

INSTITUTIONAL ARTICULATION AGREEMENT  
BETWEEN  
UNIVERSITY OF CINCINNATI  
AND  
CINCINNATI STATE TECHNICAL AND COMMUNITY COLLEGE

The University of Cincinnati and Cincinnati State Technical and Community College recognize the need to facilitate the transfer of students from Cincinnati State Technical and Community College to the University of Cincinnati to pursue and achieve their educational goals.

**University of Cincinnati (“UC” as used herein)** serves the people of Ohio, the nation, and the world as a premier, public, urban research university, dedicated to undergraduate, graduate, and professional education, experience-based learning, and research. The University is committed to excellence and diversity in our students, faculty, staff, and all of our activities. The University provides an inclusive environment where innovation and freedom of intellectual inquiry flourish. Through scholarship, service, partnerships, and leadership, the University of Cincinnati creates opportunity, develops educated and engaged citizens, enhances the economy and enriches our university, city, state and global opportunity. The University of Cincinnati is accredited by the Higher Learning Commission; Member-North Central Association (30 N. LaSalle Street – Suite 2400, Chicago, Illinois 60602-2504, (312) 263-0456 or (800) 621-7440).

**Cincinnati State Technical and Community College (“CS” as used herein)** is a state community college created pursuant to O.R.C. Chapter 3358 and fully accredited by the Higher Learning Commission, North Central Association. CS has been dedicated to meeting the educational needs of the Southwestern Ohio community for more than 40 years, providing student-focused, accessible, quality technical and general education, academic transfer, experiential and co-operative education and workforce development. The college offers more than 100 degree programs and certificates, and is noted for its cooperative education program – one of the largest of its kind among two-year colleges in the U.S.

In an effort to ease the transfer process and to promote the closer coordination of academic courses, programs and degrees offered by our institutions, we do hereby enter into the following institutional articulation agreement, in accordance with the guidelines and recommendations of the Ohio Articulation and Transfer Policy (HB 95).

1. In support of this institutional agreement, CS and UC will work together to maximize the acceptance and application of transfer credit. Program specific Articulation Agreements supporting this institutional agreement will outline selective admission requirements, course equivalencies, and other information affecting students who enroll in a particular academic program. These supplemental programmatic Articulation Agreements must be consistent with the tenets of this overarching institutional agreement. Students transferring credit outside of programmatic Articulation Agreements will have the application of transfer credit done on a course-by-course basis by UC. Ultimately, the acceptance and application of transfer credit is the decision of UC.
2. Associate Degree Completion & Reverse Transfer.
  - a. Under this agreement, students of CS will be encouraged to complete their AA/AS/AAS/AAB degree before transferring to UC.
  - b. Should a CS student transfer to UC prior to completion of an AA/AS/AAS/AAB degree, CS shall provide the opportunity for students to subsequently complete the AA/AS/AAS/AAB degree in absentia using UC course credit. With student authorization, UC agrees to supply information to CS in order to facilitate this reverse transfer credit.

- c. In this interest, all course work completed at UC will be accepted and applied to AA/AS/AAS/AAB degree requirements at CS consistent with the criteria used for native CS students. The same course may also apply toward baccalaureate degree requirements at UC.

3. International Students.

- a. International students who have graduated from CS, or have completed college level coursework in English Composition and who have completed 30 or more credit hours of college level coursework, will be exempted from English proficiency testing upon matriculation to UC. Unless CS transcript indicates that college credit was awarded for International coursework, the international transfer student will not be required to submit international transcripts to UC for admissions purposes.
- b. International transfer students who have graduated from CS with an associate's degree with a competitive GPA will be reviewed for a UC Global Scholarship (GPA requirement is subject to change yearly). Students eligible for this scholarship will not be reviewed for the Cincinnati Pathways scholarship.

4. Transfer Policies and Procedures.

- a. UC and CS shall adhere to the Ohio Articulation and Transfer Policy (HB 95).
- b. Recognizing the system of preparation afforded by the completion of an AA/AS/AAS/AAB degree, and in accordance with the Ohio Articulation and Transfer policy, UC will guarantee admission to the college/university and afford junior standing to all students who have earned an AA/AS/AAS/AAB degree from CS, provided their grade point average is at least 2.0 for all previous college-level courses.
  - i. Students completing an AA or AS at CS will be considered to have met all lower division general education requirements at UC. CS and UC will work together to maximize the acceptance and application of transfer credit for AAS graduates. This includes application to general education requirements.
  - ii. Students so admitted will be considered for admission to selective programs (majors, minors, or fields of concentration) with the same guidelines that are applied to native UC students. Students are responsible for understanding and adhering to the selective admission requirements, according to catalog requirements, at UC.
- c. Students who have not completed their AA/AS/AAS/AAB degree, or who have earned a cumulative grade point average below 2.0, or those who have been dismissed previously from another institution will be considered for admission according to the admissions policy and standards of UC, according to catalog requirements.
- d. Due to curriculum structures and the variability in student enrollment patterns, UC cannot guarantee that students who transfer under the provision of this agreement will complete all the requirements to graduate from UC within two years or by earning an additional 60 semester hours at UC.
- e. All collegiate level courses completed at CS with a "D-" or better grade will be accepted for students who transfer with or without an earned AA/AS/AAS degree. These credits shall be accepted toward the student's class standing and shall be articulated to specific UC courses whenever possible. Per UC policy for transfer students, the CS GPA does not transfer. It should be noted that the student may be required to retake any course in which s/he received a grade of "C or D" where there is a higher minimum grade required for all native UC students pursuing the same academic program. The application of this rule shall be the same for both native UC students and CS transfer students.
- f. Transfer students shall be subject to the catalog in force at the time of their admission to the receiving institution and to any revisions that occur after its publication and prior to their enrollment. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements (including, but not limited to major, GPA, graduation, and/or residency requirements, policies, procedures, and standards) as native students. Furthermore,

transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned.

5. Financial Aid. Federal regulations mandate that financial aid can be disbursed to a student by only one institution during any given term. Financial aid eligibility through CS ends when the student completes their CS degree and commences working upon a degree program at UC. Transfer students must reapply for financial aid upon transfer to UC and must comply with the deadlines and policies at UC.
6. UC and CS shall endeavor to increase the persistency of our students toward completion of associate and baccalaureate degrees by providing CS students interested in matriculating to UC with an array of resources described below while they are completing their associate degree at CS.
  - a. Enhanced Academic Transfer Advising for UC Bound Students
    - i. CS and UC both utilize a software program that allows students to see their earned credit and how it applies to their degree, defined as a "Degree Program Audit." Both institutions agree that in order to facilitate advising, Transferology is an appropriate medium for monitoring degree program audit progress.
      1. CS shall make students aware of Transferology, and work with transfer students to establish Transferology account and populate with earned courses.
      2. UC shall grant Transferology access to CS academic transfer advisors ("CS Advisers") to better determine how an individual student's credit will apply to a specific UC bachelor's degree. UC shall provide each CS Adviser with a unique username and password. UC shall provide relevant training to CS Advisers.
    - ii. CS shall make available to UC advisors computer and office space within CS's Academic Transfer Center in order that UC advisors can advise CS students interested in attending UC upon their completion of an associate degree at CS.
    - iii. UC will provide degree plans and other program specific advising materials to CS staff and students in order to provide transparent information about pathways to UC degrees.
    - iv. UC shall ensure Transferology/TES course equivalencies are accurate, ensuring that CS Transfer Center and advising staff have the appropriate tools to facilitate advising for transfer.
    - v. UC shall report to CS's Academic Transfer Center Coordinator the number of transfer students from CS for the previous academic year, upon request.
    - vi. UC and CS shall each make reasonable efforts to maintain in confidence information of the other which has been designated as confidential. Such a designation shall be made in writing delivered to the other in advance of the disclosure of such information. All employees of a party who have access to confidential information of the other party shall be bound by written obligations with their employer to maintain such information in confidence. Each party agrees to enforce confidentiality obligations to which its employees are bound. As state instrumentalities, UC and CS acknowledge that they are bound by the provisions of the Ohio Public Records Act, codified in R.C. 149.43 et seq. And that they must comply with the Ohio Public Records Act in performing their duties with respect to confidentiality under this Agreement.
    - vii. UC and CS shall each comply with its obligations under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123g; 34 CFR Part 99) with respect to any student records provided by or received from the other in connection with the performance of this Agreement.
  - b. Privileges and Connections for Qualifying CS Students Bound for UC
    - i. *Consortium Agreement.* UC will allow degree-seeking, full-time CS students access to academic opportunities not available at CS to maintain their current CS program of study.

Generally, most courses (except study abroad) are eligible subject to space availability, completion of prerequisite courses, and permission of both institutions. Students who cross-register pay the tuition at CS, but are responsible for course-related fees to UC. CS students can take courses at UC if:

1. Desired course(s) is not available at CS during the term the student wishes to enroll.
2. Desired course(s) is required for the student's program.
3. Students must be enrolled in equal or more hours at CS (home institution) than at UC (host institution).
4. Students must meet all prerequisites of the course at UC, meet UC's deadlines, and be accepted by UC for enrollment into courses.

Students are limited to six (6) credit hours in each term.

Students must follow institutional procedures for taking courses off-campus (CS) and for becoming a visiting student (UC).

- ii. *Cincinnati Pathways Scholarship*. UC will award the existing Cincinnati Pathways Scholarship to Cincinnati Pathways Scholars who have completed an associate's degree with a 3.4 GPA. To be eligible, Cincinnati Pathways Scholars must be matriculated full time into a bachelor's degree on UC's Main campus. This \$2,100 annual award may be renewed for 1 additional year (2 additional semesters) if the student maintains a minimum UC GPA of 3.20 and earns 24 semester hours toward degree. In addition, UC will reimburse these students the UC admissions application fee. Students should pay the fee with the application and request a final transcript be sent to the UC Office of Admissions. A reimbursement shall be made by UC when degree completion and minimum GPA is received.
- c. Transfer Student Resources and Activities. UC and CS recognize the need for Transfer Students to feel supported in their transition from CS to UC and will provide resources to that effect.
  - i. UC admission materials will continue to be distributed, supplemented with print materials and website presence promoting programmatic activities of the Center for Pathways Advising and Student Success. Such materials and activities may include video, print, or online materials, participation in on-campus shadowing programs, and peer mentoring activities. CS Advisers will have access to and knowledge of these materials and activities, and shall communicate their availability to transfer students.
  - ii. UC's Center for Pathways Advising and Student Success shall serve as a central point of contact for CS students with questions related to advising, credit evaluation, and application to degree programs prior to full matriculation at UC. CS Advisers will have knowledge of these points of contact, and shall communicate their availability to transfer students.  
[www.uc.edu/pathways](http://www.uc.edu/pathways)
  - iii. CS shall designate a single point of contact for articulation and transfer to act as liaison with UC on behalf of the college and to assist in the creation and communication of transfer activities, documents, and resources.
- d. Honors. A CS student who has graduated as a member of the CS Honors Program with a 3.25 cumulative collegiate GPA and at least 30 semester credit hours will be automatically accepted into the UC University Honors Program upon application at [www.uc.edu/honors](http://www.uc.edu/honors). Credits granted of honors work and UC requirements for ongoing participation in Honors are detailed in the Honors Program Transfer Articulation Guide.
- e. Veterans. Both CS and UC have services available to students who are Veterans, in accordance with Ohio HB 488. Students identified as Veterans and Service members will have access to the services available to them. Upon matriculation to UC, transfer students' benefits and certifications shall be transferred from CS to UC for use in completing a bachelor's degree.

## 7. Reaching Students.

- a. Mutual Marketing Efforts.
- i. Both parties are to communicate the conditions of this institutional articulation agreement, in accordance with federal, state, and local laws, to their respective external and internal constituencies.
  - ii. CS will appropriately include this agreement in any listing of articulation and transfer agreements and will communicate this information through a web portal designed to disseminate transfer information to students, staff, and faculty. Other methods of communication, when appropriate, might include and are not limited to inclusion in the college catalog, program specific materials, and graduate mailings.
  - iii. UC will appropriately include this agreement in any listing of articulation and transfer agreements and will communicate this information, and afford the appropriate training when necessary, to staff and faculty to support the CS transfer student.
- b. Mutual Use of Tradenames, Trademarks & Logos.
- i. CS is hereby granted a limited, non-exclusive, non-transferable license to use UC name, tradenames, trademarks, and logos during the term of this Agreement **for the sole purpose of promoting this Agreement and UC programs in accordance with this Agreement.**
  - ii. UC is hereby granted a limited, non-exclusive, non-transferable license to use CS's name, tradenames, trademarks, and logos during the term of this Agreement **for the sole purpose of marketing to the CS student population about this Agreement and UC's programs in accordance with this Agreement.**
  - iii. UC and CS shall confer and coordinate their respective marketing efforts to maximize the impact of such efforts and to assure that one party's use of the other's tradenames, etc., is in compliance with the other's brand standards.
  - iv. Upon termination of this Agreement, the limited licenses set forth in this section will immediately terminate and each party shall (i) cease all such aforementioned use; and (ii) discard, destroy or delete any printed and electronic materials containing the name, tradename, trademark, or logo of the other party. Neither party shall use the name, tradename, logo, or trademark of the other party in any way that would cause confusion in the public mind as to the relationship between the parties, and, except for the limited license set forth in this section, neither party shall by virtue of this Agreement gain any right, title, or interest in any name, tradename, trademark, or logo of the other party.
  - v. Neither party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other party. In no event, shall the license or use of UC's or CS's name, tradename, trademark, or logo be assigned to a parent, affiliate, or successor company formed by the merger or reorganization or similar corporate transaction of UC with any other company.
8. CS will designate an official(s) who will be responsible for all aspects of the articulation program at CS.

Contact: Dr. Myshamil Walker, Transfer Center Coordinator  
Cincinnati State Technical and Community College  
3520 Central Parkway  
Cincinnati, Ohio 45223  
[myshamil.walker@cincinnatiastate.edu](mailto:myshamil.walker@cincinnatiastate.edu) - 513-569-1884

UC will also designate individual(s) responsible for all aspects of this institutional agreement.

Contact: Rachel Fulton, Sr Academic Evaluator, College Credit Services

9. Term.

- a. This Institutional Articulation Agreement has an initial term through June 2023 (end of UC Spring term). Thereafter, this Agreement will be renewed every three years, in accordance with the State of Ohio's biennial budget process, unless either party gives the other a minimum of thirty (30) days prior written notice of non-renewal. Should the precepts of this agreement, in the interim, come in conflict with established policy at either institution, the established policy will take precedent and the agreement will be reviewed for possible modification. In either event, care will be taken to ensure that agreement modifications will not adversely affect students already enrolled and covered under the provision of the existing agreement.
- b. UC and CS each reserve the right to terminate this agreement provided that at least one year's notice of a process terminated date is given.
- c. While this agreement is active and for a period of three years after its completion, the parties agree to maintain auditable records of all policies and processes pertaining to this agreement and make such records available to the other party upon request.
- d. This agreement is contingent upon the availability of sufficient appropriated funds and the College Treasurers certification that such funds are available as required pursuant to the O.R.C. 3358.10

10. Notices. Any notice required to be given by UC pursuant to terms of this Institutional Articulation Agreement shall be deemed to have been given if mailed by certified or registered US Mail, return receipt requested, as of the date of receipt, addressed to the Provost at CS as follows:

Contact: Robin Hoopes, JD  
Provost  
Cincinnati State Technical and Community College  
3520 Central Parkway, Cincinnati, OH 45223-2690  
[robbin.hoopes@cincinnatiastate.edu](mailto:robbin.hoopes@cincinnatiastate.edu) or 513-569-1511

Any notice required to be given by CS pursuant to terms of this Institutional Articulation Agreement shall be deemed to have been given if mailed by certified or registered US Mail, return receipt requested, as of the date of receipt, addressed to the Vice Provost for Enrollment Management as follows:

Contact: Jack Miner  
Vice Provost, Enrollment Management  
University of Cincinnati  
Cincinnati, OH 45221-0091  
[caroline.miller@uc.edu](mailto:caroline.miller@uc.edu) or 513-556-3379

**This agreement is effective as of: February 2020**

**University of Cincinnati**

**Cincinnati State Technical and Community College**

*signed via DocuSign by UC  
General Counsel on 3/9/2020*

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[date]  
Neville Pinto President

*signed via DocuSign on 12/11/2020*

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[date]  
Monica Posey  
President

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Jack Miner [date]  
Vice Provost for Enrollment  
Management

*signed via DocuSign on 12/10/2020*

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[date]  
Robin Hoopes  
Provost