

# **ARTICULATION AGREEMENT**

## **Central Carolina Technical College Associate of Applied Science in Paralegal and Lander University Bachelor of Science in Paralegal Studies**

Central Carolina Technical College (CCTC) and Lander University (LU) have formed a partnership to enhance the transfer of students from CCTC to LU. The articulation agreement will provide Associate of Applied Science in Paralegal students who meet the minimum GPA requirement of a 2.0 with advising and academic support for a successful transition to Lander University's Bachelor of Science in Paralegal Studies program.

### **ADMISSION AND GRADUATION REQUIREMENTS**

- A. Lander University admission and program admission requirements apply to students who transfer under this agreement. Additionally, CCTC students meeting the transfer requirements of this agreement, will be guaranteed admission to LU and receive priority acceptance into the B.S. in Paralegal Studies program.
- B. Policies governing the admission, enrollment, and transfer of students are the sole purview of each institution.
- C. Students accepted into LU must fulfill the LU program and graduation requirements.
- D. Each institution will provide updates of any admission policy changes prior to the start of fall semester in a given academic year.
- E. Students transferring to LU through the articulation agreement will enter under the academic provisions of the LU catalog in place at the time of their signed declaration of intent to transfer.
- F. Both CCTC and LU agree to inform and train academic advisors concerning the terms of this agreement and the articulation of courses between the institutions. Advisor names and contact information will be given to each institution.

### **PROMOTION OF AGREEMENT**

- A. Both CCTC and LU agree to promote this agreement to students at all CCTC campuses by means of a marketing strategy approved by both institutions. A review of this marketing strategy will take place annually.
- B. For purposes of this agreement, LU grants CCTC, and CCTC grants LU, permission to use, display, reproduce, and publish without compensation each other's logos and trademarks as an institutional partner on websites, cobranded web portals, and in print marketing publications.
- C. LU and CCTC will provide an electronic version of the logos and trademarks for the use permitted by this agreement only. Each party represents and warrants that it possesses all rights necessary for the granting of the permissions set forth in this agreement.
- D. LU will provide a link for the transfer agreement on the LU website. CCTC will provide a link for the agreement on the CCTC website.

- E. Each institution reserves the right to review in advance any information including but not limited to, websites, cobranded web portals, and in print marketing publications.
- F. Upon written permission of program participants, LU and CCTC will share demographic and academic information about the students who are designated LU Articulation students, where appropriate, as specified in the LU Articulation Program student application.

#### **ARTICULATION PROGRAM ADVISEMENT**

- A. An LU representative will participate in the Transfer Program at CCTC at least once per semester through participation in any special days or programs for transfer students.
- B. Academic Program Coordinators at LU will provide timely notice to CCTC when changes in the curriculum occur and will assist in revising pathway documents to facilitate degree completion for articulation students.
- C. LU will accept the Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions as part of the articulation agreement.
- D. LU will provide student services to include access to the LU Transfer Coordinator, designated Open House events, as well as scheduled LU articulation program meetings with students.

#### **STUDENT RESPONSIBILITIES AND OPPORTUNITIES OF AGREEMENT**

- A. Students planning to transfer to Lander University's Bachelor of Science in Paralegal Studies will sign an Intent to Transfer form with the CCTC Transfer Program. The intent to transfer will be shared with the LU Admissions Office. Transfer of the intent to transfer student agreements will be the responsibility of the CCTC Bridge Program Coordinator and the LU Transfer Coordinator. (Addendum 2)
- B. Students desiring to take advantage of the terms of the articulation agreement must complete all requirements to enjoy the rights and privileges of the agreement.
- C. Students who enter into this articulation agreement will be guaranteed the rights and privileges outlined in the agreement once the agreement is signed and contingent upon their strict adherence to the requirements (both curricular and non-curricular).
- D. Qualified articulation transfer students are automatically considered for merit and transfer scholarships.
- E. Students will have access to the LU library, as would any other student of the university.
- F. Students will have access to any LU athletic events, as would any other student of the university.
- G. Students who have completed the intent to transfer as part of the articulation agreements will have admission/application fees waived.

#### **TRANSFER OF CREDITS**

Lander University will accept up to **64** semester hours of credit from Central Carolina Technical College's Associate of Applied Science in Paralegal to apply to Lander University's Bachelor of Science in Paralegal Studies. (Addendum 1)

The student will complete additional hours at LU to earn a **total of 120 hours** for the Bachelor of Science in Paralegal Studies.

- A. Courses will transfer as described in the Course Transfer Articulations in this Articulation Agreement (Addendum 1).
- B. Lander University will accept transfer credit from specific CCTC degrees to specific LU undergraduate degrees if the following requirements are met by both institutions:
  - a. In order for Lander University to meet its obligation to comply with accreditation requirements for Faculty Qualifications (6.2.a.) as they pertain to baccalaureate degrees, Central Carolina Technical College will ensure that all faculty teaching courses in the AAS degree transfer agreement have completed a master-level degree and have eighteen hours in the teaching discipline on the graduate transcript.
  - b. Program Coordinators at Lander University are responsible for developing bachelor degree pathways for students desiring to begin their education at CCTC in an AAS program and complete a baccalaureate degree at LU.

#### **REVERSE TRANSFER REQUIREMENTS**

- A. Lander University's Office of University Registrar and Central Carolina Technical College's Office of the Registrar will maintain communication to promote seamless reverse transfer.
- B. Students participating in the Articulation program will sign a waiver for the release of reverse transfer hours from LU to CCTC.
- C. Both LU and CCTC will highly encourage completion of an associate degree at Central Carolina Technical College prior to transferring to LU. However, students transferring to LU from CCTC, who completed twenty-five percent of their CCTC degree prior to transfer, may qualify for reverse transfer of hours to CCTC for completion of an associate degree.
- D. LU will provide reverse transfer transcripts of program applicants to CCTC at no charge with permission of the student.
- E. Courses completed at LU may be used within graduation guidelines for Central Carolina Technical College to complete reverse transfer and award of certificates, diplomas, and degrees from CCTC. Both institutions agree to share transfer data and student success data to be used in joint assessment activities and agreement evaluation processes.

#### **TERMS OF AGREEMENT**

- A. The Chief Academic Officers or designees of the parties to this agreement will implement the terms of this agreement, including identifying and incorporating any changes into subsequent agreements, assuring compliance with system policy, procedure and guidelines, and conducting an annual review of this agreement.
- B. Program curriculum and requirements listed in the Course Transfer Articulations (Addendum 1) are subject to change. Each institution agrees to make any changes known to the other in a timely fashion.
- C. Lander University and Central Carolina Technical College will ensure that they maintain accreditation with the appropriate regional accrediting body to ensure that all operations meet with accreditation requirements of the two institutions.
- D. This Articulation/Transfer Agreement is effective on **May 15, 2020** and shall remain in effect for five years unless terminated or amended by either party with 120 days prior written notice.

E. This Articulation/Transfer Agreement will be reviewed by both parties as required but at least annually beginning on or after **May 15, 2021**.

**INSTITUTIONAL AUTHORIZATION**

Lander University and Central Carolina Technical College have caused this Agreement to be duly executed and agree to be bound thereby

**LANDER UNIVERSITY**

**CENTRAL CAROLINA TECHNICAL COLLEGE**

Rich Cosentino/JAT

Rich Cosentino/JAT (May 13, 2020)

**Richard Cosentino**  
President

G. Michael Mikota

G. Michael Mikota (May 27, 2020 11:44 EDT)

**Michael Mikota**  
President

Scott Jones

Scott Jones (May 13, 2020)

**Scott Jones**  
Provost and Executive Vice President for  
Academic Affairs

Myles Williams

Myles Williams (May 21, 2020 15:01 EDT)

**Myles Williams**  
Vice President for Academic Affairs

Lucas McMillan

Lucas McMillan (May 13, 2020)

**Lucas McMillan**  
Dean, College of Behavioral & Social Sciences

Pamela H. Dinkins

Pamela H. Dinkins (May 14, 2020 09:21 EDT)

**Pamela H. Dinkins**  
Dean, Business and Public Service

**Office Use Only**

Date Received

Date Posted

Date Reviewed

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## ADDENDUM 1: Course Transfer Articulations

	CCTC Courses	LU Courses	Notes
<b>GENERAL EDUCATION</b>			
<b>Core Academic Skills</b>			
	ENG 101	ENGL 101	
	ENG 102	ENGL 102	
	MAT 110 or MAT 155	MATH 1xx or MATH 101	<i>LU prefers MAT 155, but either of these courses can satisfy the math requirement in this category of LU's Gen-Ed curriculum.</i>
<b>Humanities &amp; Fine Arts</b>			
	SPC 205  Humanities or Fine Arts elective	SPCH 101  Humanities or Fine Arts elective	<i>CCTC requires a Humanities or Fine Arts elective and many course equivalencies are provided in SCTRAC. LU will accept any CCTC course labeled as Humanities or Fine Arts for this category.</i>
<b>Behavioral &amp; Social Perspectives</b>			
	PSY 201	PSYC 101	<i>PSY 201 is the recommended elective in the CCTC catalog.  PSC 201 is the preferred Social or Behavioral Sciences course for LU because it is required at LU (see Founding Documents category below) and is a pre-req for many upper-level LEG courses. HIS 201, HIS 202, or SOC 101 are other recommended courses.</i>
<b>Scientific &amp; Mathematical Reasoning</b>			
	Any 4 hr. lab science	Lab science course	<i>Any 4 hr. lab science course taken at CCTC will be accepted to meet LU's Gen-Ed curriculum. A lab science course is currently not required in CCTC's curriculum.</i>
<b>Founding Documents of the United States</b>			
	PSC 201	POLS 101	<i>CCTC requires a Social or Behavioral Science elective course, so it would be best if PSC 201 is recommended for that purpose and then used to fulfill this requirement in this LU category, particularly since it is a pre-req for many upper-level LEG courses at LU.</i>
<b>World Cultures</b>			
	SPA 101 or SPA 102	SPAN 101 or SPAN 102	<i>If SPA 101 or SPA 102 were taken at CCTC (both are approved electives), it could count for this LU category.</i>
<b>Leadership, Involvement, Networking, and Knowledge</b>			
			<i>LINK 101 is waived if 24 hours of credit or more are transferred into LU. COL 105 at CCTC would be counted as an Additional Elective.</i>
<b>MAJOR PROGRAM CORE REQUIREMENTS</b>			
	ACC 101	ACCT 201	
	BUS 121	BA 251	
	BUS 130	ENGL 275	<i>This is an approved elective, but not required in CCTC's curriculum. It is required at LU.</i>
<b>MAJOR PROGRAM ELECTIVES (12 credit hours in this category, so remaining hours in Additional Electives)</b>			
	LEG 132	LEG 1xx	<i>Legal Bibliography is a preferred course for admitted students.</i>
	LEG 135	LEG 1xx	<i>Intro to Law &amp; Ethics is a preferred course for admitted students.</i>
	LEG 230	LEG 2xx	<i>Legal Writing is a preferred course for admitted students.</i>
	LEG 120	LEG 1xx	

	LEG 100-level courses	LEG 1xx	<i>Any other LEG 200-level classes at CCTC will be labeled as LEG 2xx at LU unless otherwise noted on this document or in SCTRAC.</i>
	LEG 201	LEG 2xx	
	LEG 212	LEG 2xx	
	LEG 213	LEG 2xx	
	LEG 214	LEG 2xx	
	LEG 232	LEG 2xx	
	LEG 233	LEG 2xx	
	LEG 250	LEG 2xx	
	LEG 200-level courses	LEG 2xx	<i>Any other LEG 200-level classes at CCTC will be labeled as LEG 2xx at LU unless otherwise noted on this document or in SCTRAC.</i>
<b>ADDITIONAL ELECTIVES</b>			
	CPT 101	CIS 101	
	28 hours of coursework is in this category and includes COL 105, CPT 101, and any remaining LEG courses not counted above. Any CCTC course that does not fit into the other categories above would be accepted into this category up to the maximum of 64 hours of transfer credit.		
	***All courses listed above are labeled in the SCTRAC system, <a href="http://www.sctrac.org">www.sctrac.org</a> .		

**Overall Hours Breakdown based upon CCTC's 2019-2020 curriculum**

	<b>Credit hours taken at CCTC</b>	<b>Additional hours to be taken at LU</b>
General Education	18 hrs.	16 hrs. [LINK 101 is waived]
Program Requirements	18 hrs.	27 hrs.
Additional Electives	28 hrs.	13 hrs.
Totals	<b>64 hrs.</b>	<b>56 hrs.</b>

**Easing transferability from CCTC to LU:**

- 1) CCTC's AAS curriculum is 66 hours. Since LU can only take a maximum of 64 hours, it is recommended that students transfer to LU with 64 or fewer hours and then do a reverse transfer to complete their AAS degree so that no credit hours are lost.
- 2) It is recommended that PSC 201 become the preferred Social or Behavioral Science course at CCTC. If this is not possible, students will need to take this course (LU's POLS 101) in their first term at LU.
- 3) Other Gen-Ed courses that could be completed at CCTC include a lab science, more courses in Humanities/Fine Arts or in Social/Behavioral Sciences, SPA 101, or SPA 102.
- 4) Within "Approved Electives" in CCTC's curriculum, the best options for transfer to LU would be BUS 103, SPA 101, or SPA 102.

**Note:** Some of the options noted in this table showcase how students who pursued an AA or AS degree at CCTC may be attracted to this LU degree program. A student who transfers to LU may pursue a reverse transfer in order to earn a degree at CCTC.

## **ADDENDUM 2: Statement of Intent**

### **Statement of Intent**

I, \_\_\_\_\_, a student at Central Carolina Technical College, intend to earn an Associate of Applied Science degree in Paralegal at Central Carolina Technical College and transfer to Lander University to earn my Bachelor of Science in Paralegal Studies. I have read the criteria and reviewed the list of required coursework and acceptable courses from the SC technical colleges. I understand that I will be responsible for tuition and fees at both institutions and must comply with policies in effect at the time of my matriculation. I agree to seek clarification from an advisor or Bridge Program Coordinator at Central Carolina Technical College or from Lander University if needed. The Lander College of Behavioral & Social Sciences phone number is 864-388-8176.

I expect to graduate with my Associate of Applied Science degree in \_\_\_\_\_.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Faculty/Staff Advisor \_\_\_\_\_ Date \_\_\_\_\_

Note: copy to be sent to:

College of Behavioral & Social Sciences  
Department of Government, Criminology, & Sociology  
Lander University  
320 Stanley Avenue  
Greenwood, SC 29649











# Articulation Agreement for LEG with CCTC and LU

Final Audit Report

2020-05-27

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✔ Signed document emailed to Donna Knight (dknight@lander.edu), Myles Williams (williamsmh@cctech.edu), Pamela H. Dinkins (dinkinsph@cctech.edu), Lucas McMillan (smcmillan@lander.edu), and 2 more

2020-05-27 - 3:44:46 PM GMT