

Articulation Agreement between
San Jacinto Community College District
and
Southern New Hampshire University-College of Online and
Continuing Education

The San Jacinto Community College District (SJCD) and *Southern New Hampshire University-College of Online and Continuing Education (SNHU-COCE)*, have developed this agreement to support student achievement of educational and career goals. The agreement represents an active educational partnership committed to student success and degree completion.

This agreement provides for the seamless transfer of credit from SJCD to *SNHU-COCE* (articulation) and from *SNHU-COCE* to SJCD (reverse articulation). This agreement also defines parameters by which SJCD and *SNHU-COCE* may mutually consent to program or degree specific articulation plans to be covered and enforced by the scope of this agreement.

SJCD is authorized to offer instructional programs leading to various associate degrees and to confer the appropriate associate degree on students successfully completing such programs. All such programs are registered with the Texas Higher Education Coordinating Board. SJCD is regionally accredited by and is a member of the Southern Association of Colleges and Schools (SACS). The SJCD has its principle place of business at 4624 Fairmont Parkway, Pasadena, Texas 77504.

SNHU-COCE is authorized to offer instructional programs leading to various baccalaureate degrees and to confer the appropriate baccalaureate degree on students successfully completing such programs. *SNHU-COCE* is regionally accredited by and is a member of the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education (CIHE). The *SNHU-COCE* has its principle place of business at 33 South Commercial Street, Manchester, NH 03101.

Articulation of Credit

Students may apply for admission to *SNHU-COCE* at any time during their enrollment at SJCD; the *SNHU-COCE* application and admission fee will be waived for students transferring under this agreement.

SJCD students must meet all *SNHU-COCE* requirements and deadlines pertaining to application for admission, orientation and registration, and payments of tuition and fees, other than application and admission fees. SJCD students seeking transfer to *SNHU-COCE* shall abide by the policies and procedures in effect at the time of their application to *SNHU-COCE* that apply to all students of and/or applicants to *SNHU-COCE*.

SJCD students earning an Associate of Arts, or an Associate of Science, or an Associate of Applied Science with a cumulative GPA of 2.5 or greater and transferring under this agreement will be guaranteed admission to *SNHU-COCE* under this agreement. A

maximum of 90 semester credit hours earned at SJCD with a grade of C- or better will be accepted and applied to a designated/appropriate *SNHU-COCE* degree plan if the coursework aligns with the bachelor's degree program.

Of the maximum 90 semester credits to be accepted by *SNHU-COCE*, *SNHU-COCE* will identify the remaining courses beyond the associate degree (AA, AS, AAS) for the aligned bachelor's degree program.

All successfully completed, with a grade of C- or better, lower-division academic courses offered by SJCD, identified by the Texas Common Course Numbering System (TCCNS), and published in the Lower Division Academic Course Guide Manual (ACGM) shall be fully transferable to *SNHU-COCE* and be substituted for the equivalent course at *SNHU-COCE*.

Unless otherwise specified by an articulation plan approved under this agreement, SJCD students may be required to apply and be admitted separately to specific colleges or programs within *SNHU-COCE* and be subject to all requirements and limitations of admission procedures to said programs including higher GPA requirement and/or additional specific courses as stated in the course catalog in effect at the time of enrollment at *SNHU-COCE*. *SNHU-COCE* shall not place requirements on SJCD students transferring under this agreement that are not required of its native students.

SJCD and *SNHU-COCE* will work together to provide students with accurate and timely transfer information and academic advising relative to a designated/appropriate *SNHU-COCE* degree program. *SNHU-COCE* will provide appropriate brochures and informational material to SJCD and its students. *SNHU-COCE* shall provide support services appropriate to meet the needs of SJCD transfer students, including an orientation program similar to that which is provided to *SNHU-COCE* native students and shall finalize an approved degree plan prior to completion of the SJCD student's second semester of study at *SNHU-COCE*.

Reverse Articulation of Credit

The purpose of Reverse Articulation of Credit is to serve SJCD students who transfer to *Southern New Hampshire University-College of Online and Continuing Education* prior to earning an associate's degree from SJCD. Reverse articulation of credit permits eligible and interested students to transfer certain course work from *SNHU-COCE* to SJCD to complete requirements for an associate's degree.

For students who from SJCD to *SNHU-COCE* prior to earning an associate's degree, all successfully completed lower-division academic courses offered by SJCD, identified by the Texas Common Course Numbering System (TCCNS), and published in the Lower Division Academic Course Guide Manual (ACGM) shall be fully transferable to *SNHU-COCE* and be substituted for an equivalent course if the course fits into the appropriate bachelor's degree program at *SNHU-COCE*.

Southern New Hampshire University will allow SJCD students to transfer their credits earned at *SNHU-COCE* back to SJCD, as part of this articulation agreement, and provide them the opportunity to complete their community college (associate) degree. *SNHU* students will automatically be notified of this Agreement, when they have met the following criteria:

- Have earned at least 30 semester college credit hours from SJCD
- Have earned at least 36 semester college credit hours from SNHU.
- Transferred to SNHU with SJCD being the last school attended.
- Be in "good standing" at both SJCD and SNHU.
- Attended SJCD within the last 5 years.
- Student Completion of the Reverse Transfer Credit Agreement release form
- SNHU-COCE will securely transmit official paper or electronic copies of these students' transcripts to SJCD.

Upon receipt of *SNHU-COCE* transcript information, SJCD will conduct a degree audit of each eligible student and evaluate all coursework that may apply to the completion of the student's associate degree at SJCD. Students who meet all SJCD degree requirements are eligible to receive an SJCD degree at no additional cost to the student. SJCD will notify each student that he or she is eligible to receive an associate's degree and eligible to participate in SJCD's graduation ceremony.

Separate academic records for students will be maintained at each institution. Authorized employees of SJCD and *SNHU-COCE* will have access to personally identifiable information about the students who receive or who are eligible for reverse articulation of credit. SJCD and *SNHU-COCE* will ensure their institutional compliance with FERPA regulations.

Articulation Plans

This agreement establishes general articulation and reverse articulation of credit. Successful transfer and degree completion requires the mapping of credits from specific SJCD associate's degree programs to specific *SNHU-COCE* bachelor's degree programs. Educational planners and advisers at SJCD and *Southern New Hampshire University-College of Online and Continuing Education* rely on two types of documents to facilitate and support transfer and articulation of credit from SJCD to *SNHU-COCE*: transfer plans and articulation plans

Transfer plans are documents that describe the articulation of credit granted to any student from any institution when transferring to *Southern New Hampshire University-College of Online and Continuing Education*. The transfer plans between SJCD and *Southern New Hampshire University-College of Online and Continuing Education* clarify how SJCD credits transfer to *Southern New Hampshire University-College of Online and Continuing Education* based on existing program and degree requirements and state regulations. Transfer plans are developed as a matter of supporting student advising; they do not require formal recognition under this agreement.

Articulation plans are also transfer plans, but they are more formal and may identify specific admission conditions to be accepted into a program or degree plan at *Southern New Hampshire University-College of Online and Continuing Education* and may describe articulation of credit not guaranteed by transfer plans or state regulations. Articulation plans are developed specifically and uniquely to articulate credit from SJCD to *Southern New Hampshire University-College of Online and Continuing Education*; articulation plans developed in accordance with this agreement are guaranteed by this mutual agreement between the two institutions.

Pursuant to and in support of this agreement, individual articulation plans may be established that specify which requirements of specific *SNHU-COCE* degree plans are satisfied by specific SJCD courses and credits.

To establish an articulation plan under the legal scope of this agreement, SJCD and *SNHU-COCE* shall:

- Describe, where appropriate, any application and admission requirements specific to the *SNHU-COCE* degree plan to which the SJCD student plans to transfer.
- Indicate an effective start date and end date for the articulation plan.
- List all course requirements for the *SNHU-COCE* degree plan and indicate which SJCD courses shall satisfy each requirement. Individual courses required as part of the *SNHU-COCE* and SJCD core curriculum shall not be listed; that group of courses shall be noted by a single heading of *Core Curriculum*. It is understood by both parties to this agreement that those institutions of higher education, as defined by Section 61.003 of the Texas Education Code, which are subject to the jurisdiction of the Texas Higher Education Coordinating Board are required to accept for transfer all courses within the approved core curriculum of any fellow institution of higher education. Pursuant to the terms of this agreement, SJCD and *SNHU-COCE* further agree that, in the event that *SNHU-COCE* is not an institution of higher education subject to the jurisdiction of the Texas Higher Education Coordinating Board, SJCD and *SNHU-COCE* shall also accept for transfer the core curriculum adopted by the parties to this agreement.
- Conduct a review of all aforementioned details. Reviewers shall include: an instructional administrator with responsibility for the relevant degree program; an educational planner or advisor or enrollment management administrator; and an administrator responsible for managing this articulation agreement.
- Reviewers shall indicate by paper or electronic signature their approval of the articulation plan.

Individual articulation plans may be independently terminated according to the terms of this agreement. Termination of individual articulation plans does not affect the status of the agreement or other individual articulation plans established under this agreement.

If an articulation plan expires or is terminated for any reason while SJCD students are enrolled at *SNHU-COCE* and pursuing a degree under that articulation plan, *SNHU-COCE* must allow students to pursue the degree under the agreed upon articulation plan as long as the student is enrolled continuously at least part-time through Fall and Spring semesters.

General

Term. This agreement is for a period of five (5) years from the date that it is signed by the authorized representatives of both institutions. This agreement shall automatically renew for one (1) year terms unless terminated pursuant to the provisions set forth herein.

Voluntary Termination. This agreement may be terminated by either party by giving written notice of said party's intentions to the SJCD Office of the Associate Vice Chancellor for Learning and/or to the *SNHU-COCE Assistant Director of Academic Alliances* at least 90 days prior to the date on which action would be taken. Such a notice will specify the nature of the action contemplated and the rationale for such action.

Accreditation. This agreement is effective only as long as both SJCD and *SNHU-COCE* maintain current accreditation by a regional accrediting association as recognized by the U.S. Department of Education. In the event that either party loses accreditation, this agreement shall terminate immediately.

Phase-Out. In the event this agreement is terminated, SJCD and *SNHU-COCE* will continue to provide support and services to students transferring under this agreement as long as students are enrolled continuously at least part-time through Fall and Spring Semesters.

Agreement Status & Review. The respective designees at both SJCD and *SNHU-COCE* will monitor and report on the status and impact of this agreement. As long as this agreement is in effect, the agreement and any subsequent articulation plans should be reviewed annually or bi-annually and revised or amended as necessary.

FERPA Regulations. SJCD and *SNHU-COCE* agree to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C §1232g; 34 CFR Part 99) and its associated regulations, taking steps to ensure that confidential information is not disclosed or distributed in a manner inconsistent therewith. This provision shall survive termination or expiration of this Agreement.

Entire Agreement. This Agreement embodies the entire agreement and understanding between the parties and supersedes all prior agreements, whether oral or written between the parties relating to the subject matter hereof.

Modifications or Amendments. This Agreement may not be amended or modified except by a written instrument executed by both parties. SJCD and *SNHU-COCE* agree to mutual notification of changes and additions to the curriculum and curriculum standards, so that articulation plans may be revised as necessary. Proposed changes in policies or curriculum by either party must be communicated in writing to the other party and agreed upon in consultation with officials of each institution. Any changes agreed upon must be signed by both parties, dated, and attached to this agreement.

Notices and Requests. All notices given pursuant to this Agreement shall be in writing and shall be validly given on (1) the date of delivery if delivered by email, facsimile transmission, registered or certified mail, or hand delivered, or (2) three (3) business days after being mailed via United States Postal Service addressed as follows:

San Jacinto Community College District
Dr. Brenda Hellyer
4624 Fairmont Parkway
Pasadena, Texas 77504
281-998-6100

Southern New Hampshire University-
College of Online and Continuing
Education
Gina Fedell
33 South Commercial Street
Manchester, New Hampshire 03101
603-657-4186

Force Majeure. Neither party shall be liable for any delays resulting from acts of nature, strikes, and riots, acts of war, epidemics, or governmental regulations.

Publicity. Neither party hereto shall, without securing written or electronic consent of the other party, publicly announce the existence of this Agreement or advertise or release any

publicity in regard thereto, except that SJCD and SNHU-COCE may disclose the terms of this Agreement to the extent required by law or regulation.

Binding Agreement. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of SNHU-COCE and shall be binding upon and inure to the benefit of San Jacinto Community College District's legal representatives, successors, and assigns.

Governing Law. Harris County, Texas shall be the proper place of venue for suit on or in respect of the Agreement. The Agreement and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas.

Severability. If any of the provisions or portions of this Agreement are invalid under any applicable statute or rule of law, they are to that extent to be deemed omitted.

Assignment. Except as otherwise provided in this Agreement, neither party shall assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party hereto, which assignment shall not be unreasonably withheld, and any such attempted assignment without such consent shall be void.

No Financial Implication. No financial implications concerning the transfer or exchange of cash, equipment, or real estate is intended or implied by this agreement. SJCD and SNHU-COCE are separate and independent institutions of higher education and intend to remain so. The administrators of SNHU-COCE and SJCD are authorized to prepare and implement plans of action and procedures necessary to effect this agreement.

Independent Contractor. Each party acknowledges and agrees that the relationship with each other is that of an independent contractor and nothing in this Agreement shall be construed to create a partnership, joint venture or agency relationship between the parties. Each party is solely responsible for any and all liabilities of its employees for their performance under this Agreement and further is responsible any and all taxes imposed upon each party, including FICA, FUTA, unemployment taxes, worker's compensation coverage, and other liabilities incurred as the employer providing products and/or services pursuant to this Agreement as an independent contractor.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed on its behalf by its duly authorized representative.

San Jacinto Community College District
4624 Fairmont Parkway
Pasadena, TX 77504

Brenda Hellyer
Brenda Hellyer, Chancellor 1/30/17
Date

Southern New Hampshire University-College of Online and Continuing Education
33 South Commercial Street
Manchester, NH 03101

Paul LeBlanc
Paul LeBlanc, President 3/17/17
Date

Articulation Guide - Appendix 1
San Jacinto College Associate Degree General Education Core Curriculum
to
Southern New Hampshire University-COCE General Education Core
Course Equivalency Table

San Jacinto College		Southern New Hampshire University	
General Education Core Curriculum	Cr.	General Education Core Curriculum	Cr.
ENGL 1301 Composition I	3	ENG 122 College Composition I	3
ENGL 1302 Composition II	3	ENG 123 College Composition II	3
Mathematical Concepts/Quantitative Reasoning Course	3	MAT 130, 135, 140, 210, 211, 299, 230, 240**	3
GOVT 2306 Texas Government	3	POL-ELE (Free Elective for SNHU 107)	3
Choose from Language, Philosophy, and Culture (Humanities) General Education Core Curriculum	3	Fine Arts and Humanities Elective (EFAH)	3
Choose from Creative Arts (Fine Arts) General Education Core Curriculum	3	Fine Arts and Humanities Elective (EFAH)	3
Choose from Social and Behavioral Sciences General Education Core Curriculum	3	Social and Behavioral Science Elective (ESBS)	3
GOVT 2305 Federal Government	3	POL-210 American Politics (ESBS)	3
Choose from Life & Physical Sciences General Education Core Curriculum	3*	Science, Technology, and Mathematics Elective (ESTM)	3
Choose from Life & Physical Sciences General Education Core Curriculum	3*	Science, Technology, and Mathematics Elective (ESTM)	3
HIST 1301 United States History I	3	HIS 113 United States History I: 1607-1865 (EGED)	3
HIST 1302 United States History II	3	HIS 114 United States History II: 1865-Present (EGED)	3
SPCH 1311, 1315, 1318, 1321	3	COM-212 Public Speaking or COM-ELE (IGED)	3
SPAN 1411, SPAN 1412, SGNL 1401 or Choose one course from the General Education Core Curriculum	3	Integration General Education Elective (IGED)	3
Free Elective	Cr.	Free Elective	Cr.
Excess General Education Electives	2	*General Education Free Electives	2*
Total Credits Transferred to SNHU*		Total Transferable Credits*	
Remaining SNHU Required General Education Courses			
IDS 400 IDS 401 IDS 402 IDS 403			3
Total General Education Requirements Required by SNHU			45

*Excess General Education credits are transferrable as Free Elective Credit, if available.

•Students may transfer up to 90 credits from San Jacinto College.

•Students must earn a Grade of "C-" or better for course transfer.

•Some programs may have dictated courses in these general education areas. Please consult an your SNHU liaison for specific course information.