

# Articulation Agreement

## Introduction

This Articulation Agreement (the "Agreement") is entered into between Miller-Motte Technical College, located in Tennessee and Virginia ("Sending Institution"), American National University, Inc. and American National University of Tennessee, Inc. (the "Receiving Institutions"), to facilitate the process for the transfer of credit or hours between the institutions, continue educational progress toward the completion of an approved diploma or degree program and to minimize or avoid the loss of credit or hours previously earned by a student who transfers to another institution. The Agreement acknowledges that each institution has established, and will maintain, rigorous standards and expectations for all students enrolled in and working toward the completion its courses, programs, certificates, diplomas and/or degrees.

This Agreement formally recognizes that the Sending Institution and the Receiving Institutions are educational institutions that agree to work together to preserve the integrity and to further enhance the quality of each institution's academic offerings to currently enrolled and prospective students. The development of this Agreement between the two institutions signifies that both have extensively reviewed the other and confirmed that:

- Each institution is currently in good standing with its state regulatory body and regional or national accreditor;
- Credits awarded by the institutions have been evaluated and determined to be eligible for transfer; and
- Credits earned in certain diploma, certificate or associate's degree programs of study (the "Transfer Programs") have been deemed appropriate and applicable to the destination program(s) of study reflected in this Agreement.

This Agreement reflects a commitment by both institutions to facilitate the transfer of credits or hours earned in the Transfer Programs into a program without jeopardizing the intended mission and stated goals of either institution.

## Terms

As a result of an assessment of the Transfer Programs and destination programs by both institutions, it has been determined that all credit or hours earned in the Transfer Programs awarded by the Sending Institution will transfer to the Receiving Institution subject to the following conditions:

- Students from the Sending Institution will be granted admission to a program at the Receiving Institutions as a result of having completed a Transfer Program with a cumulative grade point average of 2.0 or greater and upon further satisfaction of all other conditions for admission as stated in the Receiving Institutions catalog.

- The application fee shall be waived for all transfer students.
- All courses taken at the Sending Institution with grades "D" or better will be accepted for credit by the Receiving Institutions. In the event that the Receiving Institution has specific grade requirements for core courses in the program, the transfer student may be required to repeat a course in the program to satisfy that requirement.
- Regardless of the number of credits or hours accepted, at least 25% of the hours for the program must be completed at the Receiving Institution.

The policies for awarding credit by examination and experiential learning vary from one institution to another. Each institution will publish information about its policies for awarding credit for experiential learning, including the names of tests that are used to assess credit, cut-off scores, deadline dates for submission of scores to the Receiving Institution, and restrictions on the time interval permitted to receive current credit for a course taken some years previously. In this instance, the Receiving Institution will make the determination as to whether credit will be awarded for experiential learning.

Determination of course requirements of the program, including introductory and related courses, is the prerogative of the Receiving Institution. The catalog of each Receiving Institution will clearly state the requirements for each program. When specific prerequisites are required, they will be designated and noted in conjunction with the course description. Transfer students who have completed prerequisites will not be required to duplicate study in the area. The catalog will specify any restrictions or additional requirements for each program.

Institutional policies that distinguish between upper- and lower-division courses may vary at each Receiving Institution. The variation results in similar courses being identified as upper or lower division at different institutions. This can create redundancy in the curriculum of a transfer student (i.e., repeating an upper division course at the receiving institution when the student had completed a course with the same content and learning objectives but labeled as lower division by the sending institution). Receiving Institutions should attempt to avoid course duplication by transfer students by requiring the completion of a related but non-duplicative upper-division course that would enrich the curriculum of the student if permitted in the program structure through the use of electives.

### **The Role of the Receiving Institution**

1. Transfer support material will be provided by the Receiving Institution to the Sending Institution to share with students in Transfer Programs.
2. The Receiving Institution will provide academic advising services to students who will be transferring from the Sending Institution to the Receiving Institution by telephone, email, and/or onsite at the Receiving Institution.
3. The Receiving Institution shall attempt to match, as appropriate, the student's academic accomplishments with the requirements of the program to which the student wishes to transfer.

4. The Receiving Institution is responsible for responding directly to students that elect to apply to the program of study and who do not meet admissions requirements.
5. The Receiving Institution retains the right to determine the number of credits or hours a student must complete and the obligations he/she must satisfy prior to conferring a diploma or degree.

### **The Role of the Sending Institution**

1. The Sending Institution will provide the opportunity for a representative from the Receiving Institution to meet with students in the Transfer Programs who have indicated an interest in the program.
2. The Sending Institution will assist the Receiving Institution in the distribution of transfer materials to alumni as well as former and current students.
3. The Sending Institution has the responsibility to certify and document on the student transcript that the student has completed the stated requirements for the Transfer Programs, or earned credits or hours toward the completion of the Transfer Programs. The academic record from the Sending Institution shall include all courses attempted.

### **Curriculum Changes**

Both parties agree to inform the other regarding curriculum changes that may impact the terms of this Agreement. Proposed changes to the Transfer Programs or the Receiving Institution's program should be made with enough advance notice to allow an orderly and timely change to the terms of this articulation agreement. The failure of either party to notify the other of program changes and amend this Agreement may result in the denial of transfer credits.

### **Additional Terms**

Both parties agree to notify each other of any adverse changes in its accreditation or state licensure status.

Any written materials published and distributed by either the Sending Institution or the Receiving Institution that reference this Agreement or a relationship between the Sending and Receiving Institutions must be approved by each respective party, and their regulatory agencies as required, prior to use.

Transfer literature will be updated on an annual basis as a result of a mutual review process.

No financial implications concerning the transfer or exchange of cash, equipment, or real estate are intended or implied by this Agreement. The Sending Institution and the Receiving Institution are separate and independent institutions of higher education.

All courses taken at the Sending Institution with grades "D" or better will be accepted for credit by the Receiving Institution. In the event that the Receiving Institution has

specific grade requirements for core courses in the program, the transfer student may be required to repeat a course in the program to satisfy that requirement.

All courses taken at the Sending Institution with a "P" earned in a pass/fail class will be accepted for credit by the Receiving Institution.

Any credit awarded by the Sending Institution for credit by examination, dual credit, and/or experiential learning will be accepted for credit by the Receiving Institution. In this instance, the Receiving Institution will make the determination as to whether credit will be awarded for credit by examination, dual credit, and/or experiential learning.

When a student initiates a change in the stated major or degree objectives after enrolling at the Receiving Institution, the student assumes full responsibility for meeting the specified new degree and/or major requirements. In particular, students who have completed a Transfer Program, or credits toward that credential, and then transfer out of the program covered by this Agreement should anticipate potentially significant changes in degree program completion requirements. The Receiving Institution therefore shall provide pre-transfer counseling to such students to alert them to the ramifications of this decision.

#### Terms of Agreement

This agreement will be in effect for five years from the date of execution. Renewal of the agreement with appropriate content changes will be discussed at the end of this time period.

Termination of this agreement may occur by either party with a ninety (90) day written notification, or immediately if 1) the Sending or Receiving Institution loses state or accrediting agency approval, or 2) if any regulatory agency that oversees the Sending or Receiving Institution notifies either that this Agreement violates agency standards. Such termination will have no impact upon students that have already enrolled at the Receiving Institution. In the event of a termination of this Agreement, each institution will be responsible for amending any publications or websites as needed and for disposing of any brochures or related materials at their own physical locations.

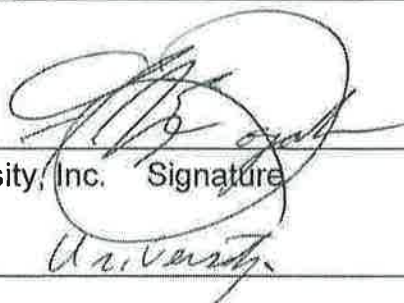
Elizabeth Fogle VP Academics

Signature

Date

Sending Institution

FRANK LONGAKER



President, American National University, Inc.

Signature

9/6/2017

Date

American National University

Receiving Institution