



Our Lady of the Lake University and South Texas College ARTICULATION AGREEMENT

Introduction

This agreement formally recognizes that Our Lady of the Lake University (OLLU) and South Texas College (STC) are active educational partners in providing educational opportunities for currently enrolled and potential students of both institutions. Agreement to this partnership required a commitment by both institutions to serve and facilitate a student's ability to transfer into a degree program without jeopardizing the intended mission and stated goals of either institution. One of the primary purposes of this agreement is to provide STC students with a seamless experience in transferring to OLLU.

Agreement:

This agreement defines a structure through which articulation on all levels can be supported. OLLU and STC make the following agreements:

Academics

General Articulation (OLLU Transfer Plans)

- Courses on the specific transfer articulation degree plans earned at STC with grades of "C" or above will transfer to OLLU. Students are highly encouraged to complete their Associate's Degree at STC prior to transferring to OLLU. Specific transfer articulation degree plans are available on the OLLU website, www.ollusa.edu/admissions, click on Undergrad Transfers. Courses not listed on the specific transfer degree plan will be evaluated and accepted on a course-by-course basis by OLLU. The maximum number of hours available for transfer is (72 hours). Note that development or preparatory courses will not be accepted for transfer. Students entering under the "general articulation agreement" are only granted general admission and have to apply for a particular program after enrolling at OLLU.

Reverse Transfer Policy and Procedure Development

- Both institutions will establish Reverse Transfer policies and procedures for credits earned at OLLU that are to be transferred to STC and applied toward associate degrees. Students seeking to transfer such credits must satisfy the following conditions:
 1. Must be in good standing at both institutions.
 2. Earned a minimum of 15 transferrable hours from STC to OLLU.
 3. Earned a total of at least 66 semester credit hours from OLLU & STC, combined.
 4. Transferred to OLLU from STC, with STC being the last school attended.

"Reverse Transfer" allows students to transfer coursework from OLLU back to STC to complete requirements for the associate degree. This program is specifically designed to allow students to receive the advantages pursuant to completion of the associate degree when they leave STC prior to degree completion. OLLU and STC will develop a reverse transfer process to provide students with the opportunity to complete the associate's degree while working on their OLLU bachelor's degree. Student records will be exchanged between OLLU and STC for this purpose, strictly adhering to all privacy regulations and ensuring compliance with House Bill 3025: Any student who transfers from a two year degree awarding institution to another Texas public college or university, has completed 25% of the Associate degree (usually 15 college-level credit hours) and has subsequently completed degree requirements at the transfer institution may qualify for an Associate's Degree at the two year institution.

Earned hours must include the courses required by the Texas Higher Education Act as set forth in subchapter F, sections 51.301 and 51.302 (six [6] semester hours in U.S./Texas government and six [6] hours in U.S./Texas History).

Reverse Transfer Guidelines

1. Transcripts must be identified as a Reverse Transfer. “Reverse Transfer” can be indicated in the address line of the receiving institution (ATTN: Reverse Transcript Office).
2. Student information
 - a. Student’s name
 - b. Student’s current address
 - c. Student’s current email
 - d. Student’s date of birth (DOB)
 - e. Student’s last four digits of Social Security Number (SSN)
3. Sending Institution Contact Information
 - a. Name (Point of Contact)
 - b. Title
 - c. Telephone number
 - d. Email address
4. Send student information and point of contact information to:
South Texas College
Admissions Office c/o Matthew Hebbard, Associate Dean/Registrar

Program Specific Articulation

Students who satisfactorily complete an Associates of Art degree at South Texas College and present the appropriate transcript documentation to the OLLU Registrar will have no General Education Core Curriculum requirements to meet if they follow the transfer plan for this particular program, but must take one Religious Studies course after enrolling at OLLU. Students transferring under a “program specific” degree plan are not automatically admitted into those particular programs (i.e. Social Work, Psychology, Criminal Justice, Business). Those requirements are separate from the University admissions process and must be met upon enrolling at OLLU.

Admissions

- A student is concurrently enrolled or jointly admitted, when the student applies to STC and to OLLU at the same time.

Advisement and Other Student Services

- Both institutions will establish a procedure for distributing advisement information.
- Dates will be set for OLLU admission/advisement counselors to visit the campuses of STC.

Institutional Effectiveness

OLLU and STC agree, subject to applicable laws and regulations, to exchange information as mutually agreed upon in writing, in order to maintain and improve the articulation agreement and transferability of STC students to OLLU.

Any exchange by the parties of student record information protected by the Family Education Rights and Privacy Act (20 USC § 1232g) and implementing regulations (34 CFR Part 99) shall commit the receiving party to limit the use of such information to the purposes for which the disclosure was made, and to impose such limits on any re-disclosure, and the parties agree to comply with all applicable statutory and regulatory provisions, including, without limitation, 34 CFR 99.31, 99.32, 99.33, 99.34 and 99.35.

Program and Faculty

- OLLU and STC faculty and staff of articulation degree programs will meet (in person or virtually) to discuss the progress of the articulation agreement including experiences of students and faculty.

Communication and Marketing

- OLLU faculty of articulation degree programs will have the opportunity to visit STC classes of articulation degree programs each semester to share information.
- Both institutions agree to communicate the status of this agreement to the respective stakeholders – external and internal.
- OLLU grants permission to STC, and STC grants permission to OLLU to use, display, reproduce and publish each other's trademarks and logos as an institutional partner on the OLLU and STC websites, cobranded web portals, and in-print publications. Each institution will have the opportunity to review publications before they are published.

Institutional Independence

No financial obligations concerning the transfer or exchange of cash, equipment, or real estate is intended or implied by this agreement. Our Lady of the Lake University and South Texas College are separate and independent institutions of higher education and intend to remain so. The administrators of Our Lady of the Lake University and South Texas College are authorized to prepare and implement plans of action and procedures necessary to affect this agreement.

Longevity of Agreement

This agreement will be in effect for three (3) years from the date of administrative endorsement. Renewal of transfer plans with appropriate content changes will be done on an annual basis. This agreement will be automatically renewed unless one of the parties expresses, in writing, its desire to terminate the agreement giving six months written notification with effective date to be the last day of the following semester.

Our Lady of the Lake University

South Texas College

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