



**ARTICULATION AGREEMENT**  
**between**  
**Kaplan University and Terra Community College**

**I. PURPOSE**

The purpose of this articulation agreement (the Agreement) is to establish procedures and guidelines for students to transfer to a Kaplan University (KU) degree program following completion of a certificate, diploma, or associate's degree program at Terra Community College, of Fremont, Ohio. With respect to courses of study that lead to an associate's degrees, both Kaplan and Terra Community College will facilitate the transfer of associate-degree graduates to baccalaureate completion programs at KU. This advanced start baccalaureate program (also known as a "2+2 option") is designed to maximize a students' transfer credit award.

**II. ELEMENTS OF THE AGREEMENT**

**A. Admission to Kaplan University**

1. Terra Community College students in good standing and eligible graduates will be reviewed as pre-qualified applicants for Kaplan University degree programs. Applicants will be required to complete all Kaplan University admission's requirements in force at the time of application. Kaplan University admissions requirements are detailed in its most recent catalog.
2. To be eligible for application to an advanced start bachelor's program, a student must be an associate-degree graduate or must submit a letter from the Terra Community College's Registrar indicating that the student is in good standing, the expected date of graduation, the associate's degree expected to be earned, and the program/major. Upon graduation, the student must submit proof of having been awarded an associate's degree.
3. Upon acceptance and signing of the Kaplan University enrollment agreement, transfer students will be subject to all Kaplan University policies, codes of conduct, college procedures, and requirements. These are described in the most recent Kaplan University catalog.

**B. Credit Transferability**

1. Students having completed certificate and diploma programs will be eligible for a course-by-course review for transfer of credits to Kaplan University. Students having completed an associate's degree program (AA, AAS, AS, AAB or specialized associate degrees) consisting of a minimum of 90 quarter credits (or the equivalent) will be eligible for a block transfer of up to 90-quarter credits (or the equivalent of 60 semester credits) and acceptance into Kaplan's "advanced start" baccalaureate option.
2. Kaplan University will complete a course-by-course review of all transfer credits submitted on official transcripts from Terra Community College for certificate and diploma programs, if such programs are offered by Terra Community College. A Prior Learning Assessment Curriculum Evaluation (PLACE) may be developed to aid in the transfer credit evaluation process. Kaplan University reserves the right to make a final determination on all matters related to transferability and course equivalencies.
3. Terra Community College students who are unable to fulfill Kaplan University prerequisites at Terra Community College must complete them at Kaplan University. Prerequisites are listed in its current catalog and vary based on the bachelor's degree program and emphasis chosen.

4. Terra Community College students must fulfill Kaplan University requirements, which entail completion of no less than 25-percent of their program requirements at Kaplan, including a minimum of 50-percent of the major requirements, including the capstone course, at Kaplan. Credit earned through any combination of Transfer Credit, Challenge Credit or Experiential Credit will not exceed 75-percent of total credits required for graduation.

### C. Coordination

1. Kaplan University and Terra Community College agree to:
  - a. Coordinate their efforts to facilitate a collegial and mutually beneficial relationship;
  - b. Provide accurate and timely information about the relationship to prospective students, who are either current Terra Community College students, alumni, or Terra Community College employees, and;
  - c. Designate academic alliance coordinators as primary contact persons for the respective institutions to facilitate coordination of this agreement.
2. Kaplan University agrees to:
  - a. Provide Terra Community College relevant transfer information and current Kaplan University brochures and/or catalogs;
  - b. Communicate with Terra Community College students, alumni and employees via e-mail, postal mail, telephone, and other means to offer them the opportunity of enrolling in a bachelor's completion program at Kaplan University;
  - c. Participate in Terra Community College education fairs when offered by College and if available;
  - d. Encourage Terra Community College students who are attending classes at Terra Community College to enroll at Kaplan University after completing their current program;
  - e. Provide Terra Community College with a toll-free telephone number (866-583-4417) so that Terra Community College alumni and employees can discuss their educational goals with a Kaplan advisor, and;
  - f. Provide a welcome page for Terra Community College's alumni and employees at the <www.cc.kaplan.edu> website.
3. Terra Community College agrees to:
  - a. Assist Kaplan University by communicating the benefits of this relationship to Terra Community College students, alumni, and employees;
  - b. Up to three times per year, allow Kaplan University representatives to conduct on-campus presentations and marketing regarding Kaplan University programs for Terra Community College students, alumni, and employees;
  - c. <sup>\$5.00</sup> ~~\$2.00~~ transcript fees for official student transcripts sent to Kaplan University subject to institutional policies and practices;
  - d. Allow alumni to use the Terra Community College computer lab and library facilities to complete Kaplan University coursework, subject to institutional policies and practices;
  - e. Make a summary available to students, alumni, staff, and faculty about the agreement to which Kaplan University and Terra Community College mutually agree, and;
  - f. Cooperate with KU to establish electronic data transfer of curriculum and of student records, when applicable, and with student permission in accordance with all applicable laws and regulations.
4. Both Kaplan University and Terra Community College agree to allow current students to concurrently take courses at both institutions, as well as have access to advising and other services at both institutions. However, federal regulations require that students receive financial aid from only a single college from which courses are taken in a given quarter or semester. Advisors should recommend that financial aid recipients take all their courses in a

given quarter or semester at either the associates college or Kaplan. Should a student attend both institutions in a single semester, financial aid may be granted from only one institution in compliance with federal law.

### III. TERMS

1. Because of this agreement to articulate, Kaplan University will extend professional courtesy discounts to Terra Community College alumni and employees concomitant with the date of the fully executed document.
  - a. Terra Community College alumni and employees will receive a ten percent discount on their Kaplan tuition. Terra Community College alumni and employees must inform KU admissions directors about their affiliation to receive their discount; and
  - b. Kaplan University will extend to Terra Community College alumni and employees all of its online certificates, undergraduate, and graduate programs, as and when offered.
2. Because of this agreement to articulate, Kaplan University will pay to Terra Community College one hundred dollars (\$100) for each student that enrolls and begins classes on the appropriate start date of a term into a degree program at Kaplan University.
  - a. Kaplan University will provide quarterly reports within seven (7) days of the last day of each quarter to Terra Community College. The quarterly reports will provide information to Terra Community College regarding the enrollment and start date of Terra Community College transfer students.
  - b. Kaplan University will remit quarterly payments to Terra Community College based upon the number of student starts detailed in the quarterly report. Kaplan University will submit payments to Terra Community College thirty (30) days from the date of each quarterly report submitted to Terra Community College.
3. This Agreement is effective for the Kaplan University academic term beginning with the date of the fully executed document, and shall continue until terminated. Both parties must approve amendments to the Agreement in writing.
4. Either party may terminate the Agreement upon 90 days written notice to the other party. Notwithstanding the foregoing, either party may terminate the Agreement immediately in the event that participation under the Agreement may give rise to a violation of any requirement of federal or state law or regulation or the requirements of any accrediting agency having jurisdiction.
5. The Agreement may be executed by either electronic or facsimile transmission in one or more counterparts, each of which shall be deemed an original.

DATE: 6/11/08



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President  
Terra Community College



David L. Clinefelter, PhD  
Vice President for Academic affairs & Provost  
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