

**ARTICULATION AGREEMENT  
BETWEEN BAYLOR UNIVERSITY  
AND  
TEXAS STATE TECHNICAL COLLEGE  
FOR THE  
BACHELOR OF SCIENCE DEGREE IN AVIATION SCIENCE  
AT BAYLOR UNIVERSITY**

ORIGINAL

Baylor University ("Baylor"), a Texas non-profit corporation, and Texas State Technical College (TSTC), an agency of the State of Texas and an institution of higher education as defined under Chapter 135 of the Education Code, enter into this Articulation Agreement for the Bachelor of Science Degree in Aviation Science (B.S.A.S.) at Baylor with the option of obtaining the Associate of Applied Sciences Degree (A.A.S.) in Aircraft Pilot Training (APT), Air Traffic Control (ATC), or Aircraft Dispatch Technology (ADT) at TSTC.

1. DEGREE INFORMATION

- 1.1 Baylor and TSTC agree to offer a coordinated program of instruction leading to the Bachelor of Science Degree in Aviation Science (B.S.A.S.) at Baylor, with the option of obtaining the Associate of Applied Sciences Degree (A.A.S.) in Aircraft Pilot Training (APT), Air Traffic Control (ATC), or Aircraft Dispatch Technology (ADT) at Texas State Technical College. (See Exhibits A, B, C, D)
- 1.2 Courses will be offered through Baylor University, the Baylor Institute for Air Science, and the TSTC Department of Aircraft Pilot Training. (See Exhibit E)
- 1.3 Each institution may advertise the existence of the program individually, as well as jointly.

2. ADMISSIONS

- 2.1 Freshman and transfer students in the AVS program must meet Baylor and TSTC admissions requirements and pass a second class flight physical examination as required by the Federal Aviation Administration (FAA).
- 2.2 Baylor assumes responsibility for determining whether or not an applicant meets Baylor's requirements for admission to the program. TSTC assumes responsibility for determining whether or not an applicant meets TSTC requirements for admission to the program, and meets the FAA physical examination requirements.

3. REGISTRATION

- 3.1 Students shall register at Baylor during Baylor's periods of registration.
- 3.2 Baylor's Registrar will then transmit a list or spreadsheet to the registrar at TSTC of those students registering for TSTC courses.

- 3.3 TSTC's Registrar will then place the students in the appropriate classes per the data provided by Baylor's Registrar.
- 3.4 TSTC will generate a sponsored billing invoice and submit it to Baylor for payment for each student registered for classes.
- 3.5 Baylor will remit funds for students' tuition and fees directly to TSTC.
- 3.6 Baylor students will add or drop any courses during the approved add/drop periods at Baylor.
- 3.7 Baylor shall not allow a student to register for classes each semester or release academic holds on registration without first advising the student, verifying their flight status, and reviewing their billing status.
- 3.8 TSTC shall ensure that class schedules are sent to the AVS Program Office Manager and the Baylor Registrar on the business day following the TSTC Census Day (11<sup>th</sup> Class Day), and that official transcripts are mailed to the Registrar of Baylor following the 3<sup>rd</sup> business day upon the conclusion of each semester.
- 3.9 The Registrars of each school are responsible for the records of its own school, and each is responsible for corresponding with the other its needs and requirements as the laws and policies change over time.
- 3.10 Should it be necessary for an APT course to be canceled, the TSTC registrar shall notify the Baylor registrar.

#### 4. ACADEMIC RECORDS / RESIDENCE CREDIT

- 4.1 Baylor is responsible for maintaining records concerning veteran status of all AVS students, and for filing any necessary reports with the Veteran's Administration.
- 4.2 TSTC is responsible for maintaining records concerning veteran status of all APT students, and for filing any necessary reports with the Veteran's Administration.
- 4.3 Each course covered under this Agreement will appear on the Baylor transcript and will be considered residence credit at Baylor for purposes of academic honors and class rank.
- 4.4 Each course covered under this Agreement will appear on the Baylor transcript in the appropriate semester or quarter in which the course was taken.
- 4.5 For students transferring into the program or for students seeking a second bachelor's degree, all Baylor residence and graduation requirements shall apply.

## 5. FEES

- 5.1 Each student enrolled in the AVS program shall always pay the Baylor general student fee at registration, whether or not the student is taking classes at Baylor.
- 5.2 Each student taking a course at TSTC shall pay TSTC student fees.
- 5.3 Baylor AVS students are solely responsible to Baylor for all fees.
- 5.4 Each student enrolled in the program is entitled to all student services at each institution.
- 5.5 Baylor shall issue to each student enrolled in the program a Baylor identification card. TSTC shall issue each student enrolled in the program a TSTC identification card.

## 6. STUDENT FINANCIAL AID

- 6.1 The Baylor Office of Student Financial Aid administers all financial aid for students enrolled in the program by means of a Fall/Spring Consortium Agreement, attached as **Exhibit F**, or a Summer Consortium Agreement, attached as **Exhibit G**, between Baylor and TSTC.
- 6.2 Students in the program who are enrolled in classes at either or both institutions in any combination of 12 hours or more constitutes full-time status by Baylor for purposes of financial aid.
- 6.3 Guidance on the Consortium Agreement has been provided by the U.S. Department of Education, as indicated by the attached **Exhibit H**.

## 7. HOUSING, MEAL PLANS, STUDENT ACTIVITIES

- 7.1 Baylor campus housing is available to all students in the program who meet Baylor's housing requirements. Baylor campus housing policies apply.
- 7.2 TSTC campus housing is available to all students in the program who meet TSTC's housing requirements. TSTC campus housing policies apply.
- 7.3 Students in the program may choose to live either in Baylor or TSTC campus housing.
- 7.4 Students enrolled in the program are eligible to participate in meal plans at Baylor or TSTC.
- 7.5 Each full-time student enrolled in the program is eligible to participate in all student activities at Baylor and TSTC.



## 8. FACULTY

- 8.1 Each faculty member teaching a course in this program shall meet the academic standards required by the accrediting agencies of the institution at which they are employed.
- 8.2 Baylor shall appoint each TSTC faculty member teaching AVS courses as a visiting assistant professor at Baylor.

## 9. LEGAL LIABILITY

- 9.1 Baylor and TSTC shall jointly ensure that the program meets or is pursuing appropriate accreditation and Federal Aviation Administration requirements.
- 9.2 TSTC shall bear responsibility for purchasing liability insurance for any occurrences related to APT courses. This insurance must be purchased from the insurance carrier approved by the Texas State Aircraft Pooling Board. TSTC shall maintain liability insurance on all state aircraft owned and used in the APT courses. Each student enrolled in the APT program must purchase TSTC student insurance or present to TSTC proof of acceptable individual coverage in lieu thereof. The approval of the insurance will be subject to the sole discretion of TSTC.
- 9.3 Baylor shall bear responsibility for liability insurance coverage for any occurrences related to AVS courses.

## 10. MISCELLANEOUS

- 10.1 This Agreement may be terminated by either institution upon giving six (6) months written notice. Grounds for termination include, but are not limited to financial exigency.
- 10.2 This Agreement may be amended only by a written agreement, signed by authorized representatives of both institutions.
- 10.3 This Agreement contains the entire agreement of the institutions with respect to the matters covered by its terms.
- 10.4 If any term or provision of this Agreement is held to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect.
- 10.5 This obligation and undertaking of the institutions made parties to this Agreement shall be performed in McLennan County, Texas. The designated venue for any action arising out of this Agreement is McLennan County, Texas.

Witness our hands this the \_\_\_\_\_ day of \_\_\_\_\_, 2010 at Waco,  
McLennan County, Texas.

ATTEST:

BAYLOR UNIVERSITY

BY: Marsha J. Duckworth  
Marsha J. Duckworth,  
Assistant Secretary

BY: Elizabeth Davis  
Dr. Elizabeth Davis,  
Executive Vice President & Provost

(100)

DATE: \_\_\_\_\_

TEXAS STATE TECHNICAL COLLEGE

BY: Regina L. Hernandez

BY: Elton E. Stuckly, Jr.  
Dr. Elton E. Stuckly, Jr.  
President

DATE: 6/8/2011

## List of Exhibits

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## **Exhibit A: Requirements for a Bachelor of Science in Aviation Science (B.S.A.S)**

Baylor Institute for Air Sciences offers a four-year undergraduate program developed specifically for people who wish to follow careers in aviation. Each graduating student will receive a Bachelor of Science in Aviation Sciences degree and will have flying qualifications to Commercial Pilot level (including an instrument rating), along with a Certified Flight Instructor (CFI) certificate.

This program is offered in conjunction with the Texas State Technical College (TSTC) at Waco.

### **B.S.A.S. Degree**

#### **Requirements for a Major in Aviation Sciences**

- I. All specific and group requirements for the Bachelor of Science in Aviation Sciences degree.
- II. Sixty-two semester hours including the following:
  - A. Thirty-five hours required from TSTC: AIRP 1215, 1255, 1301, 1417, 1451, 2236, 2239, 2251, 2250, 2331, 2333, 2337, and 2349.
  - B. Twenty-seven hours required from Baylor to include:
    - a. AVS 1300, 3310, 3311, 4311, 4314, and 4315.
    - b. Nine hours of "3000" or "4000" aviation science courses.

Required courses in other fields:

- I. MTH 1321.
- II. MTH 1322 or STA 2381.
- III. CHE 1301 and 1100.
- IV. PHY 1408 or 1420.
- V. CSI 3303.

Note: Additional advanced elective hours should contain content that applies to the aviation industry.

## Exhibit B: Requirements for the Associates of Applied Science (A.A.S.) Degree in Air Pilot Training (APT)

**Total Credits: 72**

<b>First Semester</b>			<b>Credits</b>
AIRP	1215	Private Flight	2
AIRP	1301	Air Navigation	3
AIRP	1307	Aviation Meteorology	3
AIRP	1417	Private Pilot Ground School	<u>4</u>
<b>Semester Total</b>			<b>12</b>

**^ Institutional Credit Only**

<b>Second Semester</b>			<b>Credits</b>
AIRP	1313	Introduction to Aviation	3
AIRP	1451	Instrument Ground School	4
AIRP	2250	Instrument Flight	2
AIRP	2331	Advanced Meteorology	3
MATH	1314	College Algebra	<u>3</u>
<b>Semester Total</b>			<b>15</b>

<b>Third Semester</b>			<b>Credits</b>
AIRP	1255	Intermediate Flight	2
AIRP	1341	Advanced Air Navigation	3
AIRP	1343	Aerodynamics	3
AIRP	2333	Aircraft Systems	3
ENGL	1301	Composition I	<u>3</u>
<b>Semester Total</b>			<b>14</b>

<b>Fourth Semester</b>			<b>Credits</b>
AIRP	1345	Aviation Safety	3
AIRP	2239	Commercial Flight	2
AIRP	2337	Commercial Ground School	3
AIRP	2355	Propulsion Systems	3
ACGM	X3XX	Gen Ed Social Science Course	<u>3</u>
<b>Semester Total</b>			<b>14</b>

<b>Fifth Semester</b>			<b>Credits</b>
AIRP+	2236	Certified Flight Instructor-Airplane	2
AIRP	2349	Instructor Ground School	3
AIRP	2357	Turbine Aircraft Systems Ground School	3
AVIM	2337	Aviation Law	3
ACGM	X3XX	Gen Ed Elective	3
ACGM	X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Total</b>			<b>17</b>

+or AIRP 2251 Multiengine Flight

### Multi-Engine Aircraft Pilot Enhanced Skills Certificate

**Total Credits: 6**

AIRP	2251	Multi-engine Flight	2
AIRP	2242	Flight Instructor – Instrument Airplane	2
AIRP	2243	Flight Instructor – Multi-engine Airplane	<u>2</u>
<b>Semester Total</b>			<b>6</b>



## Exhibit C: Requirements for the Associates of Applied Science (A.A.S.) Degree in Air Traffic Control (ATC)

**Total Credits: 71**

<b>First Semester</b>			<b>Credits</b>
AIRP	1301	Air Navigation	3
AIRP	1307	Aviation Meteorology	3
AIRP	1417	Private Pilot Ground School	4
MATH	1314	College Algebra	<u>3</u>
<b>Semester Total</b>			<b>13</b>

<b>Second Semester</b>			<b>Credits</b>
AIRP	1313	Introduction To Aviation	3
AIRP	1451	Instrument Ground School	4
AIRP	2331	Advanced Meteorology	3
AVIM	1370	Introduction to Air Traffic Control	3
ENGL	1301	Composition I	<u>3</u>
<b>Semester Total</b>			<b>16</b>

<b>Third Semester</b>			<b>Credits</b>
AIRP	1341	Advanced Air Navigation	3
AIRP	2333	Aircraft Systems 3	3
AIRP	2352	Practical Dispatching I	3
AVIM	1371	Air Traffic Control I	3
ACGM	X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Total</b>			<b>15</b>

<b>Fourth Semester</b>			<b>Credits</b>
AIRP	1345	Aviation Safety	3
AIRP	2353	Practical Dispatching II	3
AIRP	2355	Propulsion Systems	3
AVIM	1373	Airport Design	3
AVIM	2372	Air Traffic Control II	<u>3</u>
<b>Semester Total</b>			<b>15</b>

<b>Fifth Semester</b>			<b>Credits</b>
AIRP	2337	Commercial Ground School	3
AVIM	2373	Air Traffic Control III	3
ACGM	X3XX	Gen Ed Social Science Course	3
ACGM	X3XX	Gen Ed Elective	<u>3</u>
<b>Semester Total</b>			<b>12</b>

**Exhibit D: Requirements for the Associates of Applied Science (A.A.S.)  
Degree in Aircraft Dispatch Technology (ADT)**

**Total Credits: 63**

<b>First Semester</b>			<b>Credits</b>
AIRP	1301	Air Navigation	3
AIRP	1307	Aviation Meteorology	3
AIRP	1370	Introduction To Dispatch	3
AIRP	1417	Private Pilot Ground School	4
ACGM	X3XX	Gen Ed Math/Natural Sciences Course	<u>3</u>
<b>Semester Total</b>			<b>16</b>

<b>Second Semester</b>			<b>Credits</b>
AIRP	1451	Instrument Ground School	4
AIRP	2331	Advanced Meteorology	3
AIRP	2357	Turbine Aircraft Systems Ground School	3
AVIM	2337	Aviation Law	3
ENG	1301	Composition I	3
ACGM	X3XX	Gen Ed Elective	<u>3</u>
<b>Semester Total</b>			<b>19</b>

<b>Third Semester</b>			<b>Credits</b>
AIRP	1273	Flight Dispatch Simulation	2
AIRP	1341	Advanced Air Navigation	3
AIRP	2333	Aircraft Systems 3	3
AIRP	2452	Practical Dispatching I	4
ACGM	X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Total</b>			<b>15</b>

<b>Fourth Semester</b>			<b>Credits</b>
AIRP	1345	Aviation Safety	3
AIRP	2337	Commercial Ground School	3
AIRP	2453	Practical Dispatching II	4
ACGM	X3XX	Gen Ed Social Science Course	<u>3</u>
<b>Semester Total</b>			<b>13</b>

## Exhibit E: ADT, APT, ATC, and AVS Course Offerings

In addition to the math, science, and general studies requirements, the following aviation related courses may be taken to satisfy individual requirements pertaining to the B.S.A.S. Because new courses may be added and course numbers may change, the list should be updated on regular intervals.

### Aviation Science (Baylor)

1. AVS	1300	4. AIRP	1301
2. AVS	3310	5. AIRP	1307
3. AVS	3311	6. AIRP	1313
4. AVS	4305	7. AIRP	1341
5. AVS	4309	8. AIRP	1343
6. AVS	4310	9. AIRP	1345
7. AVS	4311	10. AIRP	1417
8. AVS	4314	11. AIRP	1451
9. AVS	4315	12. AIRP	1491
10. AVS	4330	13. AIRP*	2236
11. AVS	4485	14. AIRP*	2239
12. AVS	4487	15. AIRP	2242

### Aviation Management (TSTC)

1. AVIM	1391	16. AIRP	2243
2. AVIM	1392	17. AIRP*	2250
3. AVIM	1393	18. AIRP*	2251
4. AVIM	2337	19. AIRP	2331

### Air Pilot Training (TSTC)

1. AIRP*	1215	20. AIRP	2333
2. AIRP*	1255	21. AIRP	2337
3. AIRP	1272	22. AIRP	2349

23. AIRP	2352
24. AIRP	2353
25. AIRP	2355
26. AIRP	2357

\*Course requires additional flight training lab fee.

## **Exhibit F: Consortium Agreement (fall/spring)**

### **FINANCIAL AID APPLICATION REQUIREMENTS B.S. IN AVIATION SCIENCES PROGRAM**

All financial aid for students in this program will be processed through the Baylor Office of Academic scholarships and Financial Aid. In order to be considered for aid students must comply with the following:

1. Complete the information below with the help of an academic advisor for your program. Please be as accurate as possible and **report any changes** in this information to the Baylor office of Academic scholarships and Financial Aid.
2. Complete the student information section at the top of the consortium agreement on the reverse side and submit this form to the TSTC registrar's Office. (The form will be transmitted internally to the other offices listed.)
3. Complete the Free Application for Federal Student Aid (FAFSA) and all other aid forms required by the Baylor office of Academic Scholarships and Financial Aid.

- 
1. Housing Plans (Check one)      Baylor Residence Hall            TSTC Residence Hall or Apartment        
   With Parents          Off Campus Apartment or Home
  2. Meal Plan (Check one)      Baylor Meal Plan            TSTC Meal Plan            No Meal Plan
  3. Complete your projected schedule for all terms listed below. Indicate "0" (zero) hours if you will not enroll in a given term.

Fall Semester At Baylor University		Spring Semester At Baylor University	
CLASS	SEM HRS	CLASS	SEM HRS

FALL SEMESTER AT TSTC		SPRING SEMESTER AT TSTC	
CLASS	SEM HRS	CLASS	SEM HRS

\_\_\_\_\_  
Print Name (Last) (First) (Middle)

\_\_\_\_\_  
Name of Advisor

\_\_\_\_\_  
Social Security Number / Baylor ID

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date







**CONSORTIUM AGREEMENT**  
**Baylor University**  
**And**  
**Texas State Technical College**

Baylor University (Baylor) and Texas State Technical College (TSTC) are herein entering into a consortium agreement for:

\_\_\_\_\_ Name of Student \_\_\_\_\_ Social Security Number / Baylor ID  
During the \_\_\_\_\_ academic year, for terms which commence on \_\_\_\_\_ and end on \_\_\_\_\_.  
Date Date

**CERTIFICATION**

The TSTC Registrar's Office:

3. Certifies that the above named student has been accepted or is enrolled in good standing in the Aircraft Pilot Training program at TSTC.
4. Agrees to provide current enrollment information on all terms during which the student is pursuing the B.S. in Aviation Sciences degree.

\_\_\_\_\_ Signature \_\_\_\_\_ Date  
\_\_\_\_\_ Print Name and Title

The TSTC Financial Aid Office agrees to:

3. Not provide payment for the Pell Grant, Stafford Loan, and/or Campus Based programs to the above named student during the period specified.
4. Provide program cost information to Baylor in order for a financial aid budget to be calculated.

\_\_\_\_\_ Signature \_\_\_\_\_ Date  
\_\_\_\_\_ Print Name and Title

The Baylor Registrar's Office:

5. Certifies that the above named student is enrolled in the B.S. in Aviation Sciences program at Baylor University.
6. Certifies that the credits to be earned in classes at TSTC are to be counted toward meeting the requirements for the B.S. in Aviation Sciences degree.
7. Certifies that the students grade level at the beginning of the above period is : (CIRCLE ONE) 01 02 03 04
8. Agrees to maintain current enrollment information for the simultaneous semesters and notify the Baylor Office of Academic Scholarships and Financial Aid of any changes in enrollment.

\_\_\_\_\_ Signature \_\_\_\_\_ Date  
\_\_\_\_\_ Print Name and Title

The Baylor Office of Academic Scholarships and Financial Aid to:

3. Provide payment to the above named student, if eligible, under the Pell Grant, Stafford Loan, and/or Campus Based programs as appropriate for the period specified above.
4. Check enrollment status for the combined terms at the beginning of each semester and make appropriate adjustments to the aid if the enrollment status changes during the disbursement period.

\_\_\_\_\_ Signature \_\_\_\_\_ Date  
\_\_\_\_\_ Print Name and Title

## Exhibit H: Letter from the Department of Education



UNITED STATES DEPARTMENT OF EDUCATION  
STUDENT FINANCIAL ASSISTANCE  
REGIONAL OFFICE  
1200 MAIN TOWER BUILDING  
DALLAS, TEXAS 75202

August 13, 1991

Mr. David L. Bond  
Director of Financial Aid  
Office of Baylor Academic  
Scholarships and Financial Aid  
Baylor University  
P.O. Box 97028  
Waco, Texas 76798-7028

Dear Mr. Bond:

This letter is provided in follow up to your conversation with Mr. Robert Dean of my staff on August 12, 1991 and your letter of July 29, 1991 concerning your "need for a consortium agreement with Texas State Technical College".

On July 11, 1991, our Institutional Review Branch under the Division of Audit and Program Review issued guidance to regional offices program reviewers to determine if an institution has complied with 34 CFR 600.9 of the April 5, 1988 Institutional Eligibility Under The Higher Education Act final regulations. The guidance addresses criteria for both consortium and contractual agreements for all Title IV student financial aid programs.

Agreements can vary widely and will depend upon the interests of the schools involved and the accrediting agency or State agency standards. The agreement becomes effective for the payment period in which it is signed. However, it can be retroactive to a previous payment period if the payment period is in the same award year.

Although the Department has no policy requirement that stipulates a particular format for a consortium or contractual agreement, the agreements must include the following:

- a. The institution that will consider the student enrolled;
- b. The student's enrollment status at each institution;
- c. A signed approval from the appropriate academic official certifying the home institution will grant credit toward the degree;
- d. The student's tuition, fees, and room and board, if room and board have been contracted, charges at the school not responsible for student financial aid;

AUG 15 1991



- e. The procedures for calculating awards, disbursing aid, monitoring satisfactory academic progress, records maintenance, and distribution of SFA refunds; and
- f. Any additional student eligibility requirements.

It should be noted that the institution that pays the student is responsible for refunding Title IV funds if the student withdraws.

The home institution may establish formal written agreements for its programs to meet the basic requirements of the regulation. The formal agreement would be titled "Consortium Agreement" and be signed by the Financial Aid Officers at the home and host institutions. In addition to the formal agreement, a copy of the academic certification would be included with the Consortium Agreement in the student's file.

Institutions may also establish informal written agreements for its programs between the respective offices responsible for the academic or administrative areas to meet the basic requirements without having all of the information in one document. For example, there may be documents in the student's file which include but are not limited to the following:

- a. A letter of admission from the host institution;
- b. The registrar or other academic official's approval for the student's courses at the host institution;
- c. The cost of education at the host institution;
- d. The student's award letter, based on the cost at the host institution;
- e. The student's authorization to transmit the proceeds of the Guaranteed Student Loan Programs assistance, if any, to the host institution; or
- f. The transcript from the host institution with completed grades.

Section 690.9 of the March 15, 1985 Pell Grant Program regulations dated March 15, 1985, provides the following statement which must be considered when establishing a consortium or contractual agreement.

"Maintain all records regarding the student's eligibility for and receipt of Pell Grant assistance."

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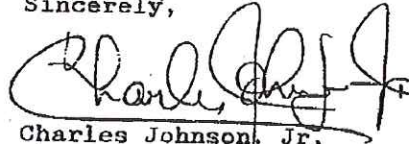
Based on the information provided above, it is recommended that the consortium agreement enclosed with your letter be reviewed and revised as necessary since it does not contain all of the elements listed under the third paragraph of this letter. It will not be necessary to return the agreement to this office since this letter and the references cited below should be sufficient guidance to enable to institutions involved to establish an consortium agreement.

In addition to the regulatory citations cited above, the reference is made to consortium and contractual agreements in the following:

- a. Section 668.19 of the December 31, 1980 Student Assistance General Provisions regulations;
- b. Section 668.18 of the December 1, 1987 Student Assistance General Provisions regulations; and
- c. The 1991-92 Federal Student Financial Aid Handbook, Chapter Three, pages 89 - 91 and Chapter Four, pages 34 - 36.

Thank you for your letter. Should you have any questions, please feel free to contact Mr. Dean at (214) 767-3811.

Sincerely,



Charles Johnson, Jr.  
Chief, Section I  
Institutional Review Branch