

TRANSFER ARTICULATION AGREEMENT

between **PORTLAND COMMUNITY COLLEGE,**

hereafter referred to as **PCC,** and

[PARTNER INSTITUTION]

hereafter referred to as **[PI]**

1. Introduction to Specify Programs and Institutions

- a. This Agreement supports the transfer of students with the _____ degree from PCC, transferring into the following degree[s] at [PI]: _____ PCC graduates who have earned the _____ degree since [term and year] are covered by this agreement.

2. Statement of Intent

- a. The intent of this agreement is to facilitate bachelor's degree attainment for students transferring from PCC in the above program(s). The combination of courses required to complete the _____ degree so noted have been identified as providing the student with sufficient rigor and content to facilitate their success at [PI].

3. Statement of the Basic Agreement

- a. [PI] agrees to accept credits for students who have completed an _____ degree at PCC as outlined in attached Sample Plan of Study. These documents are hereby incorporated and made a part of this Agreement. This Agreement does not apply to students transferring with a different associate's degree from PCC or choosing a different major or program at [PI]; such students may be evaluated for admission to [PI] on a case-by-case basis.

4. Term and Termination

- a. This Agreement shall commence [date] or on the date of the last signature entered in the Contract Administration section, whichever is later, and shall terminate [date], unless terminated earlier as provided elsewhere in this Agreement. This Agreement may be renewed by the mutual written agreement of the parties for additional terms, not to exceed five (5) years. Either party may terminate or suspend this Agreement for convenience upon sixty (60) days' written notice; provided, however, that the parties shall discuss and reasonably attempt to resolve the issues that led to the notice of termination or suspension during the sixty-(60)-day period. Notwithstanding the termination of the Agreement, any student who has applied for transfer from PCC to [PI] prior to or during the sixty-(60)-day period shall be treated as if this Agreement continues to be in effect.

5. Changes in Curriculum or Program Requirements

- a. Changes made to relevant curriculum at either PCC or [PI] will necessitate review of the programs at both institutions to determine if modification of Agreement is necessary. If deemed appropriate, a new agreement will be generated and signed. Curriculum changes by either PCC or [PI] must be communicated in writing no later than June 30 of any academic year by the individuals identified in Contract Maintenance.
- b. Each partner assumes responsibility for informing their students of curricular revisions that would impact student planning and/or degree completion. In the event graduation requirements for the bachelor's degree at ABS-RGU change within this time, the standards and practices established by [PI] to cover such a change will apply to transferring students.

6. Admission and Matriculation

- a. This Agreement does not guarantee admission to [PI] or admission to any specific program or major at [PI]. Students shall apply for admission to [PI] in accordance with rules, policies, and procedures of [PI] in effect at the time of application.

- b. The catalog under which the student will graduate from [PI] will be determined by the policies and practices in place at [PI].
- c. As appropriate, courses transferred may fulfill [PI] requirements. Nevertheless, students will be responsible for completing all graduation requirements of [PI] in effect at the time of graduation in order to earn a bachelor's degree. Students are urged to work with an academic advisor at [PI] prior to and after transfer in order to plan an efficient course of study for the bachelor's degree. This advising will be provided by [name of office at Partner Institution responsible for advising prospective transfer students].

7. General Provisions

- a. In carrying out the responsibilities and obligations of this Agreement, neither party shall be acting as the agent or principal of the other with regard to dealings with third parties, including students. Neither party shall have the authority to make any statements, representations, nor commitments of any kind or to take any action binding the other except as provided for herein or authorized in writing by the party to be bound.
- b. This Agreement constitutes the entire Agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties.

8. Contract Administration

a. Primary Substantive Agreement Contacts

For _____

Name:
Title:
Address:
Phone:
E-mail:

For PORTLAND COMMUNITY COLLEGE

Name: Dr. Kendra Cawley
Title: Dean of Academic Affairs, SY TCB 120
Address: PO Box 19000
Portland OR, 97280-0990
Phone: 971.722.4481
E-mail: kcawley@pcc.edu

b. Contract Officers

For _____

Name:
Title:
Address:
Phone:
E-mail: r.barnes@rgu.ac.uk

For PORTLAND COMMUNITY COLLEGE

Name: Mr. Steve Hopf
Title: Contracts Officer, DC 211
Address: PO Box 19000
Portland OR, 97280-0990
Phone: 971.722.2831
E-mail: steve.hopf@pcc.edu

c. Annual Contacts Responsible for Updates

For _____

Name:
Title:
Address:
Phone:
E-mail:

For PORTLAND COMMUNITY COLLEGE

Name: Dr. Anne Haberkern
Title: Curriculum Director
Address: PO Box 19000
Portland OR, 97280-0990
Phone: 971.722.7815
E-mail: anne.haberkern@pcc.edu

9. Contract Maintenance

- a. This Agreement does expire as outlined in section 4 a., and must be routinely reviewed and re-executed in order to ensure its continued relevance and viability.
- b. This Agreement shall be reviewed annually by the parties listed in 8 c. unless significant curriculum and/or program changes mandate an earlier review—in which case, the parties in 8 c. shall alert the principals identified in 8 a. that changes impacting (or potentially impacting) this agreement have occurred.

10. Signatures

a. The parties hereto have executed this Agreement on the day and year of the last date accompanying the signatures.

For _____

By (Sign) _____

Name:

Title: Chief Academic Officer

Date: _____

For PORTLAND COMMUNITY COLLEGE

By (Sign) _____

Name:

Title: Vice President for Academic Affairs

Date: _____

By (Sign) _____

Name:

Title: Contracts Officer

Date: _____

By (Sign) _____

Name: Steve Hopf

Title: Contracts Officer

Date: _____

Sample