



**ARTICULATION AGREEMENT  
BETWEEN  
TARRANT COUNTY COLLEGE  
AND  
SOUTHWESTERN UNIVERSITY**

**INTRODUCTION:**

Southwestern University at Georgetown, Texas ("SU"), accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (the "Commission on Colleges") and comprised of the Brown College of Arts and Sciences and the Sarofim School of Fine Arts, enters into this Articulation Agreement with the Tarrant County College at Ft. Worth, Texas ("TCC"), also accredited by the Commission on Colleges.

**A. STATEMENT OF PURPOSE:**

TCC and Southwestern University share mutual interests about the availability and quality of higher education in the State of Texas. There is further shared interest in issues of access to higher education for all groups of Texans, to ensure a viable and strong future in the higher education environment for all who choose to participate.

TCC provides coursework at the freshman and sophomore levels for students in Tarrant County, Texas and the surrounding area – this coursework leads to various certificates and associate degrees. SU offers undergraduate courses of study leading to baccalaureate degrees. The purpose of this Articulation Agreement is to provide guidelines and areas of responsibility and to facilitate the successful transition of students from TCC to SU.

**B. TERMS:**

TCC and SU, the parties of this Agreement (the "Parties"), agree to the terms and conditions set forth herein.

- TCC and SU will cooperate in the identification of course offerings that will facilitate the transfer of credit from TCC to SU to maximize the applicability toward the SU degree plan.

- TCC and SU will each designate an individual who will be responsible for the continued updating and sharing of information on program changes, new courses added to the program, transcript evaluation, and other projects as agreed to by TCC and SU.
- TCC and SU will share non-confidential information regarding program development, course development, and special activities related to the Academic Program at each institution.
- This Articulation Agreement shall be filed with the Office of Enrollment Services and the Office of the Provost at SU, and with Office of Academic Support Services at TCC.
- This Agreement may be amended by mutual agreement in writing at any time; this Agreement may be terminated by either party by providing one year's written notice to the other party at the addresses referenced under Notices.
- This Agreement is contingent upon continued accreditation of both institutions.

**Southwestern University agrees to:**

- Provide TCC with non-confidential information regarding the SU Academic Program and provide updates on program changes or additions.
- Provide feedback on the progress of TCC transfer students, as allowed by the Family Education Rights and Privacy Act of 1974 (FERPA) to the TCC designate. This data may be incorporated into TCC institutional effectiveness studies consistent with FERPA guidelines and regulations.
- Grant SU admission to TCC participants when students fulfill the SU Admission Conditions set forth in Section C in this Agreement.
- Assist TCC transfer students who have been admitted to SU in the transition from the TCC into SU. This will include: merit scholarship consideration, need-based financial assistance consideration (as applicable), registration assistance, transfer orientation, academic advising, and on-campus housing (based on SU's housing requirements).
- Assist TCC transfer students who enroll at SU in completing their associate degree via SU courses.
- Annually review and update the course *Pre-Approved Transfer Credit List* in Addendum A.

**TCC agrees to:**

- Promote this Articulation Agreement to students who seek a baccalaureate degree in a liberal arts learning environment.
- Provide the SU representative with a list of approved courses annually or upon request.
- The TCC Director will provide the SU representative with a list of students who are interested in transferring to SU. Such list will include student addresses and major areas of study while attending TCC. (This information shall be provided regularly within the provisions of FERPA.)
- Assist SU in arranging campus visits at SU for prospective students.
- Schedule appointments for SU representatives with TCC students, faculty, and staff for the purpose of sharing information, discussing ideas, and other activities of mutual interest.
- Facilitate the completion of the *Intent to Apply* forms for TCC students by distributing and verifying eligibility.

**TCC District and Southwestern University jointly agree to:**

- Work together to further the opportunity and access by qualified students through the cooperative efforts and ventures by both institutions.

**C. SU ADMISSION CONDITIONS:**

- The TCC students must submit a timely application for admission and scholarship to SU. The students must also submit all official college transcripts, official high school transcript or GED Certificate, SAT or ACT scores as applicable, and a favorable *College Official's Report* from TCC.
- The students should send all of the above-mentioned documents to SU by April 1<sup>st</sup> for fall admission or October 1<sup>st</sup> for spring admission.
- For TCC students who apply for admission to SU under this Articulation Agreement and who have completed 24 hours with one or fewer remedial, technical, or vocational courses and completed this work with at least a 3.25 cumulative GPA, SU will automatically grant admission upon submission and processing of an admission application and all required credentials, including a favorable *College Official's Report*.



- TCC students who do not meet the requirements described in the above item, but who have at least a 3.0 cumulative GPA, are invited to submit an enrollment application, which will be reviewed by the SU admission committee with all other transfer applicants in a particular year. While admission to SU is not guaranteed, SU will work with students as additional space remains in the class.
- Students will be automatically reviewed for merit based scholarships and awarded the highest level for which they are eligible. As an attendee of TCC, all participants in the articulation agreement who are offered admission will also be awarded a Partnership Award (for current value visit [www.southwestern.edu/admission](http://www.southwestern.edu/admission)).
- It is recommended that the student complete coursework as prescribed in Addendum A – *Pre-Approved Transfer Credit List*.
- The SU Center for Academic Success and Records will be responsible for evaluation of the official transcripts and recommending transfer credit based upon the stated conditions in this Articulation Agreement.
- The student must have completed the courses for which transfer credit is being requested within 24 months of the request for credit.
- The student must complete specific courses in the *Pre-Approved Transfer Credit List* with a grade of C minus or better for credit to be guaranteed.
- Courses taken outside the *Pre-Approved Transfer Credit List* will be reviewed and credit awarded as appropriate.

Reverse Transfer: SU students who transferred to SU from TCC prior to completing an associate degree will be offered the opportunity to earn said degree via the reverse transfer process. Eligible students will automatically be notified of this agreement, when they have met the following criteria:

- Have earned at least 18 semester college credit hours from TCC.
- Have earned at least 42 semester college credits from SU.
- Transferred to SU with TCC as the last school attended.
- Be in “good standing” at both TCC and SU.

The reverse transfer process includes the following documents:

Attachment 1: The *reverse transfer credit letter* of notification that will be sent to the student by the SU Center for Academic Success and Records once the prior stated criteria has been met; and

Attachment 2: The *reverse transfer credit release form* will be sent with the letter. Students will need to complete the release form and submit to the SU Center for Academic Success and Records for processing. After receiving the release form, the SU Center for Academic

Success and Records will send the student's SU academic record to the appropriate TCC department for evaluation towards completion of the associate degree.

**D. NOTICES:**

- All notices, demands, requests, and other communications required shall be in writing and shall be deemed to have been given when delivered by U.S. Mail as follows:

TCC District:	David A. Wells, Ph.D. Vice Chancellor for Academic Affairs Tarrant County College District 1500 Houston Street Ft. Worth, Texas 76102 Phone: 817-515-5250 Fax: 817-515-0964 Email: david.wells@tccd.edu
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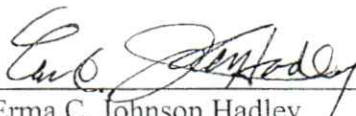
Southwestern University:	Julie Cowley Southwestern University Associate Vice President for Academic Affairs P.O. Box 770, Georgetown, TX 78627-0770 Phone: 512.863.1567 Fax: 512.863.1695 Email: cowleyj@southwestern.edu
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- Either party may change the designated person to receive correspondence with written notice to the other party.

**E. SIGNATURES:**

The parties have executed this Agreement in duplicate originals on June 28, 2013. An original, signed copy of this Agreement shall be maintained by each institution at designated offices of the college and university presidents or designee.

**Tarrant County College**

  
Erma C. Johnson Hadley  
Chancellor

**Southwestern University**

  
Jake B. Schrum  
President