

# **Master Articulation Agreement**

## **Albion College Kellogg Community College**

### **Article I Agreement on Principle**

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This agreement is made on 17 March 2021 between Albion College (AC) and Kellogg Community College (KCC) (collectively, the "Parties "). The Parties wish to facilitate the transfer of students who complete an Associate/Pre-Baccalaureate Degree at KCC to a degree program at AC. Therefore, the Parties agreed to enter into a Master Articulation Agreement (Agreement) to assist students who want to transfer with a smooth curriculum transition that minimizes loss of credit and duplication of coursework.

### **Article II Agreement on Program Integrity**

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Both parties enter into this agreement cooperatively and equally, maintaining the integrity of their separate programs. Both Parties are accredited by the Higher Learning Commission.

Each institution will determine the satisfaction of its program and degree requirements. For the purpose of this Agreement, AC agrees to accept transferrable courses from KCC and from other regionally accredited institutions. Specific course requirements and transfer credits will be set forth in separate academic pathways, called Program Agreements.

### **Article III Agreement on Program Articulation**

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This Agreement is designed for students who follow a prescribed plan of study leading to an associate pre-baccalaureate degree at KCC. The credits transferred from the Associate / Pre-Baccalaureate Degree Program will be outlined in separate Program Agreements, a sample of which is attached hereto, and will be included in the total credit hours required for the AC baccalaureate degree.

Students must also meet all other standard admission, curriculum, and graduation requirements of KCC and AC. Program Agreements are subject to this Agreement but will be separately developed and maintained

Students who transfer to AC without the associate degree listed on their transcript will receive notice upon completion of the appropriate number of credit hours at AC that their transcript is being sent to KCC for reverse transfer review unless they opt out. All correspondence regarding the results of the review will be sent directly to the student from KCC.

### **Article IV Agreement on Program Specifics**

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AC and KCC agree that courses and/or programs stipulated in Program Agreements which may be amended as courses programs are added or deleted per written agreement of the parties. The Program Agreements and transfer guides shall also be held at the Registrar's office (or internal structure) of each party. AC and KCC agree that any student who has successfully completed coursework and/or programs at KCC may transfer the course credits as indicated on the attached transfer guides toward their degree at

AC. Students must meet all admission requirements at the time of entry to AC, including submitting Official transcripts from all previously attended colleges.

**Article V**  
**Agreement on Student Support**

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AC, through the college advising office identified in each Program Agreement, AC's admissions office, and KCC advisors have joint responsibility for awareness of the agreement between The Parties. Both parties shall make reasonable efforts to ensure AC representatives and KCC advisors meet regularly, or as often as necessary to facilitate this Agreement, and to direct prospective AC students to contact AC's admissions office. Each Party will exercise good faith in advising students toward degree completion at both AC and KCC.

**Article VI**  
**Agreement on Financial Aid**

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There is no corresponding financial aid consortium agreement for the Agreement. Program Agreements requiring a financial aid consortium will require an addendum to be developed between the financial aid offices of the Parties and those needed to support the programs.

**Article VII**  
**Agreement on Communication/Participation**

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AC and KCC agree to cooperate by communicating with each other and with their common and respective current and prospective students concerning the established relationship between the two institutions for the purpose of monitoring and enhancing student academic success. Communication may include the development of various kinds of publications to inform those who might benefit personally or professionally from the opportunities provided by this agreement. Faculty and staff at both institutions will share the information in this agreement with interested and qualified students, and both institutions will provide counseling and advising to students and prospective students.

Any marketing of this Agreement or Program Agreements is subject to the prior approval of both parties and must comply with Higher Learning Commission requirements. Each institution will assume responsibility for appropriate marketing to reach their respective student and faculty populations.

Both parties expressly agree to abide by the rules and regulations set forth in the Family Education Rights and Privacy Act (FERPA).

**Article VIII**  
**Maintenance and Review**

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AC and KCC agree to communicate annually in writing any changes to curriculum or policies which affect their relationship. The parties reserve the right to revise the Agreement by mutual written consent. Any changes made to either institution's curriculum, as they affect this Agreement, can be approved through addendums to this Agreement and signed by the respective officials for both AC and KCC. At least one administrative member from each institution will be appointed to act as agents for the implementation of this Agreement, to speak for the institution and to communicate changes to respective faculty members, advisors, counselors, and others to whom the information is pertinent. Responsibility for the oversight of this Agreement rests with the Articulation and Transfer Specialist at AC and the Associate Registrar at KCC.

**Article IX**  
**Notice Provisions**

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The designated representatives of each Party are listed below. All business documents, notices, questions, problems, administrative matters and communications regarding this Agreement shall be directed to:

**Albion College:**

Andrew Dunham  
Associate Dean of Academic Affairs and Registrar  
Albion College  
611 E. Porter St.  
Albion, MI 49224

Christopher Stokdyk  
Articulation and Transfer Specialist  
Albion College  
611 E. Porter St.  
Albion, MI 49224

**Kellogg Community College:**

Paul Watson II, Ed.D.  
Vice President for Instruction  
Kellogg Community College  
450 North Avenue  
Battle Creek, MI 49017

Bobbie Brawley  
Associate Registrar  
Kellogg Community College  
450 North Avenue  
Battle Creek, MI 49017

**Article X**  
**Agreement Regarding Independent Relationship**

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In the performance of their respective duties and obligations under this Agreement, each party is an independent contractor, and neither is the agent, employee, or servant of the other, and each is responsible only for its own conduct. Each institution is solely responsible for the development and design of its own curriculum. Changes on the part of either party will/may necessitate review of this document.

**Article XI**  
**Agreement not to Discriminate**

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Each Party agrees that it will not discriminate based on race, creed, color, age, sex, national origin, religion and other legally protected categories; that it will comply with the Americans with Disabilities Act of 1990 and any related amendments; and that it does not discriminate on the basis of physical or mental disabilities, unless accommodating the student would fundamentally alter the course or program. Each Party shall be separately responsible for compliance with all federal and state laws, including nondiscrimination laws and all applicable sections of the Michigan Persons with Disabilities Civil Rights Act. Illegal discrimination by either party will be considered a material breach of this Agreement.

**Article XII**  
**Entire Agreement**

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This Agreement constitutes the entire agreement between the parties. All prior discussions agreements and understandings, whether verbal or in writing, are hereby merged into this Agreement.

**Article XIII**  
**Term of Agreement**

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This Agreement will be in effect immediately upon authorized signature by each Party and shall remain in effect for five years, March 2021 - March 2026. During the fifth year, both parties will review the Agreement for revision and renewal. If the Agreement is not renewed before March 31, 2026, it will be automatically renewed as of April 1, 2026.

**Article XIV**  
**Amendment, Modification, or Termination**

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No amendment or modification to this Agreement, including any modification or amendment of this paragraph, shall be effective unless the same is in writing and signed by all parties or their successors.

Each Program will review its Program Agreements annually and will provide any changes to the respective Dean and copy the Kellogg Community College Registrar's Office, Albion College Registrar's Office, and Albion College's Office of Admissions so that Program Agreements, catalogs and websites can be updated.

Either Party may terminate this Agreement at any time with no less than sixty days written notice. In the event that this Agreement is terminated, the Parties shall cooperate to assist currently enrolled students with completing their Program.

The signatories below warrant they are authorized to enter into this Agreement on behalf of their respective Parties.

**IN WITNESS WHEREOF**, the Parties hereto on this day execute this Agreement as of the Effective Date.

Agreement signed: April 15, 2021