



UPPER IOWA UNIVERSITY

Established in 1857®

**Articulation Agreement
By and Between
Upper Iowa University and
Rockford Career College
September 2015**

1. Purpose

The purpose of this agreement is to provide a seamless transfer process for learners at Rockford Career College (hereinafter "RCC") who desire to further their education at Upper Iowa University (hereinafter "UIU"). UIU maintains articulations with a number of accredited community and technical colleges as a part of its vision to meet educational needs of learners worldwide.

2. Provision for Periodic Review

This articulation agreement will be reviewed biennially or in response to curricular changes (if sooner) to assess the impact of curricular changes and any other changes and conditions at either partner institution that may affect the nature of the agreement. The party making such change will communicate in a timely manner with the other party.

3. Marketing and Communication

Any marketing of the articulation in print will be subject to the prior approval of both parties. Each institution assumes responsibility for appropriate marketing to reach their respective student populations. Each party may publicize the articulation agreement at its website with notice to the other party. Upon request, UIU will provide a direct link to the appropriate articulation page for RCC on the UIU website.

UIU authorizes RCC to identify UIU as an institutional partner on the Rockford Career College website and in print publications. UIU will provide RCC a landing page address to be used for any links from the RCC website to UIU's. UIU also authorizes RCC to use its logo on the Rockford Career College website and in print publications.

4. **Cancellation Provision**

RCC and UIU agree to provide at least one hundred and eighty (180) days advance written notification of their intent to cancel the agreement.

RCC learners already accepted at UIU will be allowed to complete their degrees under the catalog guidelines in place at the time they started with UIU, as long as they complete their degrees within seven years of the time they enrolled in their first class with UIU.

RCC students in the process of applying to UIU at the time of cancellation will be allowed to complete the application process and complete degrees, subject to the requirement to complete the degree within seven years of the first UIU course enrollment.

5. **Partnership Roles & Responsibilities**

5a) **Upper Iowa University**

Transfer of Credits from RCC: Upper Iowa University may transfer up to 78 lower division college semester credits from accredited institutions for new students.

These 78 semester credits include: (a) No more than nine semester credits from Health, Physical Education and Recreation (HPER) activity courses, including transcribed intercollegiate athletics; (b) No credits from courses identified by Upper Iowa University as at the remedial or developmental level (except for specifically-articulated ESL credits from partner institutions) (c) No more than 30 semester credits from occupational diploma programs.

An additional 12 upper level credits may be transferred from four-year institutions, regardless of the source, for a total maximum of 90 semester credits.

Students who transfer to UIU with a completed Associate of Arts degree in Liberal Arts from RCC, will be considered to have fulfilled all lower-division Upper Iowa University general education requirements.

Coursework from RCC will be transferred following the guidelines in the current course transfer guide ("articulation"). Grades earned in courses accepted for transfer will appear on a student's UIU transcript and articulated credits earned will count toward the total number required for graduation. Grades earned at RCC or any other institution other than UIU will not be used in calculating a student's cumulative grade point average (GPA) but will be used in calculating the major/endorsement GPA.

Advising of RCC Students: UIU will provide advising to RCC students wishing to inquire about UIU programs and/or available learning modalities (Fayette campus, online, self-paced, and academic centers). Upon request UIU will provide materials, catalogs and other information to RCC advisors to facilitate their understanding of UIU requirements and academic programs. Based on student interests and enrollments, an admissions advisor from UIU will visit the school as needed up to once per year.

Military Discount: In recognition of service and dedication to our country, UIU's Extended University offers a 10% tuition discount to all military personnel (active, guard, reserve, and retired), veterans, and family members who are Department of Defense (DOD) identification card holders (Form 2). The 10% tuition discount applies to all civilian centers as well as to the Online and Self-Paced Degree programs. This tuition discount will apply regardless of where the individual is located.

5b) **Rockford Career College**

Transcripts: Rockford Career College will provide "official" transcripts to UIU as requested by RCC students and alumni applying to UIU in accordance with this agreement subject to existing RCC policy regarding distribution of and costs for transcripts.

6. Application and Registration

UIU Fayette Campus accepts students for initial registration at either the 1st or the 3rd term. UIU Extended University accepts students on a continuous enrollment basis which means they can enroll into a program, and begin coursework, at any time during the year. Application information for all programs and links can be found at <http://www.uiu.edu/admissions/applicationprocess/index.html>. An online form can be completed or, when preferred, a paper copy can be downloaded and then faxed or mailed.

Graduates from Rockford Career College must meet UIU transfer student admission requirements that are effective at the time of application including being in good standing at RCC.

UIU Extended University will waive its one-time application fee for RCC students who apply to any UIU program AND who have earned (or will earn within two RCC terms) an associate degree from RCC.

Registration for UIU courses is done via the myUIU online portal accessible through the UIU website. Alternative methods of enrollment and/or registration, including instructions for first-time UIU students, can be obtained by contacting an admissions advisor on Fayette campus or at any program location.

Current tuition and fees are published in UIU catalogs as well as on the UIU website, at <http://www.uiu.edu/academics/catalog/index.html>. Tuition charges are reviewed annually and are subject to change as approved by UIU's Board of Trustees. UIU does not "grandfather" tuition of then current students. Textbook and supply charges are separate from tuition and vary by course. Lab fees may also be applicable for some courses and would be in addition to regular tuition and fees.

7. Miscellaneous Info Regarding UIU Students

Financial Aid: Undergraduate students enrolled in UIU programs are eligible for financial aid. Access to the financial aid office is available by toll-free telephone number 800-553-4150, extension 3, or by e-mail at financialaid@uiu.edu.

Online Learning Management System: The UIU Online Program utilizes the Pearson Learning Studio (formerly eCollege) learning management system. UIU does not charge fees above the cost of online program tuition.

Graduation: UIU charges a graduation fee to all students at the time of application for graduation regardless of whether they plan to participate in commencement.

Experiential Learning: UIU recognizes that learners in higher education come with many experiences and from varied backgrounds. Learning experiences gained through training programs and academies may be reviewed and evaluated for academic credit. Undergraduate students who desire to earn college credit through an experiential learning portfolio are charged at a per-credit fee for credit(s) awarded. Experiential Learning documentation is to be submitted only after an initial evaluation is completed, upon registering for at least one course through UIU, and after discussion of a student's individual degree plan with an academic advisor.

UIU Transcript Fees: Transcript requests must be made in writing to the UIU Registrar's Office at P.O. Box 1857, Fayette, IA 52142. Fees for transcripts vary based on delivery method: mailed copies are \$5 each, faxed copies are \$8 each.

Textbooks: Textbook lists are published by UIU approximately 4-8 weeks before the start of each term for courses to be offered in that term. UIU currently utilizes Follett Higher Education Group to manage its bookstore operations. Printed textbooks can be purchased new or used, or rented; Follett also provides digital access to textbooks which can save students 40-60% over the cost of new, printed books.

Library: The UIU Henderson Wilder Library is accessible to UIU students through a username/password-controlled portal at the online program web-site. Students may conduct searches of available databases, access and retrieve full text articles, and obtain materials through inter-library loan. A Reference Librarian is accessible to all students for assistance in research at 563-425-5270 or library@uiu.edu.

8. Benefits to RCC Staff and Faculty

All full-time and part-time faculty and staff members at RCC (including adjunct faculty) will receive a 10% tuition discount for all courses taken at UIU for academic credit. The faculty or staff member must mention they are from a *Partnership Advantage* institution and request the tuition discount at time of registration. They will be asked to present verification of employment by providing a copy of their college or university ID card, current pay stub, or a letter from the human resources office.

UIU will waive the Online Graduate Application fee for RCC faculty and staff members who apply to the MBA, MHEA or MPA programs, so long as a photo-copy of the applicant's RCC faculty/staff college/university identification card is provided with the application.

RCC faculty (both full-time and adjunct) and staff who apply to UIU graduate programs must hold not less than a bachelor's degree conferred by a higher education institution accredited by a body recognized by the U.S. Department of Education (USDE) or by the Council for Higher Education Accreditation (CHEA).

Applicants must meet any other UIU graduate program entrance requirements as outlined in the Academic catalog. All graduate program applicants with an undergraduate degree that does not include UIU required foundational courses, may be required to take those courses in addition to the specific graduate program courses for the desired degree.

RCC faculty and staff who enter any of UIU's graduate programs will be allowed to complete their degrees under the catalog guidelines in place at the time they started with UIU, as long as they complete their degrees within five years of the time they enrolled in their first class with UIU. If a student does not complete the graduate program degree within that five-year period, the requirements in effect at the time of the next course registration will then be used to determine the student's graduation requirements.

9. In Conclusion

This agreement represents the entire agreement between Rockford Career College and Upper Iowa University and shall not be subject to any waiver, modification or discharge except in writing and signed by both parties.

This agreement shall be governed by the academic policies and procedures in the 2015-2016 UIU Academic Catalog, the 2015-2016 RCC Catalog, and the laws of the State of Iowa.

For Rockford Career College:



Michael O'Herron
Campus President

Date: 9/24/15

For Upper Iowa University:



Dr. Kurt Wood
Provost

Date: 9/28/15