

# MEMORANDUM OF AGREEMENT

Between  
Western Kentucky University  
Bachelor of Science – Technology Management

and  
Kentucky Community and Technical College System  
for the  
Associate in Applied Science Degree  
and the  
Associate in Science Degree

## I. PURPOSE

This agreement between Western Kentucky University (WKU) and Kentucky Community and Technical College System (KCTCS) seeks to create new opportunities for students who wish to further their studies in the area of Technology Management. The goal of this agreement is to outline a transfer process between the two institutions whereby students may apply their Associate in Applied Science (AAS) or Associate in Science (AS) degree from KCTCS toward the completion of a Bachelor of Science (BS) program in Technology Management at WKU. This 2+2 agreement enables KCTCS graduates to complete the Technology Management degree program at WKU in the equivalent of two-years of full-time study.

## II. ACCREDITATION STATUS

Western Kentucky University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master degrees. Both institutions will observe the Southern Association of Colleges and Schools and the Kentucky Council on Postsecondary Education guidelines and procedures and will adhere to the requirements of reporting information to these and other accrediting agencies.

## III. ELEMENTS OF THE AGREEMENT

### A. Admissions Practices

1. Students must complete an AAS or AS degree at KCTCS to be eligible to participate in this transfer arrangement. KCTCS faculty and advisors need to help students to understand this important factor when planning their educational programs.

2. KCTCS students must apply to and be accepted into WKU's Technology Management program, meeting WKU's requirements for admission. WKU uses a rolling admissions process and accepts applications at anytime. Prospective transfer students are advised to prepare their applications well in advance of their desired start dates. Details and application materials are maintained on WKU's and the Technology Management program's respective web sites.
3. WKU's Technology Management degree has been designed as a fully on-line program. KCTCS students who transfer into the Technology Management major do not need to relocate to the WKU campus in Bowling Green (although they may do so if desired). The Technology Management program has also been designed to be compatible with professional schedules, family commitments, etc. Many of the program participants are nontraditional, working students who continue to live in their home towns.
4. Transfer students in the Technology Management program must complete WKU's General Education requirements and comply with all published Academic Requirements and Regulations (See WKU Catalog for details). Due to the on-line nature of the program, Technology Management students are exempt from participation in freshman orientation and compulsory on-campus housing requirements.

**B. Acceptance and Application of Credits**

1. All KCTCS AAS and AS degrees are eligible for transfer into the Technology Management program.
2. This agreement allows KCTCS graduates to transfer a completed AAS or AS degree to WKU to be accepted and applied in its entirety toward completion of the BS in Technology Management degree. Specifically, KCTCS AAS and AS degrees (with all concentrations) will be accepted as a comprehensive 'block transfer' with a minimum of 24 credit hours and a maximum of 45 credit hours toward the degree in addition to any general education courses that meet university requirements.
3. Transfer students in the Technology Management program must complete WKU's General Education requirements. Additional general education coursework needed to fulfill WKU's Technology Management degree program may be taken through WKU or KCTCS.
4. This agreement only applies to the transfer of the AAS and AS degree to the completion of the Bachelor of Science Technology Management. If transfer students decide to change their major at WKU, the courses transferred to the Technology Management

program transfer may not be applicable toward another university degree program.

5. No courses numbered lower than 100 will be applied to the Technology Management degree program.

### **C. Responsibilities**

1. WKU and KCTCS agree to coordinate changes in curriculum, course content, or other program requirements for each of their respective programs to ensure continued compatibility. Each institution will designate an individual to be the point of contact for the other.
2. WKU and KCTCS agree to renegotiate this agreement as necessary to accommodate changes in program requirements, course content, employment trends, accreditation guidelines, institutional/graduation requirements, and /or other relevant factors.
3. WKU and KCTCS agree that each will observe regional accreditation standards, rules and guidelines and will work cooperatively to comply with reporting requirements from various agencies (e.g., Dept. of Education, etc.).
4. WKU and KCTCS agree that the Technology Management program administrators may periodically communicate with prospective majors at KCTCS for the purpose of announcing program notifications, upcoming deadlines, preliminary advising, etc. KCTCS agrees to facilitate this communication and reserves the right to evaluate the same for appropriateness for its students.

### **D. Implementation of the Agreement**

This agreement will be considered in force when signed by both parties.

### **E. Annual Evaluation**

WKU and KCTCS agree to monitor and support the provisions of this agreement to ensure consistency, program quality (at all levels), and transferability for the mutual benefit of all involved parties at both institutions.

Should the requirements for transfer for the Bachelor of Science in Technology Management at WKU change, these changes will be communicated to the KCTCS Chancellor's Office, and the conditions of this agreement reviewed.


This agreement will be reviewed by both institutions annually.

**F. Term and Modification**

WKU and/or KCTCS may elect to unilaterally terminate this agreement by providing the other institution with written notice of their intention. Such notice will be given one-year in advance of actual termination. Transfer students who have been admitted to WKU's Technology Management program will be given a reasonable amount of time to complete their degree requirements.

**IV. SIGNATURES**

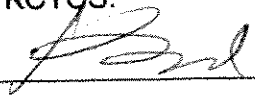
For WKU:

 5/14/08

Dr. Barbara G. Burch  
Provost and Vice-President for Academic Affairs  
Western Kentucky University

Date

For KCTCS:

 5/21/08

Dr. Keith W. Bird  
Chancellor  
Kentucky Community and Technical College System

Date