Science – Software Development
Crafts - Ceramics	Computer Science – BS/MS combined
Crafts - Fibers	Criminal Justice
Crafts - Fine Metals	Criminal Justice w/ Paralegal Studies
Crafts - Woodworking	Electronic Media
English	Elementary Education
English - Cultural and Media Studies	
English - Paralegal Studies	Grades 4 - 8 (Mathematics and Science)
English - Professional Writing	Grades 4 - 8 (Mathematics and Social Studies)
General Studies	Grades 4 - 8 (Mathematics and English/Language Arts/Reading)
Geography	Grades 4 - 8 (Science and English/Language Arts/Reading)
Geography - Applied	Grades 4 - 8 (Science and Social Studies)
Geography - Environmental	Pre-Kindergarten - Grade 4
Geography - Globalization	Environmental Science/Biology
Geography - Planning	Environmental Science/Chemistry
German - Communication and Culture	Environmental Science/Geography
German - Interdisciplinary	Environmental Science/Geology
German - Pennsylvania German Culture in America	Finance
History	General Studies
History w/Paralegal Studies	General Studies - Professional Studies
Music	Geology
Music: Commercial Music Track	Leisure and Sport Studies
PA German Studies	Library Science
Philosophy	Library Science – Education (certification program)
Philosophy w/Religious Studies	Management
Political Science	Marketing
Political Science w/Paralegal Studies	Marine Science Biology
Sociology	Marine Science/Oceanography

Sociology – Diversity and Inequality	Mathematics
Sociology - Family	Music Education
Sociology – Social Order and Deviant Behavior	Physics
Spanish	Physics - Astronomy
Studio Art - Digital Media	Physics – Engineering Physics
Studio Art - Drawing	Psychology
Studio Art - Painting	Psychology – Clinical Counseling
Studio Art - Photography	Psychology – Industrial Organizational
Studio Art - Printmaking	Psychology – Paralegal Studies
Studio Art - Sculpture	Public Administration
	Public Administration w/Paralegal Studies
	Secondary Education
	Biology
	Chemistry
	Earth and Space Science
	English
	General Science
	German
	Mathematics
	Physics
	Physics & Mathematics
	Social Studies
	Spanish
	Social Work - BSW
	Special Education - Mentally/Physically Handicapped
	Special Education – Education Studies
	Special Education – Visual Impairment
	Special Education - Visual Impairment (Education Studies)

**KUTZTOWN UNIVERSITY OF PENNSYLVANIA
AND LEHIGH CARBON COMMUNITY COLLEGE**

Transfer and Articulation Agreement

FACT SHEET

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

TRANSFER ADMISSIONS

LCCC 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 LCCC with an Associate in Arts (A.A.) or Associate in Science (A.S.) degree with a minimum cumulative GPA of 2.0. Exceptions to the minimum requirements for admission to KU are the College of Education (minimum cumulative GPA of 3.0), the Department of Psychology (minimum GPA of 2.5), the Department of Criminal Justice (minimum cumulative GPA of 2.5), the College of Visual and Performing Arts which requires a portfolio for the Fine Arts programs, and the Department of Computer Science (minimum cumulative GPA of 2.25).
- 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 LCCC and completes and appropriately sequences their remaining course work at KU.

Students who are interested in the LCCC/KU Transfer and Articulation Agreement program must complete the Letter of Intent and submit it to the LCCC 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 LCCC Academic Advisor.