

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Policy # 1.017

Title: INSTITUTIONAL AGREEMENTS, TRANSFER, AND ARTICULATION

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AUTHORIZATION

The Board authorizes institutions to enter into cooperative agreements with other private entities and public agencies within the State of Louisiana, and outside of Louisiana, with respect to cooperative enterprises and undertaking relating to or associated with the college's purposes and programs in accordance with applicable laws. Institutions shall inform the Board upon entering into any such agreements.

CROSS ENROLLMENT

Consistent with Board of Regents Academic Affairs Policy 2.19, Institutional Responsibilities for the Enrollment of Students Across Multiple Institutions, Louisiana's community and technical colleges are encouraged to enter into enrollment agreements with four-year and secondary school partners which are of greatest benefit to the student. This includes entry in into cross-enrollment, dual enrollment, and/or concurrent enrollment agreements. In such cases the "home institution" shall be defined as the postsecondary institution through which the student is pursuing an approved degree or related credential for the purpose of processing academic records, data collection/reporting, and financial aid.

Cross Enrollment Agreement Between Institutions

LCTCS students may dually enroll in another LCTCS institution to enhance their educational opportunities.

Specifically, the following guidelines for the cross-enrollment agreement:

1. a student would be eligible to take one course at the host institution for each course taken at the home institution, with a maximum of two courses taken at the host institution; (see visiting/cross-enrolled students also guest students)
2. the home institution would be responsible for assuring that the student met all prerequisites for the course(s) approved for cross registration;
3. a student would not be allowed to enroll at the host institution for any course offered at the home institution during the semester of the cross enrollment; exceptions to this policy would require the permission of the appropriate academic or instructional dean of the home institution;

4. a cross-enrolled student would follow the academic calendar and academic policies of the host institution in all would assume responsibility for becoming familiar with said calendar and policies;
5. a cross-enrolled student would be eligible for a host institution student identification to have access to the technology lab, library facilities, etc. at the host institution;
6. a student who cross-enrolls at an institution requiring a parking permit the student will have to purchase a parking permit from the host institution;
7. a student would register and pay tuition/fees at the home institution for courses taken at both institutions; the student would then register at the host institution for the approved courses using a "Cross-Enrollment" form, the home would get the headcount and the host institution would be the SCH;
8. a student would pay any additional fees at the host institution, i.e., lab fees, but would pay no application nor tuition at the host institution;
9. immediately following 14th day (regular fall or spring semester) or 7th day (summer), the registrars of the two institutions would exchange list of students cross-enrolled at their institutions for the purpose of exchange of tuition agreements will be made between institutions when
 - a. one institution is offering a course on the campus of another institution;
 - b. the course at the host institution is primarily filled with guest students, and
 - c. in any other situation where the host institution would incur costs above the revenue generated by that course;
10. federal financial assistance will be awarded by student's home institution based on the hours taken at both institutions;
11. copies of each institution's semester class schedule would be made available to the registrar of the cooperating institutions as soon as the schedule is published each semester.

Definition of Terms

Cross Enrollment: a form of Concurrent Enrollment that refers to arrangements whereby a student can be enrolled at one postsecondary institution but can also be taking classes at another postsecondary institution.

Host/Visiting Institution (Visiting/Cross-Enrolled Students): students enrolled in one or more courses at the institution but whose Home Campus is another institution. The Home Institution is the college designated to award the formal credential being sought by the student.

Home Institution: as applied to Guest Students, the college in which the student is pursuing a long-term educational plan. The Home Institution is the college from which the student is seeking a formal credential.

ARTICULATION

Authorization and Encouragement

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) authorizes and encourages institutions to enter into transfer, articulation and other cooperative agreements with educational entities within and outside of the State of Louisiana. The LCTCS further encourages institutions to enter into cooperative agreements with other public agencies within the State of Louisiana with respect to cooperative enterprises and undertakings related to or associated with institutional mission and programs in accordance with applicable laws.

Awarding of Transfer Credit – Programmatic and Course Level Articulation

Consideration of Students

Institutions are strongly encouraged to establish transfer agreements with other institutions that provide maximum consideration for the individual student who has changed institutions or learning and career goals/objectives.

Establishing General Procedures for Transfer of Credit

LCTCS institutions shall collectively establish and publish LCTCS Board -approved procedures for transferring and awarding academic and technical credit across postsecondary institutions within and outside of the LCTCS through the LCTCS Chief Academic Affairs Officer/Vice-President of Instruction.

Board of Regents Higher Education Transfer Matrix

The LCTCS institutions shall honor the matrix of transferable coursework as outlined within the Board of Regents Higher Education Transfer Master Course Articulation Matrix and as approved by the Board of Regents.

Authority to Accept the Transfer of Course Work, Credit, and/or Credentials

Acceptance of transfer for individual student course work, credit, and/or credentials beyond the Board of Regents Higher Education Transfer Matrix remains a decision of the receiving institution.

Student Assurances

The individual LCTCS institutions must inform students, by the end of the first semester/terms of attendance, of the course work or credentials which will transfer, and the amount of credit which will be awarded, and as well as the applicability of transferred credits toward the student's program.

Factors Governing Transferability of Courses, Credit and/or Credentials

Transferability of programs, courses, credit, and/or credentials is based on equivalency of must assure comparable: course content, program entrance and exit competencies, Board-established academic and/or industry standards, faculty credentialing, and institutional accrediting requirements.

Levels of Transfer Related to Articulation: LCTCS Internal Articulation, LCTCS Institutions to Postsecondary Institutions of Other Management Boards, and Secondary to LCTCS Postsecondary

LCTCS Internal Transferability

The LCTCS Board of Supervisors strongly encourages all institutions of higher education, particularly among LCTCS institutions, to create a student-friendly transfer environment that, and particularly among LCTCS institutions, that is student friendly and supports the workforce needs of the state.

1. The Board has mandated that LCTCS institutions offering basic General Education courses, offered by LCTCS institutions, move toward common course outlines/syllabi, course descriptions, and course numbering for courses that are not already approved for listing in the Board of Regents Master Course Articulation Matrix General Education Matrix. The LCTCS Board of Supervisors has further mandated that the establishment of minimum faculty qualifications for all faculty members teaching General Education courses, or other courses which are a part of transfer degree programs, that are consistent with the standards and guideline for Faculty Qualifications of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). With consistent faculty qualifications consistent with credentialing meeting SACSCOC criteria and common course content, all General Education and transfer degree course work should move the LCTCS courses toward greater internal transferability/articulation.
2. Further, the Board has mandated common course numbering across all technical education courses offered at LCTCS institutions. In an effort to facilitate transfer and a career ladder approach in technical education, students enrolled at any LCTCS institution who complete a program of study in a technical education field for which there is an Industry-Based Certification or licensure and gain the associated certification or licensure, shall be eligible to transfer the equivalent credits to any institution within the LCTCS offering instruction that leads to that same credential. Institutions are expected to jointly develop and publish a comprehensive certification and licensure credit equivalency document that provides students with clear guidance on the transfer credits that can be expected upon transfer between LCTCS institutions.

Transfer of Coursework from LCTCS Instruction to Postsecondary Instruction of Other Management Board

The LCTCS Board of Supervisors endorses and encourages its institutions to continue the multi-management board developments of the Board of Regents Higher Education the Master Course Articulation Matrix for institutions of postsecondary education in Louisiana. The LCTCS Board of Supervisors further encourages course and programmatic articulation with postsecondary institutions of other management boards, which may not be listed within the Board of Regents Higher Education Transfer/Master Course Articulation Matrix.

Secondary to LCTCS Postsecondary Transferability

The LCTCS Board of Supervisors endorses and encourages its institutions to continue to develop and refine course/ program alignment/ articulation development (e.g. Tech-Prep, etc.) with the secondary schools of Louisiana. Secondary students enrolled in high school may qualify to be dually/concurrently enrolled in approved postsecondary coursework. Guidelines for such dual enrollment/ articulation agreements follow.

Specialized Transfer: Articulation Agreements

Definitions

“Articulation” is defined as a process whereby courses, credit, and/or credentials are given “preapproval” status as transferable between or among institutions. “Articulation agreements” are defined as documents created by the institutional parties granting the articulation (“preapproval” status) or substitution of course work, credit, and / or credentials.

Individualized Articulation Agreements

Articulation agreements are generally developed in order to meet the needs of student cohorts rather than individual students. Quality articulation agreements are designed to minimize students’ duplication of instructional coursework and to streamline student’s’ courses of program study and are most effectively developed at the faculty-to-faculty coupled *with* administrator-to-administrator level.

Statewide Agreements

It is understood that articulation is best achieved through local faculty-to-faculty collaboration and planning. When common instructional agreements are developed across regions of the state or across institutions statewide, these should be outgrowths of local faculty-to-faculty collaboration and planning.

Types of Articulation Agreements

- A. **2+2 Agreements** - *Formal, institutional as well as statewide articulation agreements between high schools and LCTCS institutions and four-year colleges and universities to facilitate attainment of a bachelor’s degree (2+2 agreements);*
- B. **Internal System Agreements** - *between and among LCTCS postsecondary institutions (assurances of internal consistency);*
- C. **External System Agreements** - *between and among LCTCS postsecondary institutions and postsecondary institutions outside of the LCTCS management system (postsecondary 2+2 agreements).*
- D. **External Partner Agreements** - *between and among LCTCS postsecondary institutions and external partners or other educational entities, which could include: branches of the U.S. military, industry curriculum packages (i.e. CISCO, ProStart, etc.)*

Articulation shall be collaboratively developed, implemented, evaluated by the individual campus/institutional partners entering into the agreements(s) under the auspices of the institutional Chief Academic Officer(s). These agreements shall be in keeping with Act 151 of the First Extraordinary Session of the Louisiana Legislature of 1998, the policies of the Louisiana Board of Regents and the LCTCS Board of Supervisors, and shall be reported to the LCTCS Vice

President of Instruction on an annual basis prior to the Fall term of each academic year. Such agreements are hereby encouraged.

DISCLOSURE OF DEGREE PROGRAM TRANSFERABILITY

Students enroll in degree, diploma, and certificate programs with considerably differing aspirations and anticipated outcomes. It is, however, important that students are made aware, from the point at which they enroll in a program, that the degree program which they may be pursuing is in keeping with those varying aspirations and outcomes.

If the degree program is not designed to transfer to a baccalaureate degree -granting institution and is considered a terminal credential for these intents and purposes, this information shall also be included in all catalog entries.