**Articulation Agreement Template/Instructions**

Departments wishing to pursue an articulated program with another institution should follow the instructions below and use the DTCC/UD agreement template that follows. This agreement may be modified for use with other institutions as desired.

1. Department faculty at each institution collaborate to develop a draft agreement for review and approval at their department and college levels.
2. The draft document is then sent to the UD Office of the Registrar for review to ensure alignment with academic policies, accuracy of transfer credit equivalencies, etc.
3. The Office of the Registrar forwards the draft document, including notes for updating/editing, to the Deputy Provost for review and comment.
4. The Deputy Provost sends the draft document with all notes and comments back to the originating department.
5. The department/college will review updates, make any needed changes, and send back to the Registrar’s Office for distribution to DTCC for their review, approval, and signatures.
6. DTCC will return to the Registrar’s Office for distribution to UD departments and administration for final signatures.
7. After the agreement has been signed by all parties, a final copy will be provided to DTCC, the UD Office of the Provost, and Registrar’s Office.
8. Departments/colleges should review agreements at the end of each academic year and notify the Office of the Provost and the Office of the Registrar of any updates by July 1st. Any changes should also be communicated to the relevant department at the collaborating institution.

**DELAWARE TECHNICAL AND COMMUNITY COLLEGE**

**And**

**UNIVERSITY OF DELAWARE**

**PROGRAM ARTICULATION AGREEMENT**

**Associate Degree**

**A.A.S.**

**Baccalaureate Degree**

**B.S./A.**

**2016 through 2021**

**Associate-Baccalaureate Program Articulation Agreement**

**between**

**Delaware Technical and Community College**

**and**

**University of Delaware**

**for**

**A.A.S./B.S./A.**

**AGREEMENT**

**WHEREAS** Delaware Technical and Community College (DTCC) and University of Delaware (UD) are committed to expanding educational opportunities for the citizens of the State of Delaware, and

**WHEREAS** the two institutions are committed to providing a smooth transition for students wishing to earn an associate degree and a baccalaureate degree, and

**WHEREAS** the intent of the two institutions is to avoid duplication of curricula where appropriate within articulated programs of studies, and

**WHEREAS** the two institutions better serve the educational growth of students and the economic development of the community through cooperative educational planning and optimal utilization of community resources,

**BE IT HEREWITH RESOLVED** that this agreement commits the partners to full support of an articulation process between similar academic programs offered by the two institutions.

**PROVISIONS OF THE AGREEMENT**

 1. The institutions agree to follow the connected degree curriculums delineated in this document for the transfer of DTCC’s Associate Degree Program in ??? and UD’s Bachelor of Science/ArtsDegree Program in ???.

 2. Both institutions will cooperate toward developing, disseminating, and presenting the articulated program information to students.

 3. Graduates of the DTCC program who have completed the associate degree with a cumulative grade point average of X.XX or higher will automatically be accepted into the baccalaureate program at UD. Students will be considered for admission based on the completed work at the time of the review. DTCC will provide confirmation of degree completion upon students’ final semester of coursework. Students who do not complete the degree program as outlined in the agreement may have admission based on the articulation agreement criteria rescinded, however still may be considered for regular transfer admission based on the totality of their academic record. UD reserves the right to recalculate the DTCC cumulative grade point average to account for DTCC’s grade forgiveness policy when making admission decisions.

 4. Students must complete the courses in the specified associate degree program herein with a grade of C or better to receive the credits for transfer. Students are expected to complete all courses outlined in the DTCC portion of the agreement at DTCC. Students who have attended a college or university other than DTCC and transferred credits to DTCC in pursuit of the associate degree program may not be admissible via the provisions of this articulation agreement. In such cases, students will be considered based on their entire academic history and not guaranteed admission to the bachelor’s degree program or the course equivalencies detailed within the provisions of this agreement. Coursework taken at an institution other than DTCC may not transfer to UD as noted in the agreement. It is expected that students will compete all coursework in the UD portion of the agreement at UD. Students who previously attended UD are not eligible for admission via an articulation agreement and instead should apply for readmission consideration if wishing to re-enroll at UD.

5. Students intending to transfer should complete the UD admissions application following the third semester of their associate degree program. Students should note on their application that they are applying as part of an articulation agreement/connected degree.

6. Students are subject to all the policies and procedures of both institutions.

7. Students are subject to all specific policies pertaining to students admitted to the XXXX Bachelor’s Degree Program.

1. This articulation agreement is based on the present curricula contained in this document and it is effective for a period of five years from the date of signing by both parties.
2. Both institutions at any time may initiate changes to this articulation agreement.

Both institutions reserve the right to modify the programs as deemed necessary and agree to inform the appropriate individuals of said changes. Departments will review agreements and notify the appropriate individuals at each institution of any changes by July 1 of each year the agreement is in effect. The University of Delaware will make a good faith effort to honor this articulation agreement for any Delaware Technical and Community College student who enrolls in the XXXX Associate Degree program during the five year period specified for this agreement, and graduates with the required associate degree within eight (8) years of the signing of this agreement by both parties. A student who meets these conditions must apply to the University of Delaware and be accepted in order to receive the benefits of this agreement.

**CONNECTED DEGREE ANALYSIS**

**Matching Worksheet/Suggested Course Sequence/Bachelor’s Completion**

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| **Associate Degree PROGRAM****A.A.S.** **Delaware Technical & Community College** | **bachelor’s degree course match or POTENTIAL course match** | **bACHELOR’S degree COMPLETION****B.S./A.****UNIVERSITY OF DELAWARE**  |
| **Course No./Name****First Semester (fall)** | **CR** | **Course No./Name** | **CR** | **Course No./Name****Fifth Semester (fall)** | **CR** |
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| **Second Semester (spring)** |  |  |  | **Sixth Semester (spring)** |  |
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| **Associate Degree PROGRAM****A.A.S.** **Delaware Technical & Community College** | **bachelor’s degree course match or potential course match** | **bACHELOR’S degree** **COMPLETION****B.S./A.****UNIVERSITY OF DELAWARE** |
| **Course No./Name****Third Semester (fall)** | **CR** | **Course No./Name** | **CR** | **Course No./Name****Seventh Semester (fall)** | **CR** |
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| **Fourth Semester (spring)** |  |  |  | **Eighth Semester (spring)** |  |
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#####  CONNECTED DEGREE CURRICULUM

**Suggested Course Sequence**

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| **ASSOCIATE DEGREE****A.A.S.****DELAWARE TECHNICAL AND COMMUNITY COLLEGE** | **BACHELOR’S DEGREE****B.S. /A.****UNIVERSITY OF DELAWARE** |
| **Semester 1 (Fall)** | **CR** | **Semester 5 (Fall)** | **CR** |
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| **Semester 2 (Spring)** |  | **Semester 6 (Spring)** |  |
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| **Semester 3 (Fall)** |  | **Semester 7 (Fall)** |  |
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| **Semester 4 (Spring)** |  | **Semester 8 (Spring)** |  |
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| **Total Credits** |  |  |  |
| * The Bachelor of Science/Arts program in ??? requires a minimum of XXX credits.
* Course sequencing may vary by semester. See your advisor.
 |
| For more information contact: |
|  **Delaware Tech** Dover, DE: (302) 857-1303  Georgetown, DE: (302) 259-6546 Newark, DE: (302) 454-3188 | **University of Delaware****Contact name/information** |
| The articulation agreement is subject to change based on Delaware Tech and senior institution curriculum changes 04/2015 |

**APPROVAL**

This program articulation agreement is between DTCC’s Associate of Applied Science Degree in XXXX and UD’s Bachelor of Science/Arts Degree in XXXX.

Approval is granted for a period of five years effective on the date both parties have signed this agreement.

**DELAWARE TECHNICAL AND UNIVERSITY OF DELAWARE**

**COMMUNITY COLLEGE**

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_[insert name] DatePresidentDelaware Technical & Community College | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ [insert name] Date  Provost University of Delaware |

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