

## MEMORANDUM OF AGREEMENT

Victoria College

And

Sam Houston State University

The following agreement between Victoria College and Sam Houston State University provides a framework to develop programs designed to enhance the educational experience of students attending both schools including but not limited to:

- 1) Web Based Articulation Agreements
- 2) Reverse Transfer
- 3) Joint Admission
- 4) Cooperative Advising
- 5) Time Compressed Degree Plans

This framework will be extended as required to include additional programs benefiting the students of our respective institutions.

**Online Articulation** is designed to maximize the amount of course work completed for the associate degree applicable to the baccalaureate degree for over 50 undergraduate majors at Sam Houston State University. Articulation information is accessible by students, parents, and counselors from both institutions home pages via the World Wide Web ( [College Landing Page \(shsu.edu\)](http://shsu.edu)).

**“Reverse Transfer”** allows students to transfer course work from Sam Houston State University back to Victoria College 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 Victoria College prior to degree completion.

**“Joint Admission”** provides students a mechanism to maximize utilization of facilities and programs offered jointly by Victoria College and Sam Houston State University. Programs in Joint Admission include: 1) The ability to attend both schools simultaneously or alternately, 2) SHSU ID, 3) SHSU computer/internet account, 4) Library access, 5) Access to sporting events, 6) Free electronic transfer transcript evaluation, 7) Student access to their transcript online with degree plan generation software prior to actually enrolling at Sam Houston State University, 8) Reduced application fee to Sam Houston State University.

After acceptance under joint admission, the applicants must continually meet all admission requirements for both institutions to retain their eligibility to participate in the program. Students accepted under joint admission may simply transfer, alternate enrollment between institutions, or co-enroll at their discretion.

**“Cooperative Advising”** allows qualifying college counselors the ability to access transfer transcripts and degree plan generation software via the web to advise students in transfer programs. A Traveling Advisor Program is also available where SHSU advisors visit students at their colleges.

**“Time Compressed Degree Programs”** provides the potential for students to simultaneously complete the high school diploma and associate degree in 4 years at Victoria College, the baccalaureate degree in 2 additional years at Sam Houston State University, and master’s degree in 1 additional year (many fields) for a total of 7 years.

Victoria College and Sam Houston State University agree to the following terms and conditions:

- 1) If a student does not meet Sam Houston State University’s entrance requirements at the time they enter Victoria College, they are not eligible for joint admission. They may become eligible for joint admission at a future date by meeting the requirements for “transfer student admission” to Sam Houston State University.
- 2) Victoria College will make information available to Sam Houston State University to facilitate admitting students to the joint admission program.
- 3) Students applying to Victoria College and simultaneously meeting Sam Houston State University admission requirements may apply for and be accepted into the joint admission program. Students may transfer courses covered by articulation agreements freely between both academic institutions. Students may alternate enrollment between institutions or co-enroll at their discretion.
- 4) Victoria College and Sam Houston State University will work to create extensive articulation agreements in a broad range of majors. These agreements will be made available to students at both institutions.
- 5) Students qualifying for joint admission will be issued a computer account, email account, and web access via Sam Houston State University. Students are expected to familiarize themselves with Sam Houston State University’s computer usage policies and abide by these policies when using Sam Houston State University resources.
- 6) Sam Houston State University agrees to provide reasonable access to academic advisors from Sam Houston State University to students attending Victoria College prior to their actual transfer.

- 7) Victoria College and Sam Houston State University students participating in the joint admission program will be granted access to computer lab facilities, library facilities, and athletic facilities as defined by the student access policies of each institution.
- 8) Victoria College and Sam Houston State University agree to exchange information within legal guidelines about specific students with the goal of making students aware of scholarship, financial aid, and the potential to satisfy degree requirements by transferring course work between both institutions.
- 9) Sam Houston State University will recognize for transfer credit within legal and accreditation limitations course work submitted from Victoria College resulting from transfer credit, dual/concurrent enrollment, advanced placement, CLEP, or other recognized means by which credit is awarded by examination (as appropriate and subject to Victoria College's policies).
- 10) Victoria College and Sam Houston State University will strive to make financial aid transfer between the respective institutions as convenient as possible for the student.
- 11) Victoria College will be responsible for assuring students are in compliance with state mandated admission requirements to higher education such as the Texas Success Initiative (TSI). It should be noted that students seeking certification in a teaching field are generally subject to more stringent requirements than students in the general population.
- 12) Students desiring to minimize the loss of transfer hours due to changes in state law, program accreditation, and other restrictions to which either or both academic institutions are subject, particularly those seeking certification to teach, are encouraged to complete a minimum of 12 semester credit hours per semester applicable to the anticipated major and minor.
- 13) Victoria College students desiring to take classes at Sam Houston State University should formally transfer classes via official transcript at the earliest possible time. Sam Houston State University will recognize such courses for transfer credit within legal limitations and allow Victoria College transfer students to register during the normal "pre-registration" period as though they were previously enrolled full-time at Sam Houston State University. Victoria College students may be required to speak with an academic advisor from Sam Houston State University. Students transferring to SHSU will be encouraged to complete the associate degree at Victoria College. SHSU will assist students in recognizing courses appropriate for transfer credit.
- 14) Separate academic records for students will be maintained at each institution. Periodic exchange of information advantageous to students, Victoria College, or Sam Houston State University is anticipated.
- 15) Students who co-enroll will be expected to be knowledgeable of the rules for students at both institutions and agree to comply with said rules. Students appealing academic or

disciplinary issues will be directed to the institution under whose jurisdiction the matter falls and will follow established procedures at that institution.

- 16) In general, students losing their eligibility to continue in classes at either institution lose their eligibility to participate in the joint admission/co-enrollment program. Each institution reserves the right to allow students to continue at their respective institution.
- 17) Sam Houston State University will endeavor to provide Victoria College with information on transfer students to help Victoria College officials determine students who could benefit from reverse transfer of courses.
- 18) Students opting for concurrent enrollment must meet all payment deadlines for the respective institutions. Means for reducing student financial obligations will be explored.
- 19) Sam Houston State University will, within reasonable and legal limitations, provide Victoria College students access to job posting at Sam Houston State University. The goal is to help students obtain work commensurate with their background and to assist students in transferring to Sam Houston State University.
- 20) The parties shall only share or exchange student educational records under this agreement in a manner compliant with the Family Education Rights and Privacy Act (FERPA).
- 21) Termination and renewal of this memorandum of agreement:
  - a. This agreement will commence with the start of the spring semester 2022 for a period of five years. It will terminate with the end of the spring 2027 semester unless it is renewed.
  - b. Prior to the termination of the agreement, the agreement may be renewed with the consent of both parties for a period not to exceed five years.
  - c. The agreement may be terminated by either institution by submitting written notice of the intent to terminate. The termination notice must be submitted by May 30 before the fall semester when the termination is to become effective.
  - d. In the event this agreement is terminated, both parties agree to make every effort to protect individual students who are already part of the program.

22) Notices. All notices and official correspondence required or necessitated by this agreement shall be provided by mail or email at the following addresses:

Dr. Michael T. Stephenson  
Provost and  
Senior Vice President of Academic  
Affairs

Box 2087  
Huntsville, TX 77341  
provost@shsu.edu


Ms. Cindy Buchholz  
Executive Vice President and Chief Academic  
Officer

2200 E. Red River  
Victoria, TX 77901  
cindy.buchholz@victoriacollege.edu

This framework of cooperation between Victoria College and Sam Houston State University is agreed to this 21 day of February 2022, by:

---

Dr. Michael T. Stephenson  
Provost and  
Senior Vice President of Academic  
Affairs



---

Ms. Cindy Buchholz  
Executive Vice President and Chief  
Academic Officer  
Victoria College