



Kennesaw State University and Georgia Highlands College

MEMORANDUM OF UNDERSTANDING

Associate to Bachelor's Pathway

I. Purpose

This Articulation Agreement (the "Agreement") is entered into between the Board of Regents of the University System of Georgia, by and on behalf of Kennesaw State University ("KSU" or "Kennesaw State University"), a unit in the University System of Georgia, and Georgia Highlands College ("GHC") ("partner institution") to facilitate the process for the transfer of credit between the institutions to enable students to continue educational progress toward the completion of approved degree programs with minimal, if any, loss of credit, and without jeopardizing the intended mission and stated goals of either institution.

This Agreement reflects a commitment by both institutions to

1. Create Academic Program Pathways for identified undergraduate and graduate programs.
2. Establish admissions pathways into identified undergraduate and graduate programs
3. Collaborate on recruiting activities and student success fairs.

This Agreement acknowledges that each institution has established, and will maintain, rigorous standards and expectations for all students enrolled in and working toward the completion of its courses, programs, and degrees.

II. Agreement on Transfer of Courses

Kennesaw State University and the partner institution agree to cooperate, as described in this Agreement to create an Academic Program Pathway for students pursuing an Associate's degree from the partner institution to be able to obtain a baccalaureate degree at KSU.

Courses listed in the program-specific appendices have been reviewed by faculty at KSU and GHC and are deemed appropriate and applicable for transfer between these programs. Kennesaw State University agrees to accept courses listed from programs listed in Exhibit A, the Program Level Agreements, for transfer into Kennesaw State University (required grade of "C" or better). Exhibit A is incorporated into this Agreement by this reference and the requirements set forth therein are mutually agreed by the Parties.

III. Agreement on Reverse Transfer of Courses to Each Institution

Kennesaw State University and Georgia Highlands College agree to cooperate, as described in this Agreement, to provide college transcripts to KSU and the partner organization for

students participating in any Academic Pathway Program under this Agreement at no charge to the student.

- a. Each Registrar or Registrar's designee will work together to form a plan and process regarding how transcripts will flow from each institution to the other institution to ensure timely review and evaluation of the transcripts.
- b. Upon receiving the KSU transcript, the partner institution will review the course work to determine if it is possible to award an associate's degree to their former students.
- c. Students may have to complete a release form to ensure that the reverse transfer of credits via a college transcript meets FERPA policies and regulations.

IV. Eligibility

- a. The student must meet all institutional policy immunization and health requirements by applicable deadlines of KSU.
- b. The student must meet pathway specific course and GPA requirements to be verified by the partner institution.
- c. The students must meet all KSU institutional and program-specific admission requirements.

V. Admission & Recruiting

KSU and the partner institution will collaborate on recruitment activities for students interested in pursuing this academic pathway into a KSU program identified in this Agreement. KSU agrees to provide one ticket to one athletic event for GHC students interested in participating in this Agreement. KSU will notify GHC regarding the designated athletic event and the number of available tickets.

- a. Students in this academic pathway program must meet all application deadlines to be eligible to enroll in courses at KSU.
- b. [Application deadlines](#) may vary between institutions.
- c. Admission into KSU requires initially meeting the academic pathway admission requirements.
- d. To earn full admission to a degree program, students must meet all program admissions requirements in effect for the applicable semester. Students should be referred to KSU's academic catalog for program admissions requirements.
- e. KSU will provide a streamlined admission process for students participating in this academic pathway with application and admission details available on the [KSU Bridge Program website](#).

To promote student recruitment at the partner institution and encourage students to pursue opportunities that will help them regain their academic health, KSU agrees to include information about partner institutions as other post-secondary education options in the rejection for admission letters to students and in the student dismissal letters.

VI. Pre-Advising & Transfer Academy

Students interested in participating in this Agreement should be supported through the pre-advising process coordinated by both KSU and the partner institution.

- a. KSU and the partner institution will collaborate to create informational materials based on the needs of the students interested in this academic pathway.
- b. Partner institution advisors should share information by explaining the program, timelines, eligibility, and any expectations to prepare the students to successfully transition into the program.
- c. Undergraduate students participating in the Agreement should be referred to the advisor at the partner institution early in their program to minimize the loss of transferrable credit hours.
- d. Advisors at the partner institution should share information with undergraduate/associate degree majors interested in this Academic Program Pathway about the following requirements.
 - i. Complete a minimum of 18 transferable credit hours including an English and math course at the partner institution before transferring to KSU.
 - ii. It is recommended that students complete a minimum of 30 transferable credit hours at the partner institution prior to transferring to KSU.

Eligibility Requirements outlined in Section IV – Eligibility in the section above.

Transfer Academy

KSU will provide online workshops related to campus services, succeeding in online courses, and other relevant topics between the admission deadline and the end of the first week of classes. Workshops may be recorded and offered to be viewed asynchronously.

VII. Courses & Registration

- a. Courses and modalities will follow the standard options that are available in the programs at KSU includes full-semester and part-of-term options.
- b. Classes may be offered on campus, hybrid, or fully online.
- c. Course registration must meet the KSU institutional deadlines, which may differ from the partner institution.

Students in this program will be allowed to take up to nine (9) credit hours of graduate coursework as part of this agreement.

VIII. Tuition & Fees

- a. Undergraduate courses taken at KSU through this Agreement will be assessed at the KSU undergraduate tuition rate or at the online tuition rate as determined by the modality of the course. Undergraduate student fees will also be assessed as outlined on the [Tuition and Fees](#) website.
- b. If the Agreement results in students attending both institutions during the same semester, financial aid from the partner institution may be used to cover the tuition and fees, as part of this Agreement, to the extent allowed under applicable law.

- c. If attending both institutions at the same time, each student seeking financial aid will need to execute a consortium agreement and/or a Hope transient form prior to the start of each semester. The partner institution's financial aid office will support these students to complete these forms.
- d. Regardless of financial aid, all payments must be received by the KSU payment deadline to avoid being dropped for non-payment. Payment deadlines may be found on the [KSU Academic Calendar website](#).

IX. Grades & Transcripts

- a. Incomplete grades at KSU will be addressed as stated in the KSU Undergraduate Catalog during participation in this academic pathway program.
- b. Grades of C or better at KSU are required for reverse-transfer courses to the partner institution.
- c. If the student's GPA is less than a 2.0 at KSU, the student will be put on academic probation according to the KSU Undergraduate Catalog while in this academic pathway. The student will be counseled as to changes that need to be made to continue in the program.

X. Agreement of Communication and Marketing

- a. KSU and the partner institution agree to cooperate in communicating with each other concerning the articulation relationship between the two institutions.
- b. Communications may include common publications and announcements concerning their affiliation.
- c. Announcements of this articulation, and of changes in the relationship, will have a coordinated release to the public from both institutions.
- d. The institutions will encourage the dissemination of information about programs in this agreement with interested and qualified students, with both institutions providing advising and counseling to prospective students.
- e. KSU and the partner institution will collaborate in the development of webinars and marketing materials about this opportunity and possible faculty or coordinator visits for recruiting.

XI. Maintenance of Agreement

- a. This Agreement may be modified by mutual written agreement only. The primary points of contact for each institution will meet annually to determine any necessary changes to this Agreement.
- b. At least one administrative / and or faculty member will be identified from each institution to serve as a primary point of contact and agent for this agreement.
- c. In addition, at least one administrative and/or faculty member will be identified for each academic program represented in this Agreement to communicate details and modifications to respective faculty, advisors, and others with interest at KSU and the partner institution.
- d. Both parties agree to inform the other regarding curriculum changes that may impact the terms of this Agreement.

XII. Agreement Term & Termination

- a. This agreement is effective as of the signature date below and will remain in effect for five years from that date (the “Term”) unless the agreement is terminated.
- b. Prior to the end of the Term, appropriate representatives from each school will determine whether the institutions want to continue the Agreement, and if so, will enter a renewal or other revised agreement that will be signed by both parties.
- c. Either party can terminate the Agreement, with or without cause, by notifying the SACSCOC Liaison identified below in writing. The termination will be effective at the beginning of the next academic term for which admissions have not been accepted.

SACSCOC Liaisons to Notify

Dr. M. Leigh Funk
Assistant Vice Provost & SACSCOC Liaison
Kennesaw State University
lfunk@kennesaw.edu

Dr. Sarah Coakley
Provost and Vice President for Academic
Affairs
Georgia Highlands College
stesar@highlands.edu

XIII. Assurances

The development of this Agreement between KSU and GHC signifies that both institutions have confirmed that:

- a. Each institution is currently in good standing with its state regulatory body and institutional accrediting body;
- b. Credits awarded by the institutions have been evaluated and determined to be eligible for transfer; and
- c. Credits earned at the partner institution have been deemed appropriate and applicable to transfer into the programs as outlined in Exhibit A at Kennesaw State University.
- d. This agreement does not meet the SACSCOC definition of a Cooperative Academic Arrangement, or Dual or Joint Academic Awards. As a result, no substantive change notifications are required to be submitted to SACSCOC.

By signing, the signatory affirms participation by their institution in this Transfer Articulation Agreement based on the terms and conditions identified above.

_____	_____	_____	_____
Kathy S. Schwaig, Ph.D.	Date	Mark Hobbs, Ph.D.	Date
President		President	
Kennesaw State University		Georgia Highlands College	

_____	_____	_____	_____
Ivan Pulinkala, Ed.D.	Date	Sarah Coakley, Ph.D.	Date
Provost and Senior Vice President for Academic Affairs		Provost and Vice President for Academic Affairs	
Kennesaw State University		Georgia Highlands College	

Exhibit A
Program Level Agreements
Associate of Science Degree in Teacher Education Fields to Bachelor of
Science Degrees in Teacher Education Fields
Program Content Point of Contact:

Kennesaw State University Program Contact	Georgia Highlands Program Contact
Melissa Driver	Sean Callahan
Associate Dean for Curriculum Catalyst & Innovations	Division Chair
Mdriver6@kennesaw.edu	<i>scallaha@highlands.edu</i>
(470) 578-2512	<i>(678) 872-8542</i>

Student Requirements:

- Admissions Requirements – Students must meet all admission requirements in effect for teacher education programs.
- Course Requirements - Students must take MAED 3316 Rational Numbers and Proportional Reasoning for Elementary Teachers.

Student Benefits

- **Bagwell Spotlight Tours** – Each fall and spring, Georgia Highlands students will be invited to participate in a Bagwell Spotlight Tour. The spotlight tour includes an information session that covers topics ranging from Bagwell majors and programs, admission requirements, and financial aid information. This session will be followed by a walking tour of the Kennesaw Campus. After the campus tour, students take a special tour of innovative spaces in the Bagwell College of Education and eat lunch in the Commons.
- **Information Sessions** – The Bagwell College of Education will host an information session each fall and spring to discuss the various education pathways into KSU and answer student questions. These sessions may be virtual and/or face-to-face.
- **Georgia Highlands Job Fair** – The Bagwell College of Education will attend the Georgia Highlands Job Fair each spring to promote the various education pathways into KSU and answer student questions.
- **KSU Signing Day** – The Bagwell College of Education will host a KSU Signing Day at Georgia Highlands each spring to celebrate students who plan to continue their education at KSU either in the Bagwell College of Education or one of the colleges in the Educator Preparation Provider (EPP).
- **Teacher Resource and Activity Corner (TRAC)** – Georgia Highlands students will have access to Bagwell’s Teacher Resource and Activity Corner, a curriculum center designed to

help education students and teachers plan and prepare effective and creative classroom instruction. Georgia Highlands students will need to show their Georgia Highlands ID to access the various resources and services provided by TRAC.

In addition to courses included in any University System of Georgia articulation agreements in effect at the time, the following courses have been evaluated and are determined to be appropriate to transfer specifically between these two academic programs.

AS in Birth – Five to the BS in Early Childhood Education (Birth to Kindergarten)

KSU Course Number	KSU Course Title	Credit Hours	GHC Course Number	GHC Course Title
Area F – Lower Division Major Requirements (18 Credit Hours)				
EDUC 2110	Investigating Critical & Contemporary Issues in Education	3	EDUC 2110	Critical & Contemporary Issues
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3	EDUC 2120	Diversity in Education
EDUC 2130	Exploring Teaching & Learning	3	EDUC 2130	Exploring Learning & Teaching
ECE 2540	Health, Wellness and the Young Child	3	EDUC 1105	Health, Safety and Nutrition
ECE 2250	Child Development and Early Learning	3	EDUC 1103	Child Growth and Development
ECE 2590	Families, Communities and Schools: Partners in Education	3	EDUC 2202	Social and Family Development
Additional Major Requirements (6 Credit Hours)				
MATH 2008	Foundations of Numbers and Operations	3	MATH 2008	Foundation of Numbers
ISCI 2001 or ISCI 2002	Life and Earth Sciences or Physical Science	3	ISCI 2001 or ISCI 2002	Life Sciences/Earth Sciences or Physical Science for Teachers

AS in Elementary Education to the BS in Elementary Education (P-5)

KSU Course Number	KSU Course Title	Credit Hours	GHC Course Number	GHC Course Title
Area F – Lower Division Major Requirements (18 Credit Hours)				
EDUC 2110	Investigating Critical & Contemporary Issues in Education	3	EDUC 2110	Critical & Contemporary Issues
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3	EDUC 2120	Diversity in Education

EDUC 2130	Exploring Teaching & Learning	3	EDUC 2130	Exploring Learning & Teaching
ECE 2270	Child Development & Families	3	EDUC 2110 OR EDUC 1103 and EDUC 2202	Critical & Contemporary Issues Child Growth and Development Social and Family Development
MATH 2008	Foundations of Numbers and Operations	3	MATH 2008	Foundation of Numbers
ISCI 2001	Life and Earth Sciences	3	ISCI 2001	Life Sciences/Earth Sciences
ISCI 2002	Physical Science	3	ISCI 2002	Physical Science for Teachers

AS in Middle Grades to the BS in Middle Grades Education

KSU Course Number	KSU Course Title	Credit Hours	GHC Course Number	GHC Course Title
Area F – Lower Division Major Requirements (18 Credit Hours)				
EDUC 2110	Investigating Critical & Contemporary Issues in Education	3	EDUC 2110	Critical & Contemporary Issues
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3	EDUC 2120	Diversity in Education
EDUC 2130	Exploring Teaching & Learning	3	EDUC 2130	Exploring Learning & Teaching
<p>From the following content areas, choose one as a primary teaching field concentration and another as a secondary teaching field concentration.</p> <p>Primary Content Area - Complete both courses, for six credit hours, for the primary content area:</p> <p>Language Arts: ENGL2271: Introduction to Teaching English Language Arts ENGL2390: Great Works for Middle Grades Teachers</p> <p>Math: MAED 1190: Calculus for Middle Grades Teachers MAED 2390: Introduction to Mathematical Systems</p> <p>Science: ISCI 2002: Physical Science ASTR 1000K: Introduction to the Universe *one credit hour counted in Teaching Field Requirements</p> <p>Social Studies: GEOG 1130: World Regional Geography HIST 2111: Survey of U.S. History I</p>		9	<p>Select nine hours from two teaching areas with no more than two courses in each area.</p> <p>Language Arts: ENGL 2010; ENGL 2111, ENGL 2112, ENGL 2116, ENGL 2117, ENGL 2121, ENGL 2122, ENGL 2131, ENGL 2132, ENGL 2135, ENGL 2140, SPAN 2001, SPAN 2002</p> <p>Math: MATH 1113, MATH 2040, MATH 2261, MATH 2262, MATH 2263, STAT 1401</p> <p>Science: ASTR 1010K; ASTR 1020K; BIOL 1010 & 1010L; BIOL 1012 & 1012L; BIOL 2154K, BIOL 2190; CHEM 1151K; CHEM 1152K, GEOL 1121K, GEOL 1122K, PHYS 111K, PHYS 112K</p> <p>Social Sciences: HIST 1111; HIST 1112, HIST 1121, HIST 1122, HIST 2111, HIST 2112, HIST 2154, HIST 2400, POLS 2301; POLS 2401; POLS 2501</p>	

<p>Secondary Content Area - Complete one course, for three credit hours, from the following for the secondary content area :</p> <p>Language Arts: ENGL227I: Introduction to Teaching English Language Arts</p> <p>Math: MAED 1190: Calculus for Middle Grades Teachers</p> <p>Science: ASTR 1000K: Introduction to the Universe *one credit hour counted in Teaching Field Requirements</p> <p>Social Science: GEOG 1130: World Regional Geography</p>		
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AS in Secondary Education to the BSED in Secondary Education – Broadfield with Biology Emphasis

KSU Course Number	KSU Course Title	Credit Hours	GHC Course Number	GHC Course Title	
Area F – Lower Division Major Requirements (18 Credit Hours)					
BIOL 1107	Biological Principles I	3	BIOL 1107	Principles of Biology I	OR BIOL 1107K: Principles of Biology I
BIOL 1107L	Biological Principles I Lab	1	BIOL 1107L	Principles of Biology I Lab	
BIOL 1108	Biological Principles II	3	BIOL 1108	Principles of Biology II	OR BIOL 1108K: Principles of Biology II
BIOL 1108L	Biological Principles II Lab	1	BIOL 1108L	Principles of Biology II Lab	
CHEM 1211	Principles of Chemistry I	3	CHEM 1211	Principles of Chemistry I	OR CHEM 1211K: Principles of Chemistry I
CHEM 1211L	Principles of Chemistry I Lab	1	CHEM 1211L	Principles of Chemistry I Lab	
CHEM 1212	Principles of Chemistry II	3	CHEM 1212	Principles of Chemistry II	OR CHEM 1212K: Principles of Chemistry II
CHEM 1212L	Principles of Chemistry II Lab	1	CHEM 1212L	Principles of Chemistry II Lab	
Professional Education					
EDUC 2110	Investigating Critical & Contemporary Issues in Education	3	EDUC 2110	Critical & Contemporary Issues	
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3	EDUC 2120	Diversity in Education	

EDUC 2130	Exploring Teaching & Learning	3	EDUC 2130	Exploring Learning & Teaching
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AS in Secondary Education to the BSED in Secondary Education – Chemistry

KSU Course Number	KSU Course Title	Credit Hours	GHC Course Number	GHC Course Title
Area F – Lower Division Major Requirements (18 Credit Hours)				
CHEM 1211	General Chemistry I	3	CHEM 1211	Principles of Chemistry I
CHEM 1211L	General Chemistry I Lab	1	CHEM 1211L	Principles of Chemistry I
CHEM 1212	General Chemistry II	3	CHEM 1212	Principles of Chemistry II
CHEM 1212L	General Chemistry II Lab	1	CHEM 1212L	Principles of Chemistry II Lab
CHEM 2800	Quantitative Analytical Chemistry	3	CHEM 2800K	Quantitative Analytical Chem
CHEM 2800L	Quantitative Analytical Chemistry Lab	1		
MATH 2202	Calculus II	4	MATH 2262	Calculus II
Professional Education				
EDUC 2110	Investigating Critical & Contemporary Issues in Education	3	EDUC 2110	Critical & Contemporary Issues
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3	EDUC 2120	Diversity in Education
EDUC 2130	Exploring Teaching & Learning	3	EDUC 2130	Exploring Learning & Teaching

AS in Secondary Education to the BSED in Secondary Education – Mathematics Education

KSU Course Number	KSU Course Title	Credit Hours	GHC Course Number	GHC Course Title
Area F – Lower Division Major Requirements (18 Credit Hours)				
EDUC 2110	Investigating Critical & Contemporary Issues in Education	3	EDUC 2110	Critical & Contemporary Issues
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3	EDUC 2120	Diversity in Education
MATH 2202	Calculus II	4	MATH 2262	Calculus II
MATH 2203	Calculus III	4	MATH 2263	Calculus III
Professional Education				

