

## **GUIDELINES FOR COOPERATIVE ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS AND TRANSFER COURSES BETWEEN A COLLEGE/UNIVERSITY AND A TECHNICAL INSTITUTE OR A COMPREHENSIVE LIFELONG LEARNING CENTER**

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These guidelines pertain to any program developed jointly or listed in any publication as a joint, cooperative, or articulated program between a technical college, community college, college or university under the authority of the State Board of Higher Education (SBHE) and a postsecondary institution under the authority of the State Board for Vocational Education. A Memorandum of Understanding (MOU) based upon these guidelines must be approved by the board of each institution and submitted for approval by the SBHE.

If the MOU is for a program not currently offered by the college, the MOU must be part of a new program proposal submitted to ADHE for review and approval by SBHE. If the MOU is for a program currently offered or for one or more transfer courses, a separate MOU must be submitted for approval by the SBHE for each program and site. These guidelines apply to the offering of one or more college transfer courses and the awarding of any associate degree program of study offered in cooperation with, or on the campus of, a technical institute or comprehensive lifelong learning center.

The MOU must indicate or document that the following are in place for the program or course(s) covered:

1. Freshman assessment and course placement following state requirements in English, reading, and math must take place at entrance.
2. Students must be admitted to both institutions.
3. General education courses must be sequential and integrated into the total program.
4. Courses offered by the technical institute or comprehensive lifelong learning center must be evaluated by appropriate college personnel. In consultation with the technical institute or center, the college may select outside evaluators. Courses accepted by the college or university must be of a collegiate level, listed in semester credit hours, and reported on the college transcript as transfer hours. The courses must also include appropriate general education, related support, and/or technical prerequisites which are clearly identified, defined, and followed. The total hours accepted by the college or university should not exceed 48 hours except in unusual cases.
5. Principal program area faculty from the technical institute or comprehensive lifelong learning center must meet or exceed the minimum academic credential standards as established by ADHE for technical faculty. (See Agenda Item No. 8, October 4, 1991.)

6. All publications, such as catalogues, newsletters, advertisements, and so forth, must clearly indicate the courses offered by each institution and that the degree is awarded by the college or university.
7. If the college/university courses or programs are to be offered at the technical institute or comprehensive lifelong learning center site, the college must: (a) document written notice from the Commission on Institutions of Higher Education of the North Central Association that its accreditation approval covers such off-campus work; (b) ensure that library, audio-visual and other support services are adequate; and (c) ensure that potential student enrollment is sufficient to sustain the courses or programs.
8. The responsibilities of each institution regarding such functions as registration, admissions, advisement, financial aid, book sales, and other items must be clearly defined.
9. A process for either party to withdraw from the MOU, while ensuring that such withdrawal does not unduly harm the educational program of enrolled students, must be included in the MOU.
10. Signature indicating approval by the president and the board of trustees of each institution must be a part of the MOU. A copy of the MOU with all required signatures must be received at least two months before the SBHE meeting at which approval is being requested.
11. Any prior agreements between a college/university and a vo-tech school may be continued in force for students enrolled in the program prior to June 1, 1992.
12. Programs developed for students who must hold national licensure in order to practice and are generic programs not articulated with a particular school are not subject to these guidelines and must be approved by the State Board of Higher Education under regular new program guidelines.

Approved: Agenda Item No. 31  
April 10, 1992