

MEMORANDUM OF UNDERSTANDING

DEGREE ARTICULATION AGREEMENT

Between

HOUSTON COMMUNITY COLLEGE (HCC)
Associate of Applied Degree Programs

And

UNIVERSITY OF NORTH TEXAS (UNT)
Bachelor of Applied Arts and Sciences Degree Programs

This memorandum of understanding (MOU) between Houston Community College Associate of Applied degree programs and the University of North Texas Bachelor of Applied Arts and Sciences degree programs is to increase the quantity and quality of students matriculating from HCC to UNT. We are entering into this partnership to better serve students and to mutually benefit our institutions and applied degree programs. The following understandings will guide this effort, until modified or amended.

1. Purpose

Through the Degree Articulation Agreement, Houston Community College and the University of North Texas will cooperate to promote a successful undergraduate education and transfer experience that is seamless for students who wish to attend both institutions.

2. Goals

The goals of this agreement are to:

- Enable students to be jointly admitted and enrolled concurrently at both institutions.
- Improve student access, success, and four-year completion.
- Expand student options for college-level curriculum.
- Improve applied degree program articulation.
- Use resources at both institutions more efficiently and effectively.

3. Terms and Conditions

- a. HCC and UNT will maintain the integrity of their separate programs and enter into this agreement as equal partners.
- b. HCC and UNT applied degree program advisors and faculty will collaborate to provide students advising regarding this agreement and degree completion.
- c. Students who have successfully completed 30 transferrable semester hours from HCC will be able to enroll in UNT courses, after completing the UNT Admission process and meeting the admission policies.
- d. HCC students successfully completing an Applied Associate degree according to the specified guidelines and who maintain minimum cumulative GPA of 2.00 in transferable hours will gain automatic admission to UNT's Bachelor of Applied Arts and Science degree program, after completing the UNT Admission process and meeting the admission policies.

- e. A transfer guide outlining the applied associate degree to the bachelor degree will be made available for advisors and students use as per Addendum A.
- f. The progress of this Agreement will be monitored by both HCC Applied Degree Program Division and UNT's College of Information and its College of Public Affairs & Community Service.
- g. Issues relating to articulation, class content, or other curricular matters will be resolved by the designated program officer at each institution.

4. HCC's Role and Responsibilities

- a. To provide general counseling and academic advising to HCC students wishing to concurrently enroll at UNT in one of the Bachelor of Applied Arts and Sciences programs so that all the requirements for the applied degrees or professional certificates can be completed in a timely fashion.
- b. To market the availability of this collaborative agreement with HCC students pursuing Applied Associate degree programs.
- c. To work cooperatively with UNT personnel to establish an online learning community for all Applied Degree programs.

5. UNT's Role and Responsibilities

- a. To provide assistance to HCC students wishing to concurrently enroll at UNT in the Bachelor of Applied Arts and Sciences programs while completing their Applied Associate degree program at HCC.
- b. To provide 3000 and 4000 level Professional Development courses in the Bachelor of Applied Arts and Sciences programs online through the Learning Management System at UNT.
- c. To provide academic advising to all students concurrently enrolled at both HCC and UNT in the Bachelor of Applied Arts and Sciences programs.
- d. To provide information concerning financial assistance and transfer scholarship information through the UNT Financial Aid Office.
- e. To cooperatively work with the HCC staff to establish an online learning community for all applied degree programs at HCC and UNT.

6. Recruitment and Admissions

- a. Students will apply for admission to take UNT Bachelor of Applied Arts and Sciences courses through an online application process, by using the applytexas.org application. An application fee will be assessed.
- b. Admission application requirements, fees, and deadlines will apply and are available at www.unt.edu/transferead
- c. Students enrolled in the program will be required as a condition of admission to authorize joint access to student records for both institutions.

7. Tuition and Fees

- a. Tuition and fees will be based on the courses for which students register. HCC tuition and fees will be assessed for HCC courses; UNT tuition and fees will be assessed for UNT courses. Withdrawals and refunds will be handled by the institution that received the tuition and fees in accordance with its policies.
- b. Students that are concurrently enrolled, taking classes at both HCC and UNT, will pay tuition and fees for each institution according to each institution's policies.

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- c. Tuition will be assessed at resident or non-resident rates depending upon the residency classification of the student. Residency classification for students taking HCC courses will be based on residency criteria established by Houston Community College. Residency classification for students taking UNT courses will be based on criteria established by the University of North Texas.

8. Registration and Student Records

- a. Students will register for courses through the regular registration processes at each institution.
- b. Students will register online to take UNT courses.

9. Marketing

Promotional plans and materials will be subject of approval by each institution.

This Agreement shall become effective [*month, date, year*] and shall remain in effect until terminated by either Houston Community College or the University of North Texas. Termination can be processed when either party gives written notice to the other party. Said termination date will be effective at the end of the next long term semester following the date of the notice termination. In witness whereof, the authorized representatives of the parties have executed this agreement on this the [*date, month, year*].

SIGNATURE OF RESPONSIBLE AUTHORITIES OF THE COOPERATING INSTITUTIONS

Dr. Charles Cook
Vice Chancellor
Houston Community College

Dr. Wendy K. Wilkins
Provost
University of North Texas

[Name]
Vice President of Academic Affairs
Houston Community College

Dr. Tom Evenson

Dean, College of Public Affairs and Community
Service

University of North Texas

[Name]
Dean or Chair
Houston Community College

Dr. Herman Totten
Dean, College of Information
University of North Texas

ADDENDUM A

The Bachelor of Applied Arts and Sciences Degree Programs

I. College of Information, Bachelor of Applied Arts and Sciences Degree

The Bachelor of Applied Arts and Sciences (BAAS) degree is designed specifically for community college transfer students. The BAAS degree program, with a major in Applied Technology and Performance Improvement (ATPI), consists of 120 hours divided as follows: 42 hours in the academic core, 36 hours in an applied technology related specialization, and 42 hours in professional development. Students in the BAAS, ATPI degree program are preparing for careers in business, industry, government and education.

The 42 hour academic core will be completed at HCC along with the 36 hour applied technology specialization. While HCC students are completing their academic core and applied technology

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specialization, they may concurrently enroll at UNT in the BAAS, ATPI degree program offered through the Department of Learning Technologies to begin working on their 42 semester hours of 3000 and 4000 level professional development courses.

These professional development courses consist of coursework at the 3000 and 4000 level in areas such as personal development, technical presentation skills, leadership, computer applications, human relations, project management, organizational development, business communications, principles of training and development, and entrepreneurship. Veterans, active-duty military personnel and individuals with a strong employment history may receive credit for courses taken as part of their service or work experience. Up to 90 hours of course work required for the BAAS degree in Applied Technology and Performance Improvement may be transferred from other accredited schools.

Day-to-Day Points of Contact:

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II. College of Public Affairs and Community Service, Bachelor of Applied Arts and Sciences Degree

The PACS BAAS degree program has been designed to meet specific needs of transfer students—including those who seek to utilize the maximum number of workforce or technical credits earned at HCC. In many instances, veterans or active-duty military personnel may receive credit for courses taken as part of their service. The BAAS degree requires a minimum of 120 hours of course credits: (a) 42 hours in the academic core; (b) 9 hours of Professional Foundations; (c) 36 hours of Professional Development (three 12-hour concentrations); (d) 21 hours of Occupational Specialization; and (e) 12 hours of electives. Students who select the PACS BAAS degree are typically preparing for careers in the non-profit sector, business, state and local government, and other areas where an individualized degree plan tailored to the individual student can help to ensure career success and advancement.

Up to 90 of the hours required for a BAAS degree may be transferred from other approved institutions such as HCC. At least 30 hours must be taken from UNT. The 42 hour academic core courses will be completed at HCC along with the 21 hours of Occupational Specialization courses. Up to 27 additional hours associated with completing an AAS degree at HCC may also be applied toward other areas of the BAAS degree subject to approval by UNT advising (*e.g.*, 12 hours of Electives and 12 of the 36 hours required for Professional Development). The BAAS degree requires that 42 of the total 120 hours are at an advanced level (courses with a 3000 or 4000 prefix) and that at least 24 advanced hours are taken from UNT.

In the BAAS program, the major is “Applied Arts and Sciences.” In this program, a student may select courses from *multiple* disciplines which collectively address her or his career goals. These multi-disciplinary courses form the student’s Professional Development area which consists of three 12 hour concentrations. Students seeking to complete the BAAS program online may choose concentrations from Non-Profit Management, Volunteer & Community Resource Management, Rehabilitation Studies, Development and Family Studies, Management, or Marketing. Each of these disciplines offers at least 4 courses (12 hours) completely online. Courses required to satisfy the 9 hours of Professional Foundations are also available totally online.

Day-to-Day Points of Contact:

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