



## **A Transfer Articulation Agreement**

**by and between the**

**Louisiana Community and Technical College System and Louisiana College**

This Agreement shall be effective as of the date of the last signature hereto (the “Effective Date”) by and between Louisiana College, whose address is 1140 College Drive, Pineville, LA, 71359 and the LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM (LCTCS), whose address is 265 S Foster Drive, Baton Rouge, LA 70806.

### **Background**

The Louisiana Community and Technical College System (LCTCS) is composed of 13 public technical and community colleges across Louisiana. LCTCS colleges collectively serve over 130,000 students in traditional credit instruction, workforce training, and adult education. Eighty percent of its over 25,000 annual graduates earned credentials in high-demand, high-income fields as defined by the Louisiana Workforce Commission. Each year, over 15,000 students transfer from an LCTCS institution to a 4-year university.

Louisiana College is a private, Baptist, coeducational college of liberal arts and sciences with selected professional programs. The 81-acre campus is located in the Alexandria-Pineville area of central Louisiana. The College was chartered in 1906 as a non-profit corporation with the object “to own, operate and conduct a Baptist college, to foster Christian education.” Louisiana College seeks to prepare students to excel in their careers and future endeavors by cultivating knowledge and skills central to the liberal arts tradition. Through a broad-based general education program as well as specialized study in the arts and sciences or a selected pre-professional program, students develop the skills both for a chosen profession and for life as a responsible and thoughtful member of society. Education of the total person is accomplished through all programs and activities of the College.

### **General Requirements**

LCTCS and Louisiana College enter into this Agreement for the express purpose of ensuring acceptance of college coursework between institutions and further facilitate the transfer of LCTCS students who satisfy either of the following criteria:

1. An Associate Degree Awarded by a Louisiana Community and Technical College campus with a minimum cumulative grade point average (GPA) of 2.0 or higher, that meets one of the following requirements:

- a. The degree is an Associate in Arts for Transfer (AALT) degree, an Associate of Arts (AA), an Associate of General Studies (AGS), or an Associate in Science for Transfer (ASLT) degree. These degrees were designed to provide a clear pathway to a baccalaureate degree and they represent strong preparation for upper division coursework in a range of majors;
- b. Associate of Applied Science (AAS) and other Associate Degree where a transfer degree pathway has been established along with a course articulation table. LCTCS institutions with transfer degree pathways will work to establish a course articulation table for those programs not included in section 1a.

(OR)

2. When an Associate Degree is not complete, a minimum of 24 transferrable semester units with a minimum cumulative grade point average (GPA) of 2.0 or higher is needed to meet transfer agreement requirements. Only courses with a "C" or above will transfer. Courses with a "D" or "F" will not transfer and must be repeated. College courses recognized in the state's Board of Regents' Course Articulation Matrix will be transferable when an equivalent is available. Where a transfer pathway exists, the course articulation table for those programs will be followed.

When determined by Louisiana College to its reasonable satisfaction, that a student has satisfied either of the conditions set for above, LCTCS transfer students will be afforded the following opportunities:

#### **Guaranteed Admission**

LCTCS transfer students awarded an Associate Degree, as identified above, will be guaranteed admission at junior standing. Students will be made aware that additional prerequisites, and graduation requirements may be required for certain majors.

LCTCs transfer students without an Associate Degree but obtaining a minimum of 30 transferrable units as defined above will be guaranteed admission at an appropriate standing.

In either instance, students will be made aware of the additional prerequisites and graduation requirements in accordance with academic requirements for certain majors. Only students who are in good standing at their last transfer institution will be considered.

#### **Transferability of Credit**

For LCTCS transfer students awarded an Associate Degree, Louisiana College will accept a minimum of 60 semester units. Because the Associate Degrees listed in 1a are designed to provide a clear pathway to a baccalaureate degree and they represent strong preparation for upper division coursework in a range of majors, Louisiana College will guarantee that credits will be used towards graduation of a bachelor degree.

For LCTCS transfer students without an Associate Degree, but with a minimum of 30 transferrable units, Louisiana College will accept a minimum of 30 semester units. In cases where, transfer degree pathways are established along with a course articulation table for those transfer pathways, credits transferred will be used towards graduation requirements.

Institutions agree to accept the completion of general education requirements and other courses as identified in the state's Board of Regents' Course Articulation Matrix. These courses will be used to satisfy requirements of degree programs.

## **Student Advising**

Louisiana College will provide pre-transfer advising to LCTCS students through online, onsite, and/or telephone advising. Further advising by discipline will be available to future transfer students prior to and once enrolled. Informational materials for potential transfer students will be available at the community colleges to facilitate the transfer process.

Activities may include the following:

- a. Participation in transfer conferences, transfer fairs, professional conferences and visits to community colleges to educate administrators, counselors, faculty, staff, and students about University admissions requirements, costs, etc.;
- b. Provision of onsite admissions to eligible LCTCS students at transfer conferences, transfer fairs, and during college visits; and,
- c. Work with the LCTCS campus transfer centers to provide outreach to all students. Additional efforts will be made to reach out to Science, Technology, Engineering and Mathematics (STEM) majors.

For students without an Associate Degree, LCTCS and Louisiana College will collaborate in communication and advice for students to have the opportunity to complete the Associate Degree while at their transfer institution, when applicable. This is commonly known as reverse transfer. However, after students have been admitted and enrolled at Louisiana College, they are expected to complete their coursework in residence. Once students have enrolled at Louisiana College, they may not transfer a course from any other senior or community/junior college except under extraordinary circumstances and by special permission of the Vice President for Academic Affairs. Exceptions to this policy are considered only on a case-by-case basis.

If an institution modifies the degree requirements or prerequisites after admission, transfer students will be accommodated with equivalent coursework credit and not penalized in total units required for their degree. Admitted transfer students will be required to follow the degree requirements as outlined in the catalog that was in effect at the time of application.

## **Housing and Scholarship Opportunities**

Priority consideration will be given to LCTCS students for available campus housing during the first year if all applicable housing fees are paid by applicable housing application deadlines.

Transfer scholarship opportunities for incoming students based on grade point average and meeting all other applicable criteria will be developed, based on available funding.

## **Data Sharing**

For the purposes of this Agreement, parties agree to share student information that assists with the furtherance of the activities outlined herein. Both parties agree to keep student information confidential and to use such information only for the activities outlined in this agreement. All information about students obtained from any of the Parties shall be held confidential pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. 1232g) ("FERPA") and of La. R.S. 17:3914.

## **Marketing & Communication**

The LCTCS will work with Louisiana College to develop an internal and external marketing plan to communicate and publicize the President's support of this Agreement to all LCTCS campuses. Dissemination may include print media, news releases, email, webinars, and social media distribution channels. The system office will assist in promoting this opportunity to each LCTC and ensure that Transfer Center Directors understand the benefits of the program for students. Professional organizations and initiatives will be encouraged to disseminate information about the agreement.

## **Terms of Agreement and Severability**

The term of this Agreement shall be ongoing commencing on the date first set forth above, provided that either party may terminate this Agreement at any time and for any reason upon written notice, with the termination effective at the start of the following academic year. If the Agreement is terminated, all students identified on or before the date of termination will retain their transfer guarantee and all other terms stated in the Agreement.

This Agreement contains the entire agreement between the parties pertaining to the subject matter hereof and may not be amended, unless in writing and signed by both parties.

This Agreement shall not be construed to create any rights in favor of any non-party hereto, including as third-party beneficiaries.

All notices (including, without limitation, approvals consents and exercises of rights or options) required or permitted to be given hereunder shall be in writing and shall be deemed served, if by personal delivery or by facsimile, on the date the same is actually received by the addressee thereof or, if by mail, two business days after the same is deposited with the United States Postal Service (or its successors) for mailing by Certified Mail, Return Receipt Requested, postage fully prepaid, addressed as hereinafter set forth, or, if by overnight messenger service (e.g., Federal Express) on the date of delivery by such overnight messenger service to the address as hereinafter set forth. All notices shall be addressed as follows or to such other address as the party entitled to receive such notice may, from time to time hereinafter, designate by giving written notice pursuant hereto:

If to LC:

Louisiana College  
Attn: President  
1140 College Drive  
Pineville, LA 71359

If to LCTCS:

Louisiana Community and Technical College System  
Attn: President  
265 S Foster Drive  
Baton Rouge, LA 70806

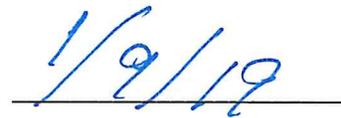
**ACCEPTANCE OF AGREEMENT**

In witness whereof, the undersigned signifies their intent to execute this Agreement and agrees to comply with the stated terms and conditions.



---

Dr. Rick Brewer  
President  
Louisiana College



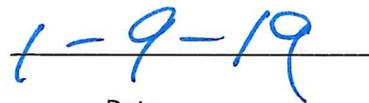
---

Date



---

Dr. Monty Sullivan  
President  
Louisiana Community and Technical College System



---

Date



## **Louisiana College/LCTCS PTK Academic Achievement Award**

### *A TRANSFER SCHOLARSHIP AGREEMENT BETWEEN THE LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM AND LOUISIANA COLLEGE*

#### **INTRODUCTION**

The Louisiana Community and Technical College System (LCTCS) and Louisiana College (LC ) are committed to providing more transfer opportunities to those Louisiana citizens who want to pursue a bachelor's degree after completion of an associate's degree. The LCTCS and LC seek to remove economic obstacles that prevent students who are active Phi Theta Kappa (PTK) Honor Society members from transferring to LC upon completion of an associate's degree.

PTK exists to: 1) recognize and encourage the academic achievement of two-year college students and; 2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. To become a member of PTK, students must:

- Be enrolled in a regionally accredited institution offering an associate degree program
- Have completed at least 12 hours of coursework that may be applied to an associate degree
- Have a cumulative grade point average of at least 3.5

This agreement formally recognizes that through increased transfer opportunities, the LCTCS and LC are collaboratively providing more ways than ever before for students to pursue their higher education dreams. This agreement will assist the LCTCS in quadrupling transfer students, a goal of *Our Louisiana 2020*, and will assist LC in recruiting exceptional academic students.

#### **PURPOSE**

The purpose of this agreement is to formally recognize that LC will provide scholarships to active PTK Honor Society graduates who meet the guidelines outlined below on a first-come, first-served basis until available funds are committed. This agreement also outlines the responsibilities of LCTCS colleges in facilitating the scholarship.

#### **LOUISIANA COLLEGE TRANSFER SCHOLARSHIP GUIDELINES**

Students who are PTK graduates can receive an annual scholarship, contingent on the availability of funds, renewable for up to one (1) year, to LC upon meeting the following criteria:

Students must have completed an associate's degree no earlier than Fall 2018; and

Student must be an active PTK member at the time of graduation; and

Student must have completed a FAFSA and listed LC as a recipient of FAFSA data; and

Student must have a minimum cumulative grade point average of 3.5; and

Student must have applied to LC; and

Student must enroll full-time at LC the semester following their completion of an associate's degree; and

Student must maintain full-time enrollment (for scholarship renewal); and

Student must be in good academic standing while enrolled at LC (for renewal).

The scholarship shall be named the Louisiana College /LCTCS Academic Achievement Award, and LC will provide annual reports on the academic performance of recipients to the LCTCS.

### **GUARANTEED ADMISSIONS**

Students who meet the LC /LCTCS Academic Achievement Award guidelines will be guaranteed admission to LC after completing an application to the college. Admission to specific programs of study cannot be guaranteed.

### **LOUISIANA COLLEGE SCHOLARSHIP AMOUNT**

The LC /LCTCS Academic Achievement Award will be a gap scholarship to help fill the gap between tuition and mandatory fees and awarded financial aid, with an amount not to exceed \$5000 annually or \$2500 per semester.

### **LCTCS RESPONSIBILITIES**

LCTCS colleges with active PTK chapters will notify active PTK members that they are guaranteed admission to LC and qualify for the LC /LCTCS Academic Achievement Award upon completion of an associate's degree. Additionally, LCTCS colleges will annually forward the directory information of all active PTK members to LC.

The LCTCS will host an annual luncheon where PTK graduates from around the state will be invited to attend, and representatives from LC will be given the opportunity to address the graduates.

### **RENEWAL AND TERMINATION OF AGREEMENT**

This agreement may be amended by mutual written agreement of both parties at any time. This agreement will remain in effect for four (4) years following signing and is renewable based on the consent of the signatory parties. LCTCS and LC reserve the right to terminate the agreement upon service of written notice to the other party 90 days prior to the date of termination. No existing scholarships, offered or awarded, or opportunities for renewal shall be impacted by any amendment or termination.

All notices (including, without limitation, approvals, consents and exercises of rights or options) required or permitted to be given hereunder shall be in writing and shall be deemed served, if by personal delivery or by facsimile, on the date the same is actually received by the addressee thereof, or if by mail, two business days after the same is deposited with the United States Postal Service (or its successors) for mailing by Certified Mail, Return Receipt Requested, postage fully prepaid, addressed as hereinafter set forth, or, if by overnight messenger service to the address as hereinafter set forth. All notices shall be addressed as follows or to such other address as the party entitled to receive such notice may, from time to time hereinafter designate by giving written notice pursuant hereto:

If to Louisiana College:

Louisiana College  
Attn: Dr. Rick Brewer, President  
1140 College Drive  
Pineville, LA 71359

If to LCTCS:

Louisiana Community & Technical College System  
Attn: President  
256 S. Foster Drive  
Baton Rouge, LA 70806

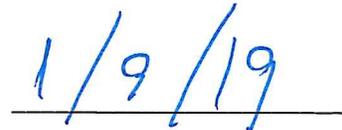
This Agreement shall not be construed to create any rights or favor of any non-party hereto, including as third-party beneficiaries.

#### ACCEPTANCE OF AGREEMENT

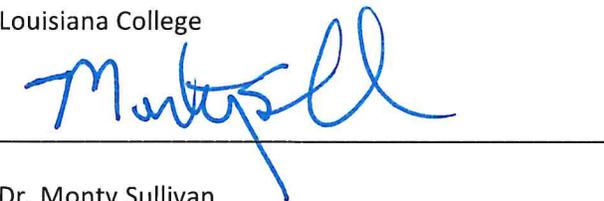
In witness thereof, the undersigned signifies their intent to execute this Agreement and agrees to comply with the stated terms and conditions.



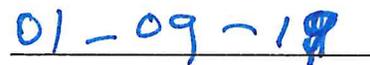
Dr. Rick Brewer  
President  
Louisiana College



Date



Dr. Monty Sullivan  
President  
Louisiana Community and Technical College System



Date

---

Approved as to Form and Legal Sufficiency