

December 12, 2017

Ms. Hilda Tunstill  
Interim President  
Motlow State Community College  
P.O. Box 8500  
Lynchburg, TN 37352-8500

Dear Ms. Tunstill:

Chancellor Paul Beran has forwarded me the articulation agreements between the University of Arkansas – Fort Smith and Motlow State Community College. Attached is a copy of the signed agreement for your files.

This agreement will provide an opportunity for students at Motlow State Community College to apply their Associate of Applied Science degree toward completion of a Bachelor of Applied Science degree from the University of Arkansas – Fort Smith. UAFS looks forward to this partnership between our two institutions.

Please do not hesitate to contact me should the need arise.

Sincerely,



Georgia M. Hale, Ph.D.  
Provost and Vice Chancellor for Academic Affairs

blh  
Enclosure

## **Articulation Agreement**

Between

Board of Trustees of the University of Arkansas For and On Behalf of the  
University of Arkansas – Fort Smith

and

Motlow State Community College

### **I. PURPOSE**

This Articulation Agreement (“Agreement”), effective January 1, 2018 is between the Board of Trustees of the University of Arkansas for and on behalf of the University of Arkansas - Fort Smith (UAFS) and Motlow State Community College (MSCC).

This Agreement is designed to coordinate transfer policies, enhance advising, set forth and establishes procedures for the offering of courses and a degree program by UAFS; and promotes the acceptance of the transfer of an Associate of Applied Science (A.A.S.) degree from MSCC to UAFS.

UAFS will offer courses through the Bachelor of Applied Science (BAS) online degree completion program. This degree program will begin spring 2018 as set forth in “Exhibit A”. The BAS is offered through the College of Applied Science and Technology at UAFS.

Additional programs may be added if agreed upon, and will be set forth in additional exhibits attached to this Agreement. All degree programs will adhere to the principles of the Agreement.

Students who satisfactorily complete the BAS degree requirements with UAFS in accordance with this Agreement with MSCC, and who meet all other program requirements for graduation, will earn the appropriate degree from UAFS.

### **II. ELEMENTS OF THE AGREEMENT**

#### **A. Admission Practice and Acceptance & Application of Credit**

1. This degree program, as well as any other degree programs offered by UAFS for MSCC students, will use the same admission and progression requirements and the same course requirements as stated in the UAFS Undergraduate Academic Catalog. Academic guidance for any degree program will be provided as outlined in this Agreement.
2. UAFS agrees that if a student satisfactorily completes an A.A.S. degree and presents the appropriate transcript documentation through the UAFS Admission process, the following principles will apply:

- a. MSCC students who have a cumulative GPA of at least 2.0 on all previous coursework will be eligible for admission to UAFS. Once admitted, students are subject to all other policies and procedures, including residency requirements of UAFS, as outlined in the UAFS Undergraduate Academic Catalog.
  - b. Students must complete the admission application process and provide official transcripts from all colleges/universities attended (sent directly to the UAFS Records Office or submitted to the UAFS Records Office in an official, sealed, school envelope). All official transcripts must be received prior to the beginning of the term in which the student wishes to enroll at UAFS to complete the application process. UAFS does not charge an application fee.
  - c. All courses required to complete the specific related associate degree program in which a grade of "C" or higher has been earned will be transferred into the BAS degree program in their entirety, allowing the student to complete a related degree program at UAFS in approximately two years of full-time study.
  - d. UAFS will evaluate course/credits earned through Advance Placement (AP), College-Level Examination Program (CLEP), or other testing programs.
3. Although students are encouraged to complete an A.A.S. degree prior to transfer, UAFS will accept applications from all MSCC students. Course transfer will be evaluated on a course by course basis in accordance to the UAFS transfer policy.
  4. Students enrolled under this Agreement will be subject to all UAFS policies and procedures specified in the UAFS Undergraduate Academic Catalog and UAFS Student Handbook.

## **B. Operation of Degree Program**

1. UAFS academic programs offered for MSCC students will be under the supervision of the Provost and Vice Chancellor for Academic Affairs and the appropriate Dean. The maximum number of hours transferable to the BAS degree of this Agreement is 75 hours of 1000-2000 lower-level courses as designated on the degree plan; the number of upper-level transferable courses will vary by college and degree program. The Provost and Vice Chancellor for Academic Affairs and the appropriate Dean will review the degree program each year.
2. A representative of UAFS will be assigned to the BAS degree program with MSCC to represent UAFS and to provide advising and program information for UAFS BAS degree program as needed.
3. It is the intent of this Agreement that MSCC students complete all courses required for the AAS degree before entering into the UAFS BAS degree program.

4. MSCC students will follow the UAFS registration process as follows:
  - a. Only students who have been officially admitted to UAFS may enroll in courses offered by UAFS.
  - b. Once admitted to UAFS, students will be advised throughout their degree program by a UAFS advisor.
  - c. Registration for courses will be processed through the Web-registration system or with a UAFS advisor. Students may pay tuition and fees online by electronic check or credit card through My.UAFS. Students may also contact the UAFS Cashier's Office at 479-788-7060 to pay by credit card.
  - d. All student withdrawals and course additions will be processed through the UAFS Records Office and will adhere to UAFS policies. The UAFS Business Office will issue applicable refunds per UAFS policy.
5. Under this Agreement, financial arrangements for UAFS enrollment will be coordinated by UAFS.
  - a. Students enrolled in courses offered by UAFS will pay all tuition and fees set forth by the UA System Board of Trustees. MSCC students will pay border state tuition and fee charges. Border state students receive a discount so charges are the same as Arkansas in-state charges.
  - b. The UA System Board of Trustees may adjust tuition and fee charges from year to year, as it deems necessary.
  - c. The UAFS Business Office will manage all financial transactions related to this Agreement.
  - d. The UAFS Financial Aid Office will disburse financial aid for the semester in which the qualified student is concurrently enrolled at both institutions per the UAFS Consortium Agreement for Financial Aid. Financial aid will be disbursed to the student's account after the 11<sup>th</sup> class day. First-time loan borrowers will not receive a loan disbursement until after the 30-day waiting period. When financial aid is disbursed, UAFS will keep the amount owed to UAFS, and will send any remaining balance to the student. There is no guarantee that the student's financial aid will cover the balance at both institutions. It is the student's responsibility to make payment arrangements with MSCC as needed.
6. All required books and course supplies will be listed in UAFS course syllabi. Students may obtain books and supplies through the UAFS bookstore or through alternative sources.

7. MSCC will make library and computer resources available, as necessary, to students enrolled in a UAFS degree program through this Agreement.
8. Every effort will be made by MSCC to provide a location for the UAFS representative when on the MSCC campus to promote and work with students in the degree program.
9. UAFS will manage the proctoring of exams according to its established proctoring policies. In the event a student completing a degree through this agreement needs an exam proctored at MSCC, proctoring services will be provided free of charge. The UAFS faculty agrees to ensure that all proctored test information and materials are provided for the proctoring services in a timely manner.

### **C. Implementation of the Agreement**

1. UAFS and MSCC will review this agreement every three years.
2. Upon request, UAFS will provide MSCC reports on enrolled MSCC transfer students and their academic performance to the extent permitted by law.
3. UAFS and MSCC agree to assist each other in promoting this Agreement appropriately in their respective promotional materials, events, websites, and reports and through the sharing of mailing/email lists, consistent with the Family Educational Rights and Privacy Act.
4. This Agreement may be amended, as necessary, for specific program articulation without affecting the master agreement.
5. Should either institution decide to terminate this Agreement, it shall notify the other of the decision to terminate in writing. The written notice shall be sent at least 90 calendar days prior to the beginning of the upcoming semester to minimize any negative effects on students enrolled in the degree program. Any termination notice will include a completion plan for students enrolled and on-track, ensuring that they will be able to complete the degree plan then in effect. Send termination notice to the following:

For UAFS: Dr. Georgia Hale, Provost and Vice Chancellor for Academic Affairs  
University of Arkansas - Fort Smith, P. O. Box 3649, Fort Smith, AR 72913

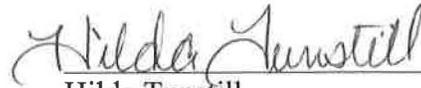
For MSCC: Ms. Melody Edmonds, Interim Vice President for Academic Affairs,  
Motlow State Community College, P.O. Box 8500, Lynchburg, TN 37352-8500.

**Official Signatures:**

Board of Trustees of the University of Arkansas  
For and On Behalf of the  
University of Arkansas - Fort Smith

Motlow State Community College

  
\_\_\_\_\_  
Paul B. Beran, Ph.D.                      12/8/17  
Chancellor                                      Date  
University of Arkansas - Fort Smith

  
\_\_\_\_\_  
Hilda Tunstill                                      11-29-17  
Interim President                                      Date  
Motlow State Community College