

Connecticut
Community
Colleges



TRANSFER COMPACT AGREEMENT

**Connecticut Community College System
and Connecticut State University System**

Asnuntuck Community College
Capital Community College
Gateway Community College
Housatonic Community College
Manchester Community College
Middlesex Community College
Naugatuck Valley Community College
Northwestern CT Community College
Norwalk Community College
Quinebaug Valley Community College
Three Rivers Community College
Tunxis Community College
Central Connecticut State University
Eastern Connecticut State University
Southern Connecticut State University
Western Connecticut State University

I. Introduction

This Transfer Compact Agreement between the Connecticut State University System (CSUS) and its four universities and the Connecticut Community College System and its 12 colleges guides the implementation of the provisions of the Memorandum of Understanding (MOU) signed on March 29, 2007 (Appendix 4). Specifically, the Transfer Compact is for students who identify early in their college careers that they wish to earn a bachelor degree at one of the universities after completing an associate degree at one of the community colleges. The Admissions and Advising staffs at the sending and receiving institutions will work closely together and with Transfer Compact students to ensure that appropriate coursework is completed and accepted upon transfer to the CSUS university. Moreover, students enrolled in the Transfer Compact will have the special benefits spelled out in this agreement as they transition to the university. Participation in the Transfer Compact allows for:

- A. early identification of students interested in pursuing bachelor degrees;
- B. guaranteed admission to the CSUS university upon successful completion of the associate degree;
- C. smooth transition from the community college to a student-designated CSUS university;
- D. acceptance of 60 credits minimum in transfer with an earned associate degree; and
- E. joint personalized academic advisement by the community college and the state university advisors to ensure maximum transfer of credits to satisfy bachelor degree requirements, including a minimum of 31 credits toward the receiving university's general education core requirements (see Appendix 1 for a curriculum layout).

Students should be aware that admission to the CSUS university does not guarantee admission to any specific program or major. Students intending to enroll in a specific major at the CSUS university should be aware that many program-to-program agreements have been signed between community colleges and CSUS universities. These agreements specify which courses and other requirements community college students must complete to gain admission to the specific program.

Community college students are strongly encouraged to plan their studies with eventual transfer in mind, regardless of interest in this Transfer Compact.

II. Transfer Compact Guidelines

- A. To apply for admission to the Transfer Compact prior to earning fifteen (15) transferable college-level credits at the Connecticut Community College, students must submit a Transfer Compact application and the required CSUS university application fee. Completed Transfer Compact applications and application fees must be submitted directly to the Transfer Compact liaison at the community college.
- B. Transfer Compact students must complete the associate degree with a minimum 2.0 GPA.
- C. Transfer Compact students complying with the terms of this agreement are guaranteed enrollment as matriculated students in the receiving CSUS university upon completion of the associate degree.
- D. Transfer Compact students will receive a minimum of 60 credits in transfer and will have junior-level standing at the CSUS university.
- E. A minimum of 31 of those credits will transfer and apply toward the receiving university's general education core requirements in accordance with the number of credits by disciplinary area stipulated in the MOU (see Appendix 1 for curriculum layout).
- F. Transfer Compact students will matriculate under, and adhere to, the requirements of the receiving CSUS university's catalog policies and conditions in effect when they signed the

Transfer Compact.

- G. For the purposes of course registration upon entering the CSUS university, students successfully completing the Transfer Compact program will adhere to the same conditions, and enjoy the same prerogatives for registration, as students who entered as freshmen, have been continuously enrolled and have earned junior-standing at the CSUS university.
- H. Students will have access to the CSUS university library and other additional services while enrolled in the Transfer Compact.

After choosing to participate in the Transfer Compact while at the community college, students will receive joint admission to the CSUS university. The joint admission stipulates that participants will complete an associate degree at the community college within five calendar years of submission of the Transfer Compact application and will matriculate at such receiving CSUS university within two years of completing the associate degree.

Students should be aware that completing the requirements for graduation from the CSUS university does not guarantee completion of the requirements for professional licensure. Students should periodically check with their advisors about possible changes in licensure requirements since they signed the Transfer Compact.

Students participating in the Transfer Compact who wish to be considered for admission to the CSUS university *prior* to earning an associate degree at a participating community college must meet the CSUS university's requirements for admission.

Students completing an associate degree who are *not* participating in the Transfer Compact will continue to have guaranteed admission privileges in accordance with previous agreements. Such students are not guaranteed other benefits as spelled out in this Transfer Compact.

III. Institutional Commitments

A. The Responsibilities of Each of the 12 Community Colleges are to:

1. identify a contact person/coordinator for the Transfer Compact;
2. publicize the Transfer Compact;
3. identify the appropriate office that will collect and forward Transfer Compact applications and required documents to the CSUS university;
4. identify and track prospective students interested in enrolling in the Transfer Compact and share the information with the CSUS university; and
5. designate personnel to work with staff at the CSUS universities to implement an effective communication plan to Transfer Compact students.

B. The Responsibilities of Each of the Four CSUS Universities are to:

1. designate the Admissions Officer or Transfer and Articulation Officer that will serve as the point of contact for students interested in, and admitted to, the Transfer Compact;
2. designate the Advising Services/Transfer Coordinator and other personnel as appropriate to be the point of contact for advisement of students actively enrolled in the Transfer Compact;
3. ensure that the CSUS university advisement staff conduct planned advising site visits to meet with Transfer Compact students at the community colleges; and
4. coordinate information sessions for Transfer Compact students.

C. The Joint Responsibilities of the Community Colleges and the CSUS Universities are to:

1. conduct forums/workshops for counselors, Admissions representatives, department chairs and other identified staff from both institutions to discuss expectations, review program requirements, develop promotional materials, and discuss curriculum and course equivalencies;
2. make available system-to-system informational/marketing materials for the Transfer Compact;
3. make available a common application form for admission of students to the Transfer Compact; and
4. inform Transfer Compact students of the Transfer Compact appeal process they may utilize (see Appendix 2).

The Connecticut State University System and the Connecticut Community College System agree that in the performance of this Transfer Compact they will not discriminate nor permit discrimination against any person or groups of persons on the basis of race, color, marital status, religion, political beliefs, sexual orientation, national origin, disability, criminal record, sex, ancestry or age in any manner prohibited by federal or state law and regulations, and further, that they will make their programs available to qualified disabled persons consistent with Section 504 of the Federal Rehabilitation Act of 1973 and the regulations issued pursuant thereto.

IV. Implementation and Terms of Agreement

- A. When in conflict, this Transfer Compact Agreement takes precedence over previous system-to-system agreements.
- B. Provisions in existing program-to-program articulation agreements will be maintained and the present Transfer Compact will support their further implementation.
- C. This agreement will take effect in the Fall 2009 semester.
- D. This agreement may be amended as needed by mutual agreement between the Chancellors of the CSUS and the Connecticut Community College system.
- E. The Oversight Committee appointed by the two Chancellors, in accordance with the MOU, will provide implementation oversight, put forward recommendations for any modifications to this Transfer Compact and/or the Memorandum of Understanding as needed, and ensure the coordination of reporting efforts on the implementation of this agreement.
- F. A Glossary of Transfer Terms for the purposes of implementing this Transfer Compact is provided in Appendix 3.

APPENDIX 1**CSUS – CCCS Transfer Compact:
General Education Course Transfer Curriculum Layout**

General education transfer pattern: Courses which fall within the categories listed below will be accepted toward meeting the General Education requirements of any university within the Connecticut State University System, to the maximum designated for each category. All community college students are urged to consult transfer counselors early in the course selection process to determine which courses will fulfill not only general education requirements¹ of the transfer university but which may also fulfill requirements of the intended major.

DISCIPLINARY AREA CREDITS

Composition, Literature, Speech	6-9 credits
Behavioral Sciences	3 credits
Social Sciences	3 credits
Humanities (other than literature) ²	3 credits
Fine Arts	3 credits
History	3 credits
Natural and Physical Sciences	7-8 credits
Mathematics ³	3-4 credits

¹ The above courses will only partially fulfill general education requirements of the universities in the Connecticut State University System. However, other courses may also satisfy general education requirements of a specific university; all students are urged to consult admissions and/or transfer counselors to explore options. Transfer students will be required to complete the general education requirements of the specific receiving university.

² "Humanities other than literature" consists of philosophy or foreign language courses.

³ Mathematics courses must be true collegiate level courses, not repeats of secondary content.

APPENDIX 2

Appeals Process

Guiding principles:

1. A student in the Connecticut State University System and the Connecticut Community College System has the right to appeal a decision made under the Memorandum of Understanding when he/she believes that the decision impedes his/her educational progress toward a degree.
2. Appeals must be filed and acted on in a timely fashion, within one semester of the student's transfer.
3. Correspondence regarding an appeal must be in writing.
4. Students will receive due process throughout this appeal and will receive a definitive final determination in a timely manner.

Process:

1. A student who believes that any decision has been made which violates the terms of the Memorandum of Understanding has the right to appeal that decision.
2. The student shall submit a written appeal to the university-appointed articulation agreement coordinating officer. The written appeal must outline the specific aspect of the articulation agreement which has been misapplied, information or evidence which supports the appeal, and a request for a specific desired outcome, in the event the appeal is upheld. (*An appeal form will be developed by the Articulation Oversight Advisory Committee.*)
3. The articulation agreement coordinating officer shall review the letter of appeal and consult with at least two of the following from the four-year institution (a department chair, a school/college dean, an academic officer which may include assistant or associate vice president or the provost) and at least one of the following from the two-year institution (a transfer counselor, the faculty advisor, a departmental chair, or academic officer to include vice presidents and deans). The articulation agreement coordinating officer shall keep a record of which individuals, by name and title, have been consulted.
4. The articulation agreement coordinating officer may, as needed, meet with the student to gather additional information necessary to reach an informed decision.
5. The review shall occur within 10 working days of receipt of the appeal.
6. The decision, which must be reached within 15 working days of the receipt of the appeal, will be communicated in writing to the student and to the chief academic officer of each institution. This will be considered the institution's finding on this matter. The letter will include notification of the student's right to request a review of the campus-based decision, and shall include the name and address of the chair of the Articulation Oversight Advisory Committee to whom such a request for review must be addressed.
7. If the student believes that any aspect of the campus-based appeal process was arbitrary, capricious or discriminatory in any way, the student may request, within 10 working days of the notification, a review of the decision. The Co-Chairs of the Articulation Oversight Advisory Committee shall appoint three members of the Committee to serve as the Oversight Committee Appeal Panel.
8. The Oversight Committee Appeal Panel will conduct a review of all documents, information, and correspondence and will reach its determination based on that review.
9. If the determination is to uphold the campus decision, the Oversight Committee Appeal Panel shall inform the student in writing. If the determination of the Oversight Committee Appeal Panel is to uphold the appeal made by the student, it shall notify in writing both the student and the president of the four-year institution of its determination, its recommendation for action, and the specific reasons for the recommendation. The president shall consider the Panel's recommendation and shall render the final decision.

APPENDIX 3

Glossary of Transfer Terms ⁴

Accepted Transferrable Credits

The college-level credits earned at a sending community college that are accepted toward a degree at the receiving university as partial fulfillment of a general education, general elective, or major/minor program requirement.

Applied Transferrable Credits

The portion of Accepted Transferrable Credits that the receiving university counts towards the partial fulfillment of specific major/minor requirements.

Articulation Agreement

A written understanding between a two-year (*sending*) community college⁵ and a four-year (*receiving*) university⁶ that outlines the criteria and conditions for student transfer, including the transfer and applicability of earned academic credits. The agreement is signed by college and university authorities, generally the presidents.

College-level Credits

Academic credits earned at a college or university that count towards the completion of a degree. Credits earned in proficiency and/or developmental courses are not considered college-level credits.

Dual Admission (See Joint Admission)

General Education Requirement

The set of courses (sometimes referred to as the Liberal Arts Core) that all students must take as a requirement for a four-year degree. These courses are generally completed during the first two years of college. Transfer Compact students are intended to complete most, if not all, general education requirements of the receiving university at the sending community college.

Guaranteed Admission

The assurance that upon completion of all conditions of the Transfer Compact program, the student will enter the receiving university as a matriculated, upper-division student.

Joint or Dual Admission

A status which indicates that a student has been simultaneously accepted as a matriculated student at both the sending college and the receiving university. This status is automatically afforded to all students who meet the terms of the Transfer Compact Agreement.

Joint Personalized Academic Advising

Academic advisement offered to each individual Transfer Compact student by both the community college transfer counselor and a designated counselor/advisory from the university.

⁴ Although the terms in this glossary are used and may be applicable to other forms of student transfer from Connecticut Community Colleges to CSUS universities, the definitions in this document only apply strictly to the CCCs to CSUS Transfer Compact Agreement.

⁵ The term "community college" in this Glossary means a college in the Connecticut Community College system.

⁶ The term "university" in this Glossary means a university in the Connecticut State University System.

Junior-level Standing

The standing a Transfer Compact student is granted upon transition from the sending college to the receiving university (provided all terms and conditions of the agreement have been met) in which he/she is afforded all privileges and rights normally granted to a university student who has been continuously enrolled since the freshman year at the university and has earned 60 credits. Junior-level standing does not necessarily mean that the baccalaureate program can be completed within the next four semesters at the university.

Matriculated

The status of a student who is accepted as a degree-seeking student at an institution of higher education.

Program-to-Program Agreement (Pathway Program)

A type of articulation agreement that is established between academic programs/curricula at a two-year college and at a four-year university that stipulates that credits earned by students enrolled under the terms of the Program-to-Program Agreement will satisfy requirements at the four-year university. Typically, these agreements are arranged by the faculties of departments of the two institutions, and are signed by the appropriate academic officer and/or president of each institution. Criteria used to establish these agreements may build upon the criteria used in the overall System-to-System Transfer Compact. A Program-to-Program Agreement may also be referred to as a Pathway Program.

Receiving University

The Connecticut State University System university designated by the Transfer Compact student at the time of signing of the Transfer Compact program agreement.

Sending College

The Connecticut Community College at which a Transfer Compact student earns a two-year degree.

Student Appeal Process

This is a formal mechanism through which a student may seek a review and revision of a decision made under the Transfer Compact program when he/she believes that the decision impedes his/her educational progress towards a degree AND violates one or more of the components of the Transfer Compact Agreement.

Transfer Compact Agreement

A comprehensive Articulation Agreement between the Connecticut Community Colleges and the Connecticut State University System declaring joint responsibility for the student's educational program and specifying the conditions for seamless transfer of students. Signed by the Chancellors of the two public systems of higher education, the Transfer Compact Agreement replaces previously existing institution-to-institution agreements. Additional terms and conditions expanding the Transfer Compact Agreement may be negotiated by partnering institutions.

Transfer Compact Student

A student at a sending college who, as outlined by the Transfer Compact, has met all Transfer Compact participation eligibility requirements, has completed the Transfer Compact program application process, and continues to meet all participation requirements during the pursuit of the associate's degree.

APPENDIX 4

Memorandum of Understanding, March 29, 2007

Memorandum of Understanding
between
Connecticut's Community College System
and
The Connecticut State University System

**Asnuntuck Community College
Capital Community College
Gateway Community College
Housatonic Community College
Manchester Community College
Middlesex Community College
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Western Connecticut State University**

**Connecticut
Community
Colleges**



The Connecticut State University System and Connecticut's Community College System share a common mission in support of the State's greatest resource: its people and their unimpeded access to public higher education.

Recognizing that this goal can best be achieved through the coordinated efforts of the four State Universities and the twelve Community Colleges, the Connecticut State University System and the Community College System agree to continue to work together to maximize access and transfer between the Community Colleges and the State Universities.

To this end, we agree to the following:

- We will take practical steps to facilitate access to all our institutions.
- We will help create and support seamless transitions from the associate's degree to the baccalaureate degree.
- We will strengthen both the academic and the student support partnerships between the Community Colleges and the State Universities.
- We will jointly research innovative degree and program completion strategies.

In order to achieve the intent of this agreement, the Connecticut State Universities and the Community Colleges agree to support and facilitate the development of Guaranteed Admission Agreements.

The ultimate goal is to arrive at one System-to-System agreement. Each of the four Connecticut State University System universities, working with its "partner" Community Colleges, will create a Guaranteed Admission Agreement. It is agreed that:

- The four agreements will be as similar as possible in both content and format.
- Each of the four agreements will be designed to apply to all twelve Community Colleges.

Herewith are the key elements of each of the four Guaranteed Admissions Agreements:

1. Prior to completing fifteen college level credits, students enrolled at any of the Community Colleges in a designated transfer program are eligible to participate in a guaranteed admissions program with a Connecticut State University System institution by completing a joint admissions form. They will be encouraged to enroll as soon as possible in their studies.
2. Completion of the associate's degree with a 2.0 GPA will guarantee admission to a Connecticut State University System institution.
3. An associate's degree holder will transfer a minimum of sixty (60) credits to the Connecticut State University System, and the student will be awarded junior-level standing.

4. During the joint enrollment period, Community College students will be treated as continuing students in the Connecticut State University System institution for which they have been jointly admitted. These students will have access to faculty/staff advisement, library privileges and adhere to the requirements of the university catalog in effect when they first enroll in classes at the community college. Upon completion of the associate's degree, registration in the CSUS institution will be recognized at a junior level standing in the institution. The appropriate University will communicate with them on a regular basis.
5. As legally permitted, the Connecticut State Universities and the Community Colleges will share student information, especially regarding academic progress.
6. To continue the conditions of the guaranteed admissions provision, students must earn an associate's degree within five years of their enrollment in the program and enroll at a Connecticut State University System institution within two years of the completion of the associate's degree.
7. Each of the sixteen institutions involved in the Guaranteed Admissions Agreement agrees to appoint an individual responsible for communicating information on a regular basis about curricular changes to the other fifteen institutions.
8. Representatives of each System, appointed by the appropriate Chancellor, will form an oversight committee and meet on a regular basis to provide oversight to this memorandum of understanding and make recommendations to the Presidents and Chancellors regarding changes to the Guaranteed Admissions Agreement as well as suggestions to improve the implementation of the memorandum of understanding. The oversight committee will meet at least twice a year. During the first year, it will create a student appeals process to evaluate and assess admissions practices in individual cases.
9. Community College students not choosing to sign a Guaranteed Admissions Agreement will still be eligible for transfer to a Connecticut State University. If transfer occurs prior to completion of the associate's degree, transcripts will be evaluated by the University personnel on a course-by-course basis in accordance with existing transfer credit guidelines.
10. General education transfer pattern: Courses which fall within the categories listed below will be accepted toward meeting the General Education requirements of any university within the Connecticut State University System, to the maximum designated for each category. All community college students are urged to consult transfer counselors early in the course selection process to determine which courses will fulfill not only general education requirements** of the transfer university but which may also fulfill requirements of the intended major.

DISCIPLINARY AREA	CREDITS
Composition, Literature, Speech	6-9
Behavioral Sciences	3
Social Sciences	3
Humanities (other than literature) ##	3
Fine Arts	3
History	3
Natural and Physical Sciences	7-8
Mathematics ++	3-4

"Humanities other than literature" consists of philosophy or foreign language courses.

++ Mathematics courses must be true collegiate level courses, not repeat of secondary content.

**The above courses will only partially fulfill general education requirements of the universities in the Connecticut State University System. However, other courses may also satisfy general education requirements of a specific university; all students are urged to consult admissions and/or transfer counselors to explore options. Transfer students will be required to complete the general education requirements of the specific receiving university.

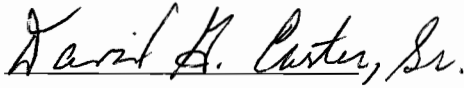
11. Connecticut State University System institutions will continue to maintain articulation agreements currently in effect with Community Colleges.
12. Both the Connecticut State Universities and the Community Colleges agree that in the performance of this memorandum of understanding they will not discriminate nor permit discrimination against any person or groups of persons on the basis of race, color, marital status, religion, political beliefs, sexual orientation, national origin, physical handicap, criminal record, sex, ancestry or age in any manner prohibited by federal or state law and regulations, and further, that they will make their programs available to qualified handicapped persons consistent with Section 504 of the Federal Rehabilitation Act of 1973 and the regulations issued pursuant thereto.

Participating institutions agree to provide information on the implementation of these key elements of the Guaranteed Admissions Agreements.

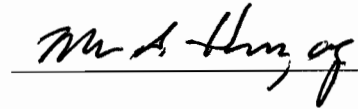
Community College students not covered by the provisions of this memorandum of understanding will be encouraged to pursue transfer to the Connecticut State University System through existing processes.

Transfer Compact Agreement, approved by the undersigned Chancellors and Presidents:

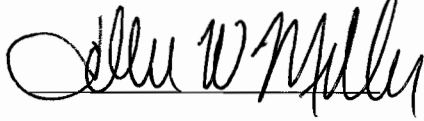
David G. Carter, Sr.
Chancellor
Connecticut State University System



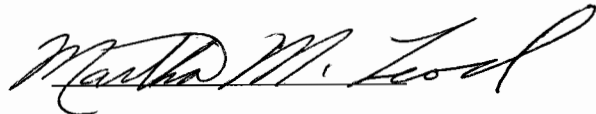
Marc S. Herzog
Chancellor
Connecticut Community Colleges



John W. Miller
President
Central Connecticut State University



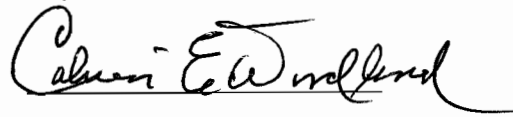
Martha McLeod
President
Asnuntuck Community College



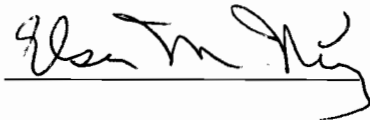
Elsa M. Nuñez
President
Eastern Connecticut State University



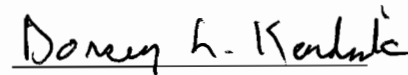
Calvin E. Woodland
President
Capital Community College



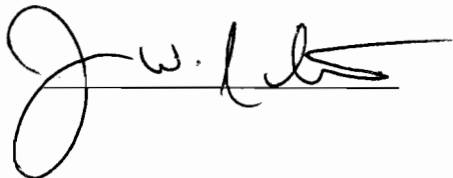
Cheryl J. Norton
President
Southern Connecticut State University



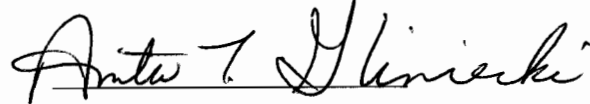
Dorsey L. Kendrick
President
Gateway Community College



James W. Schmotter
President
Western Connecticut State University



Anita Gliniecki
President
Housatonic Community College



Gena Glickman
President
Manchester Community College

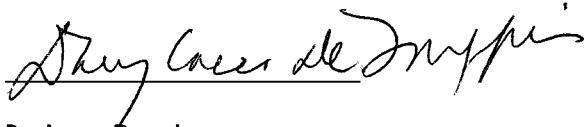


Additional signatures on following page...

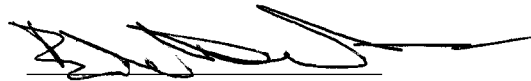
Wilfredo Nieves
President
Middlesex Community College



Daisy Cocco DeFilippis
President
Naugatuck Valley Community College



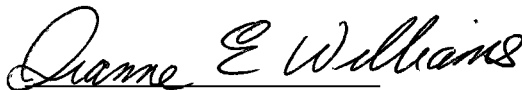
Barbara Douglass
President
Northwestern CT Community College



David L. Levinson
President
Norwalk Community College



Dianne E. Williams
President
Quinebaug Valley Community College



Grace S. Jones
President
Three Rivers Community College



Cathryn L. Addy
President
Tunxis Community College



Date: April 22, 2009