



Degree Up Academic Articulation Agreement

Introduction

This agreement is an academic articulation agreement between **Herzing University** (the “Receiving Institution”) and **Victoria College** (the “Sending Institution”), which allows students who have successfully completed an associate degree at the Sending Institution to seamlessly enroll into a Herzing University Bachelor of Science degree program. The agreement also provides the opportunity for associate degree graduates of the Sending Institution enrolled in a Bachelor of Science degree program at Herzing University to complete certain additional courses at the Sending Institution for transfer credit toward the Bachelor of Science Degree program at Herzing University. This agreement facilitates the process for transfer of credit from the Sending Institution to the Receiving Institution to minimize or avoid loss of credit previously earned by a student who transfers to another institution. This agreement further acknowledges that each institution has established, and will maintain, rigorous standards and expectations for all students enrolled in and working toward the completion of its courses, programs, certificates, diplomas and/or degrees.

➤ **Additional addendum**

This agreement will exclude Nursing at this time but will include all other programs that the Sending Institution offers, including but not limited to: Healthcare and Health Sciences, Behavioral Health, Business, Criminal Justice, IT and Cybersecurity, Legal Studies, Homeland Security, Software Design, and Technology Management.

This agreement formally recognizes that, as educational institutions, the Sending Institution and the Receiving Institution agree to preserve integrity and to further enhance the quality of their respective institution’s academic offerings to currently enrolled and prospective students. The development of this Agreement between the two institutions signifies that each has extensively reviewed the other and confirmed that:

- Each institution is currently in good standing with its state regulatory body and institutional accreditor; and
- Credits awarded by the institutions have been evaluated and been determined to be eligible for transfer;

This agreement reflects a commitment by both institutions to facilitate the transfer of credits into a baccalaureate degree program in alignment with the intended mission and stated goals of both institutions.

Note: As institutions and programs are ever-evolving, program requirements, institution policies, standards, etc., may be articulated in this agreement but may be updated after this agreement is signed. Herzing University and Victoria College reserve the right to change policies and program requirements

and operate using the most current information outlined online in their respective undergraduate catalogs. The Herzing University undergraduate catalog can be found at the following link:
<http://catalog.herzing.edu/index.php>

The Victoria College catalog can be found at the following link:

<https://www.victoriacollege.edu/Explore/ProgramsCourses/Catalog>

Both institutions agree to communicate any pertinent changes to the other institution to ensure students can continue seamlessly enrolling in a Herzing University Bachelor of Science degree program in such a manner that minimizes or avoids loss of credit.

Mission of Herzing University

It is the mission of Herzing University to educate, support and empower all students for success in work, learning and empowerment in our community and global society.

Agreement Terms

As a result of an assessment of the transfer programs and destination baccalaureate programs by both institutions, it has been determined that credit earned in the associate degree program of the Sending Institution will transfer to the Receiving Institution subject to the following conditions:

- The application fee shall be waived for all transfer students who have earned an associate degree.
- The completion of additional general education and lower division courses may be needed to fulfill Herzing University's program requirements. Students are encouraged to work closely with advising personnel at both institutions to ensure the best pathway to efficient coursework and degree completion.
- Students from the Sending Institution will be granted admission to a baccalaureate degree program at Herzing University (Receiving Institution) upon completion of an associate degree with a cumulative grade point average of 2.0 or greater and upon further satisfaction of all other conditions for admission as stated in the Receiving Institution's Undergraduate Catalog.
- Regardless of the number of transfer credits accepted, at least 25% of the credits required for the baccalaureate degree must be completed at the Receiving Institution.
- In some cases, recommended electives are noted to ensure maximum transferability of credits from the Sending Institution to the Receiving Institution.
- All courses taken at the Sending Institution with grades "D" or better *as part of a conferred associates degree* will be accepted for credit by the Receiving Institution. In the event that the Receiving Institution has specific grade requirements for core courses in the undergraduate degree program, the transfer student may be required to repeat a course in the undergraduate degree program to satisfy that requirement.

The policies for awarding credit by examination and experiential learning vary from one institution to another. Each institution will publish information about its policies for awarding credit for experiential learning, including the names of tests that are used to assess credit, cut-off scores, deadline dates for submission of scores to the Receiving Institution, and restrictions on the time interval permitted to receive current credit for a course taken some years previously. Any credit awarded by the Sending

Institution for experiential learning *as part of a conferred associate degree* will be reviewed for transfer credit eligibility by Herzing University (Receiving Institution).

Determination of course requirements of the major for a baccalaureate degree, including introductory and related courses, is the prerogative of the Receiving Institution. The Undergraduate Catalog of the Receiving Institution will clearly state the requirements for each baccalaureate degree program. When specific prerequisites are required, they will be noted in conjunction with the course description. Transfer students who have completed prerequisites will not be required to duplicate study in the area. The catalog will additionally specify any restrictions or additional requirements for each program of study.

Institutional policies that distinguish between upper and lower division courses may vary at each institution. This variation results in similar courses being identified as upper or lower division at different institutions. This can create redundancy in the curriculum of a transfer student (i.e., repeating an upper division course at Herzing University when the student had completed a course with the same content and learning objectives but labeled as lower division by the Sending institution). Herzing University (Receiving Institution) will attempt to avoid course duplication by transfer students by requiring the completion of a related but non-duplicative upper-division course that would enrich the curriculum of the student if permitted in the program structure through the use of electives.

Note: The course numbering philosophy at the Sending Institution may be different than that of the Receiving Institution. Both parties agree to create a course equivalency listing to match all applicable courses at the Sending Institution to their equivalents at the Receiving Institution. Courses without direct equivalents will be evaluated on a course outcome basis for transfer eligibility.

The Role of the Receiving Institution

- Degree Up support material will be provided by the Receiving Institution to the Sending Institution to share with students.
- The Receiving Institution will provide academic advising services to students who will be transferring from the Sending Institution to Herzing University by telephone, email and/or onsite at the University.
- The Receiving Institution will attempt to match, as appropriate, the student's academic accomplishments with the requirements of the degree program to which the student wishes to transfer.
- The Receiving Institution is responsible for responding directly to students who elect to apply to the bachelor's degree program of study and who do not meet admissions requirements.
- The Receiving Institution retains the right to determine the number of credits a student must complete and the obligations he/she must satisfy prior to conferring a baccalaureate degree.
- The Receiving will verify that the student is meeting Satisfactory Academic Progress per its policy as articulated in the undergraduate catalog. Courses transferred in from the Sending Institution will receive a grade of "TR" and these credits will be used in the SAP calculation.

The Role of the Sending Institution

- The Sending Institution will provide the opportunity for a representative from the Receiving Institution to meet with students who have indicated an interest in a bachelor's degree program.

- The Sending Institution will assist the Receiving Institution in the distribution of transfer materials to alumni as well as prospective and current students.
- The Sending Institution has the responsibility to certify and document on the student transcript that the student has completed the stated requirements for the associate degree program. The academic record from the Sending Institution shall include all courses attempted and an official copy will be provided to the Receiving Institution.

Curriculum Changes

Each party agrees to inform the other regarding curriculum changes that may impact the terms of this Agreement.

Additional Agreement Terms

- Each party agrees to notify the other of any adverse changes in its accreditation or state licensure status.
- Any written materials published and distributed by either the Sending Institution or the Receiving Institution that reference this agreement or a relationship between the institutions must be approved by each respective party, and their regulatory agencies as required, prior to use.
- Transfer literature will be updated on an annual basis as a result of a mutual review process.
- No financial implications concerning the transfer or exchange of cash, equipment, or real estate are intended or implied by this agreement. The Sending Institution and the Receiving Institution are separate and independent institutions of higher education.
- Courses taken at the Sending Institution with grades "D" or better *as part of a conferred associate degree* will be evaluated for transfer credit by the Receiving Institution. In the event that Herzing University has specific grade requirements for core courses, the transfer student may be required to repeat a course in the program to satisfy that requirement.
- Courses taken at the Sending Institution with a "P" earned in a pass/fail class *as part of a conferred associate degree* will be evaluated for transfer credit by Herzing University (Receiving Institution).
- Any credit awarded by the Sending Institution for credit by examination, dual credit, and/or experiential learning *as part of a conferred associate degree* will be reviewed for transfer credit eligibility by Herzing University (Receiving Institution).
- When a student initiates a change in the stated program or degree objectives after enrolling at the Receiving Institution, the student assumes full responsibility for meeting the specified new degree and/or program requirements. In particular, students who change programs may have a change in transfer credits and should anticipate potentially significant changes in degree program completion requirements. The Receiving Institution therefore shall provide pre-transfer counseling to such students to alert them to the ramifications of this decision.
- Each partner agrees to the use of their logo by the other partner when marketing the partnership and opportunity to students or the general public.
- Promotion. Both parties agree to use commercially reasonable efforts to promote, publicize and advertise the opportunities contemplated by this Agreement to their faculty, staff, alumni, students, and potential students.
- Liaisons. Each party shall designate a representative to serve as its liaison in all matters arising under this Agreement and shall furnish in writing the name of each representative to the other party.

For Victoria College:	For Herzing University:
Name: Bailey Koebrick	Thomas Perin, Sr.
Title: Transfer Coordinator	AVP Community Partnerships
Email: Bailey.Koebrick@VictoriaCollege.edu	tperin@herzing.edu
Phone: 361.573.3291 ext. 3201	866.508.0748 ext. 01284


Admission Requirements

- Conferred associate degree, including AAS.
- 2.0 Cumulative GPA from associate degree coursework unless the student's program of study requires a higher grade point average for admission as stated in the Herzing University Catalog.
- All official college transcripts submitted to Herzing University no later than the student's start date.
- Completion of Herzing University admissions interview.
- Meet all other condition of admission as stated in the Herzing University catalog.


By signing this document, both parties agree to the terms outlined above in the Articulation Agreement.

Primary Signatures:

Sending Institution

Authorizing Signature: 
 Printed Name and Title: Cindy Buchholz, Executive Vice-President – Chief Academic Officer Email Address: Cindy.Buchholz@VictoriaCollege.edu
 Date: 1/29/2024 Telephone Number: (361) 582-2587

Herzing University

Authorizing Signature: 
 Printed Name and Title: Katherine Kautzer, Chief Academic Officer/Provost Email Address: kkautzer@herzing.edu
 Date: Feb 5, 2024 Telephone Number: 262-735-6175