Articulation Agreement Between Board of Regents of the University System of Georgia on behalf of <USG institution name> and The Technical College System of Georgia on behalf of <TCSG institution name>

**Agreement in Principle**

Both parties agree to extend their best efforts to ensure that the transition for students between <insert TCSG institution> and <USG institution> will be as smooth as possible for the students choosing to do so. This Agreement is designed to minimize loss of credit and course duplication.

Both parties enter into the Agreement as cooperating, equal partners with the responsibility to maintain the integrity of their separate programs, to remain true to their institutional missions, and to maintain the spirit of this agreement.

This agreement is made contingent on both parties maintaining all applicable program and institution accreditations, and in the event of a loss of accreditation by either party, the other party may terminate the Agreement upon written notice.

**Agreement on Articulations and Program-Specific Requirements**

In addition to the program/course articulation outlined in this Agreement in Appendix(s) <list these>, <USG School> also accepts the general education courses for transfer as detailed in the USG BoR Policy 3.3.5 and the USG Academic and Student Affairs Handbook in Section 2.17.

This Agreement is specifically for students completing the programs/courses included in this document at <TCSG institution> who are transferring to complete <baccalaureate degree/courses> at <USG institution>. This Agreement does not apply to other institutions in the University System of Georgia. Any <TCSG institution> student who completes the courses leading to <specific degree(s)> detailed herein at <TCSG institution>, is in good standing at <TCSG institution>, and meets the appropriate admission requirements to attend <USG institution> will be ensured that the courses listed in this Agreement earned at <TCSG institution> will transfer to <USG institution>.

*Note: If the articulation agreement concerns program-to-program articulations, then language should be included detailing if partial completion of TCSG program requirements will result in course-to-course articulation.*

**Agreement on Maintenance and Review**

Each party will notify the other of any changes in degree requirements by appointing at least one administrative staff or faculty member from each participating college/university to act as a primary point of contact and agent for this Agreement, to speak for the institution, and to communicate details and modifications to respective faculty, advisors, and others with interest at the individual institutions. Both institutions agree to provide whatever data is needed by the other institution to support accreditation requirements.

An annual assessment meeting between <TCSG institution> and <USG institution> will be conducted to review this Agreement and documented with meeting minutes/notes available for review by TCSG and USG.

Any amendments or updates to this Agreement will be handled by the creation of a new agreement, which will supersede this or any past agreement.

At the end of the Agreement period, if the schools wish to continue the Agreement, a new Agreement should be implemented and signed.

Either party may terminate the Agreement by giving 12 months' written notification, with the effective date to be the last day of the following semester.

**General Provisions**

FERPA: To the extent that certain records may be created or shared between the Parties which are deemed to constitute “education records” it is agreed that such records are subject to the protections of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C..§1232(g), and that each Party shall strictly abide by FERPA’s requirements, specifically 34 C.F.R. 99.31(a)(2) and 99.34.

Jurisdiction and Venue: In the event that any litigation or other legal proceedings shall arise under or in connection with this agreement, such litigation or other legal proceedings shall be conducted in the state courts located within Fulton County, Georgia.

Statement of Non-discrimination: The parties mutually agree that in the performance of the Agreement, they will not discriminate or permit discrimination against any person or group of persons on the basis of gender, disability, race, color, religion, national origin, or in any other manner prohibited by the laws of the United States or the State of Georgia

Compliance with Applicable Laws: It is understood and agreed that nothing contained in the Agreement or any related agreement shall require either institution to violate any of its policies or any laws of the United States or the State of Georgia.

Entire Agreement: The terms and conditions set forth herein constitute the entire Agreement and understanding of the parties with respect to this Agreement and supersede all previous understandings and Agreements between the parties, whether oral or written.

**Signatures**

The authorized representatives of each party signify their acceptance and approval of the terms of this Articulation Agreement by signing where indicated.

**USG School President TCSG School President**

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**(Signature & Date Required) (Signature & Date Required)**

**Appendix A: Program/Course Articulations**

|  |  |  |  |
| --- | --- | --- | --- |
| TCSG Coursework<may enter program name> | Credit Hours | USG Coursework <may enter program name> | Credit Hours |
| General Education Courses (general education transfer)\* |  | General Education Courses (general education transfer)\* |  |
|  |  | General Education Courses (specified including field of study, major prerequisites) |  |
|  |  | Remaining General Education Courses |  |
|  |  | Major Specific Courses |  |
|  |  | Remaining major-specific courses needed at USG School |  |
| Other Specialization Courses, specific to the TCSG institution Technical |  |  |  |
| Any additional transient courses (if needed) |  |  |  |
|  |  | Other Criteria |  |

*\*TCSG General Education coursework, including any math or science courses taken as part of a specialization, will transfer in accordance with the USG-TCSG systemwide general education Articulation Agreement. Students should be advised to review the general education requirements of the baccalaureate-granting institution to ensure they complete the appropriate array of courses that will satisfy their baccalaureate degree requirements.*

Notes to consider when preparing chart/crosswalk:

1. The specific courses to be taken at <TCSG school>.
2. The specific courses <TCSG school> students will need to take at <USG School> as transient students prior to transfer if needed.
3. The <TCSG/USG> equivalence between courses that transfer pursuant to this agreement
4. The specific courses to be taken at <USG school> to complete the <USG program> degree.
5. Other criteria for student performance and program-specific admissions requirements (e.g., course grades, GPA, etc.).
6. It is agreed by both parties that any student who has successfully completed all requirements indicated in a crosswalk will, upon application, be <accepted / eligible for acceptance> at <USG institution> and may transfer the credits referenced in that crosswalk toward the relevant program degree at <USG School>.

**Appendix B: Program-Specific Requirements**

The institutions will collaborate as partners in recruitment, admissions, and the academic advising process.

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.

All University System of Georgia requirements must be met for graduation to be satisfied.

These courses, coupled with existing General Education Articulation Agreements, should allow students to complete the <USG degree program> with minimal delay.

<USG institution> and <TCSG institution> agree to cooperate in communicating with each other concerning the articulation relationship between the two institutions. Marketing and communications may include common publications and announcements concerning their affiliation. Announcements of this articulation or of changes in the relationship will have a coordinated release to the public from both institutions.

Institutions should include course/program articulations in Georgia Transfer (see https://www.gatransfer.org/).

Institutions should create student-facing materials that facilitate a quick understanding of current and potential students of the TCSG/USG pathways created by this Agreement.