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INSTITUTIONAL ARTICULATION AGREEMENT  
BETWEEN  
NORTHERN KENTUCKY UNIVERSITY  
AND  
CINCINNATI STATE TECHNICAL AND COMMUNITY COLLEGE

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**Preamble**

Northern Kentucky University (NKU) and Cincinnati State Technical and Community College (CSTCC) recognize the need to facilitate the transfer of students from Cincinnati State Technical and Community College to Northern Kentucky University to pursue and achieve their educational goals.

**Parties**

**Northern Kentucky University (Highland Heights, KY) is a public university that serves the people of Kentucky, Ohio, Indiana and beyond. The University is a four-year public institution dedicated to undergraduate, graduate, and professional education, experience-based learning and undergraduate research opportunities. The University is committed to inclusive excellence in our students, faculty, staff, and all of our activities. Through scholarship, service, partnerships, and leadership, Northern Kentucky University creates opportunity, develops educated and engaged citizens, enhances the economy and enriches our city, state and global community.**

Northern Kentucky University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS/COC) to award associate, baccalaureate, master, and doctoral degrees. Cincinnati State Technical and Community College is not accredited by SACS/COC, and the accreditation of Northern Kentucky University does not extend to or include Cincinnati State Technical and Community College or its

students. Further, although Northern Kentucky University agrees to accept certain course work from Cincinnati State Technical and Community College to be applied toward an award from Northern Kentucky University, that course work may not be accepted by other colleges or universities in transfer, even if it appears on a transcript from Northern Kentucky University. The decision to accept course work in transfer from any institution is made by the institution considering the acceptance of credits or course work. The Southern Association of Colleges and Schools, Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033 Phone: (404) 679-4500 Fax: (404) 679-4558 [www.sacscoc.org](http://www.sacscoc.org).

**Cincinnati State Technical and Community College (Cincinnati, OH)** has been dedicated to meeting the educational needs of the Southwestern Ohio community for more than 40 years, providing student-focused, accessible, quality technical and general education, academic transfer, experiential and co-operative education and workforce development. The college offers more than 100 degree programs and certificates, and is noted for its cooperative education programs - one of the largest of its kind among two-year colleges in the United States.

Cincinnati State Technical and Community College is accredited by The Higher Learning Commission; Member-North Central Association. (30 N. LaSalle Street - Suite 2400, Chicago, Illinois 60602-2504, (312) 263-0456 or (800) 621-7440.)

It is understood by the parties that Cincinnati State Technical and Community College is a state community college created pursuant to O.R.C. Chapter 3358, and is subject to certain applicable federal, state and local laws, including the Ohio Ethics Law, R.C. 102.03 and 102.04, and the Ohio Public Records Act, R.C. 149.43, *et seq.* Any record kept by Cincinnati State Technical and Community College that is deemed a public record is subject to release if a proper request is made. Both institutions are committed to, and will adhere to, applicable laws, regulations, policies, and guidelines effective after the date of this agreement.

### **Provisions**

1. In support of this institutional agreement, NKU and CSTCC will work together to maximize the acceptance and application of transfer credit. Degree program-to-degree program agreements referred to as "pathway guides" will outline selective admission requirements, course equivalencies, and other information affecting students who will enroll in a particular academic program. Pathway guides must be consistent with the doctrines of this overarching institutional agreement. Acceptance and application of transfer credit will be determined in accordance with the relevant pathway guide pursuant to this agreement. Students transferring credit outside of a pathway guide will have the application of transfer credit done on a course-by-course basis by NKU.
2. NKU and CSTCC shall endeavor to increase the persistence of our students toward completion of associate and baccalaureate degrees by

providing CSTCC students interested in matriculating to NKU with resources described below while they are completing an associate degree at CSTCC.

a. Enhanced Transfer Advising for CSTCC Students Enrolled in the Program

- i. CSTCC and NKU both shall allow students to see their earned credit and how it applies to their degree, defined as a "Transfer Credit Approval Report."
  1. Each semester CSTCC will provide NKU with an "unofficial transcript" for each student participating in the pathway program in order to allow NKU to build a Transfer Credit Approval Report in the NKU student information system.
  2. NKU shall build a Transfer Credit Approval Report record in the NKU student information system for each student participating in the pathway program.
- ii. CSTCC shall make available to NKU advisors computer and office space within CSTCC's Academic Transfer Center in order that NKU advisors can advise CSTCC students interested in attending NKU upon completion of an associate degree at CSTCC.
- iii. NKU shall provide CSTCC's Academic Transfer Center Director course equivalent information regarding CSTCC's courses and their NKU equivalents. NKU shall update the information and provide the most current equivalencies to CSTCC for each upcoming academic year annually, no later than July 1<sup>st</sup>.
- iv. NKU and CSTCC shall each comply with its obligations under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) with respect to any student records provided by or received from the other in connection with the performance of this agreement.

b. Privileges and Connections for Qualifying CSTCC Students Planning to Transfer to NKU

- i. *NKU Pathway Students*. This section establishes a specific program for pathway participants. Participants will be admitted to this program by CSTCC administration upon completion of a pathways application and a minimum GPA of 2.00. NKU CSTCC pathway students will work with both CSTCC and NKU advisors to ensure a seamless transfer to NKU, as each student is ready. Benefits include:
  1. A special pathways program, administered by an NKU program coordinator,
  2. Joint enrollment at both institutions, including enrollment at NKU at CSTCC tuition rates as specified in this document,
  3. Reduced parking pass rates,

4. Academic advising by advisors at both institutions,
  5. On-site Admission Days at CSTCC,
  6. Access to NKU libraries,
  7. Admission to NKU sporting events,
  8. An NKU ID,
  9. NKU recreation center membership, and
  10. Invitations to attend selected programs and events.
- ii. NKU Pathway Students. NKU will grant CSTCC students participating in the pathway program who complete an associate degree the Reciprocity Tuition Rate, with the exception of programs excluded by the Undergraduate Tuition Reciprocity Agreement forged by the Kentucky Council for Postsecondary Education and the Ohio Board of Regents. The Reciprocity Tuition rate at NKU is equivalent to the Kentucky in-state tuition rate.
- c. Tau Sigma Transfer Honors Society: A CSTCC transfer student who qualifies for the program will be invited to participate in Tau Sigma. To qualify, a student must 1) be registered in a baccalaureate degree seeking program, 2) be enrolled as a full-time student, 3) must have transferred in with at least one year's worth of academic credits and 4) have either a 3.5 GPA or rank in the top 20% of all incoming transfer students for the term in which they transfer.
- d. Associate Degree Completion
- i. Under this Agreement, both CSTCC and NKU will encourage CSTCC students to complete their Associate of Arts, Associate of Science or Associate of Applied Science, ("AA/AS/AAS/AAB") degree before transferring to Northern Kentucky University.
- e. Transfer Policies and Procedures
- i. CSTCC and NKU shall adhere to their respective state articulation and transfer policy. CSTCC shall adhere to the Ohio Articulation and Transfer Policy (HB 95) and NKU shall adhere to the Kentucky General Education Transfer Policy (HB 160) and the Ohio Transfer Articulation Agreement approved in 2013.
  - ii. CSTCC students who have successfully completed an AA/AS degree and the approved degree pathway at CSTCC and who matriculate at NKU under the terms of this Agreement ("Transfer Students"), shall be considered to have completed that portion of the NKU general education requirements approved by NKU's Faculty Senate that are common to both NKU and CSTCC. CSTCC students completing the AA or AS degree will not be required to complete any additional general education courses unless a course is required for a specific major as a pre-major requirement. The pathway guides will assist students with

- identifying the appropriate general education courses for a specific major.
- iii. CSTCC students who have successfully completed an AAS/AAB degree and the approved degree pathway at CSTCC and who matriculate at NKU under the terms of this Agreement ("Transfer Students") will still need to complete additional general education requirements at NKU unless the student has completed the Transfer Module established by the Ohio Department of Education's Transfer and Articulation Policy.
  - iv. Recognizing the system of preparation afforded by the completion of an associate degree, and in accordance with the Ohio Transfer Articulation Agreement approved in 2013, NKU will guarantee admission to the university and afford junior standing to all CSTCC Transfer Students who have earned an associate degree from CSTCC, provided the Transfer Student's grade point average is at least 2.0 for all previous college-level courses and the student is in "Good Academic Standing" at all previously attended institutions. Transfer Students so admitted will be considered for admission to selective programs (majors, minors, or focus) with the same guidelines applied to native NKU students. Transfer Students shall be responsible for understanding and adhering to the selective admission requirements, according to catalog requirements, at NKU.
  - v. All collegiate-level credit transferred from CSTCC shall be accepted toward the Transfer Student's class standing and shall be articulated to specific NKU courses when possible. Per NKU policy for Transfer Students, the CSTCC GPA does not transfer.
  - vi. Transfer students who have not completed their associate degree, or who have earned a cumulative grade point average below 2.0, or those who have been dismissed previously from another institution of higher education, will be considered for admission according to the admissions policy and standards of NKU, according to catalog requirements.
  - vii. CSTCC students in the *CState2NKU* program can pursue, as a dually enrolled student, up to twelve (12) credit hours of NKU course work over four (4) semesters at the CSTCC tuition rate plus fees associated with part-time study at NKU. Students must earn fifteen (15) semester hours of credit to be eligible to take three (3) semester hours of credit at NKU at the discounted tuition rate. An additional fifteen (15) hours of earned credit is required for the student to be eligible for the second three (3) semester credit course to be taken at NKU at the discounted tuition rate. After a student

has completed forty-five (45) semester hours of earned credit, the student is eligible for up to two (2) additional courses at NKU at the discounted tuition rate. Students who have not taken any courses who have forty-five (45) semester hours when entering the *CState2NKU program* cannot go back and take the additional two courses. Students in *CState2NKU* will be dually admitted to NKU as non-degree (visiting) students. Furthermore, NKU will waive the application fee for NKU/CSTCC students participating in the *CState2NKU* program. A CSTCC student participating in the *CState2NKU* program will be considered full-time at CSTCC if the student is jointly enrolled in twelve (12) or more credit hours at NKU and CSTCC.

- viii. Due to curriculum structures and the variability in student enrollment patterns, Northern Kentucky University cannot guarantee that students who transfer under the provision of this agreement will complete all the requirements to graduate from Northern Kentucky University within two (2) years or by earning an additional sixty (60) semester hours at Northern Kentucky University.
- ix. Collegiate level courses completed at CSTCC with a "D" or better grade will be accepted for students who transfer with an earned AA/AS degree. It should be noted that the student may be required to retake any course in which s/he received a grade of "D" where there is a higher minimum grade required for all native NKU students pursuing the same academic program. The application of this rule shall be the same for both native NKU students and CSTCC Transfer Students.
- x. Due to federal regulations, financial aid will be disbursed to a student by only one institution. Financial aid for a CSTCC student will end when a student ceases taking classes at CSTCC. Transfer Students must reapply for financial aid upon transfer to NKU and must comply with the deadlines and policies at NKU.

f. Reaching Students

i. Mutual Marketing Efforts

1. CSTCC shall appropriately include this agreement in any listing of articulation and transfer agreements to which it is a party and shall communicate this information through a web portal designated to disseminate transfer information to students, staff and faculty. Other methods of communication, when appropriate, might include and are not limited to inclusion in the college catalog, program specific materials, and graduate materials.
2. NKU shall appropriately include this Agreement in any listing of articulation and transfer agreements to which it is a party and shall communicate this information, and afford the

appropriate training when necessary, to staff and faculty to support Transfer Students.

ii. **Mutual Use of Trade names, Trademarks and Logos.**

1. CSTCC is hereby granted a limited, non-exclusive, non-transferable license to use NKU's name, trade names, trademarks, and logos during the term of this Agreement for the sole purpose of promoting this Agreement and Northern Kentucky University programs in accordance with this Agreement.
2. Northern Kentucky University is hereby granted a limited, non-exclusive, non-transferable license to use Cincinnati State Technical and Community College's name, trade names, trademarks, and logos during the term of this Agreement for the sole purpose of marketing to the Cincinnati State Technical and Community College student population about this Agreement and Northern Kentucky University's programs in accordance with this Agreement.
3. NKU and CSTCC shall confer and coordinate their respective marketing efforts to maximize the impact of such efforts and to assure that one party's use of the other's trade names, etc., is in compliance with the other's brand standards.
4. Upon termination of this Agreement, the limited licenses set forth in this section will immediately terminate and each party shall (i) cease all such aforementioned use; and (ii) discard, destroy or delete any printed and electronic materials containing the name, trade names, trademark, or logo of the other party.
5. Neither party shall use the name, trade names, logo, or trademark of the other party in any way that would cause confusion in the public mind as to the relationship between the parties, and, except for the limited license set forth in this section, neither party shall by virtue of this Agreement gain any right, title, or interest in any name, trade names, trademark, or logo of the other party.

iii. **Term**

1. This Institutional Articulation Agreement has an initial term through December 31, 2023. Thereafter, this Agreement will be reviewed for renewal every two years, unless either party gives the other a minimum of thirty (30) days prior written notice of non-renewal. Should the precepts of this agreement, in the interim, come in conflict with established policy at either institution, the established policy will take precedent and the agreement will be reviewed for possible modification. In either event, care will be taken to ensure that agreement modifications will not adversely affect

students already enrolled and covered under the provisions of the existing agreement.

2. NKU and CSTCC each reserve the right to terminate this agreement provided at least one year's notice of a process terminated date is given.
3. While this agreement is active for a period of five years after its completion, the parties agree to maintain auditable records of all policies and processes pertaining to this Agreement and make such records available to the other Party upon request.
- iv. Compliance with Applicable Laws. Both institutions are committed to, and shall comply with all applicable laws and regulations.
- v. Notices. Any notice required to be given by NKU pursuant to terms of this Agreement shall be deemed to have been given if mailed by certified or registered U.S. Mail, return receipt requested, as of the date of receipt, addressed to the Academic Vice President at CSTCC as follows:

Contact: Robbin Hoopes  
Provost  
Cincinnati State Technical and Community College  
3520 Central Parkway, Cincinnati, OH 45223-2690  
Robbin.hoopes@cincinnatiastate.edu or 513-569-1511

- vi. Any notice required to be given by CSTCC pursuant to the terms of the Agreement shall be deemed to have been given if mailed by certified or registered U.S. Mail, return receipt requested, as of the date of receipt, addressed to the Executive Vice President for Academic Affairs and Provost:

Contact: Sue Ott Rowlands  
Executive Vice President for Academic Affairs  
825 Lucas Administrative Center  
Northern Kentucky University  
Highland Heights, Kentucky 41099  
sottrowlands@nku.edu or 859-572-5788

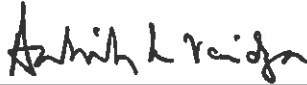


This agreement is effective as of:

September 2018

Northern Kentucky University

Cincinnati State Technical & Community  
College



Dr. Ashish K. Vaidya  
President

9/26/18

Date



Monica Posey  
President

9/28/18

Date



Sue Ott Rowlands  
Executive Vice President for Academic  
Affairs and Provost

9/26/18

Date



Robbin Hoopes  
Provost

9/28/18

Date