



Kennesaw State University and Chattanooga State Community College

INSTITUTIONAL MOU and TRANSFER ARTICULATION AGREEMENT

I. Purpose

This Institutional MOU and Transfer Articulation Agreement (the “Agreement”) is entered into between Kennesaw State University (“KSU”), a unit of the University System of Georgia, and Chattanooga State Community College (“partner institution”), a unit of the Tennessee Board of Regents, to facilitate the process for undergraduate students to continue educational progress toward the completion of an approved degree program. This Agreement seeks to minimize the loss of credit previously earned by a student who transfers between the institutions by allowing academic course credits to be accepted between institutions to further student success as **it** will be outlined in the Program Level Agreement that will be appended to this Agreement as addendums at after the MOU has been fully executed.

This Agreement reflects a commitment by both institutions to carefully review and identify undergraduate credits earned at one institution that will count as course requirements in an identified undergraduate program at the other without jeopardizing the intended mission and stated goals of either institution. This Agreement acknowledges that each institution has established, and will maintain, rigorous standards and expectations for all students enrolled in and working toward the completion of its courses, programs, and degrees.

II. Agreement on Transfer of Courses

Kennesaw State University and partner institution agree to cooperate, as described in this Agreement to create an Academic Program Pathway for students pursuing a degree from the partner institution to be able to obtain a degree at Kennesaw State University (KSU).

- a. Courses that will be listed in the Program Level Agreement(s) will be reviewed by faculty at KSU and the partner institution to establish that the courses are deemed appropriate and applicable for transfer between these programs.
- b. The partner institution agrees to accept the courses that will be listed in a Program Level Agreement taken at KSU for transfer back into the partner institution for the completion of a degree if appropriate. Each such Program Level Agreement will be incorporated into this Agreement by this reference and the requirements set forth therein are mutually agreed by the Parties.

- c. Admission into Kennesaw State University also requires meeting the degree program's admissions requirements in effect for the applicable semester. Students should refer to KSU's academic catalog for program admissions requirements.

III. Agreement on Reverse Transfer of Courses to Each Institution

Kennesaw State University and the partner institution agree to cooperate, as described in this Agreement, to provide college transcripts to one another for students participating in any Academic Pathway Program under this Agreement at no charge to the student.

- a. The Registrar or Registrar's designee at each institution will work together to form a plan and process regarding how transcripts will flow from each institution to the other institution to ensure timely review and evaluation of the transcripts.
- b. Upon receiving the KSU transcript, partner institution will review the coursework to determine if it is possible to award an associate's degree to their former students.
- c. Students may have to complete a release form to ensure that the reverse transfer of credits via a college transcript meets FERPA policies and regulations.

IV. Eligibility

Degree-specific eligibility requirements will be listed in the Program Level Agreement(s). General eligibility requirements are listed below.

Students must

- a. meet all KSU immunization and health requirements by applicable deadlines of KSU.
- b. be in good academic standing as defined by partner institution.
- c. meet pathway-specific course and GPA requirements to be verified by partner institution.
- d. meet all KSU institutional and program-specific admission requirements.

V. Admission & Recruiting

- a. Students in this academic pathway program must meet all application deadlines to be eligible to enroll in courses at KSU.
 - b. Application deadlines may vary between institutions. KSU's will be as published on the KSU Undergraduate Admissions website.
 - c. Admission into KSU requires initially meeting the academic pathway admission requirements.
 - d. Partner institution grants KSU permission to reach out to the Office of Records, records@chattanoogaastate.edu, to request for a data feed containing prospective graduates' names and contact information for those students who have completed or will be completing the requirements for their Associate degree from partner institution.
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- e. Transfer Admission
 - i. Students who have completed an associate's degree at partner institution should apply for admission to KSU as a "Transfer Student".

- ii. Students must meet all university admission requirements in place at the time of application.
- f. **Transient Admission**
Students who have not completed an associate's degree at partner institution but who wish to enroll in courses at KSU to transfer back to their associate's degree should apply for admission to KSU as a transient undergraduate student.
- g. KSU and partner institution will collaborate on recruitment activities for students interested in pursuing this academic pathway into a KSU program that will be identified a Program Level Agreement.

VI. Courses & Registration

- a. Courses and modalities will follow the standard options that are available in the programs at KSU including full-semester and part-of-term options.
- b. Classes may be offered on campus, hybrid, or fully online.
- c. Students must meet the KSU institutional course registration deadlines, which may differ from those of partner institution.

VII. Pre-Advising & Transfer Academy

Students interested in participating in this Agreement should be supported through the pre-advising process coordinated by both KSU and partner institution.

- a. KSU and partner institution will collaborate to create informational materials based on the needs of the students interested in this academic pathway.
- b. Partner institution advisors should share information by explaining the program, timelines, eligibility, and any expectations to prepare the students to successfully transition into the program.
- c. **Transfer Academy**
KSU will provide online workshops related to campus services, succeeding in online courses, and other relevant topics between the admission deadline and the end of the first week of classes. Workshops may be recorded and offered to be viewed asynchronously.

VIII. Tuition & Fees

- a. Undergraduate courses taken at KSU through this Agreement will be assessed at the KSU undergraduate tuition rate or the online tuition rate as determined by the modality of the courses taken. Undergraduate student fees will also be assessed as outlined on the Tuition and Fees page on KSU's website.
- b. **Simultaneous Attendance Tuition and Fees**
 - i. If the Agreement results in students attending both institutions during the same semester, financial aid from one institution may be used to cover the tuition and fees at the other, as part of this Agreement, to the extent allowed under applicable law.

- ii. If attending both institutions at the same time, each student seeking financial aid will need to execute a consortium agreement prior to the start of each semester. Each institution's financial aid office will support these students to complete these forms.
- iii. Regardless of financial aid, all payments must be received by the KSU payment deadline to avoid being dropped for non-payment. Payment deadlines may be found on the Academic Calendar on KSU's website.

IX. Grades & Transcripts

- a. Incomplete grades at KSU will be addressed as stated in the KSU Undergraduate Catalog during participation in this academic pathway program.
- b. If the student's GPA is less than a 2.0 (undergraduate) or 3.0 (graduate) at KSU, the student will be put on academic probation according to the KSU Undergraduate and Graduate Catalog while in this academic pathway. The student will be counseled as to changes that need to be made to continue in the program.
- c. Grades of C or better at KSU are required for reverse-transfer courses to partner institution.

X. Agreement of Communication and Marketing

- a. KSU and partner institution agree to cooperate in communicating with each other concerning the articulation relationship between the two institutions.
- b. Communications may include common publications and announcements concerning their affiliation.
- c. Announcements of this articulation, and of changes in the relationship, will have a coordinated release to the public from both institutions.
- d. The institutions will encourage the dissemination of information about programs that will be added as addendums in this Agreement with interested and qualified students, with both institutions providing advising and counseling to prospective students.
- e. KSU and partner institution will collaborate in the development of webinars and marketing materials about this opportunity and possible faculty or coordinator visits for recruiting.

XI. Maintenance of Agreement

- a. This Agreement may be modified by mutual written agreement only. The primary points of contact for each institution will meet annually to determine any necessary changes to this Agreement.
- b. At least one administrative/and/or faculty member will be identified from each institution to serve as a primary point of contact and agent for this Agreement.
- c. In addition, at least one administrative and/or faculty member will be identified for each academic program that will be added as addendum in this Agreement to communicate details and modifications to respective faculty, advisors, and others with interest at KSU and partner institution.
- d. Both parties agree to inform the other regarding curriculum changes that may impact the terms of this Agreement.

XII. Agreement Term & Termination

- a. This Agreement is effective as of the signature date below and will remain in effect for three (3) years from that date (the “Term”) unless the Agreement is terminated.
- b. Prior to the end of the Term, appropriate representatives from each school will determine whether the institutions want to continue the Agreement, and if so, will enter a renewal or other revised agreement that will be signed by both parties.
- c. Either party can terminate the Agreement by notifying the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Liaison identified below in writing. The termination will be effective at the beginning of the next academic term for which admissions have not been accepted.

SACSCOC Liaisons to Notify

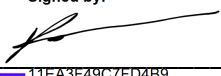
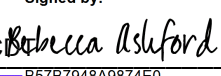
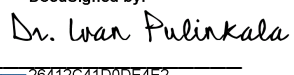
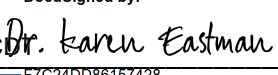
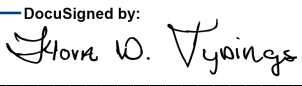
Dr. M. Leigh Funk Associate Vice Provost & SACSCOC Liaison Kennesaw State University lfunk@kennesaw.edu	Dr. Traci Williams Vice President, Institutional Effectiveness, Research & Planning & SACSCOC Liaison Chattanooga State Community College Traci.williams@chattanoogastate.edu
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XIII. Assurances

The development of this Agreement between KSU and partner institution signifies that both institutions have confirmed that:

- a. Each institution is currently in good standing with its state regulatory body and institutional accrediting body;
- b. Credits that will be awarded by the institutions will be evaluated and determined to be eligible for transfer; and
- c. Credits earned at partner institution will be deemed appropriate and applicable to transfer into the programs that will be outlined in a Program Level Agreement at Kennesaw State University.
- d. This Agreement does not meet the SACSCOC definition of a Cooperative Academic Arrangement, or Dual or Joint Academic Awards. As a result, no substantive change notifications are required to be submitted to SACSCOC.

By signing, the signatory affirms participation by their institution in this MOU and Transfer Articulation Agreement based on the terms and conditions identified above.

<p>Signed by:  2026-05-26 8:09 AM CDT 11EA3F49C7FD4B9... Kathy S. Schwaig, Ph.D. Date President Kennesaw State University kschwaig@kennesaw.edu</p>	<p>Signed by:  2026-06-15 7:30 AM CDT B57B7948A9874E0... Dr. Rebecca Ashford Date President Chattanooga State Community College Rebecca.Ashford@chattanoogastate.edu</p>
<p>DocuSigned by:  2026-05-05 4:13 PM CDT 26412C41D0DE4E2... Ivan Pulinkala, Ed.D. Date Provost and Executive Vice President for Academic Affairs Kennesaw State University ipulinka@kennesaw.edu</p>	<p>DocuSigned by:  2026-05-26 9:27 PM CDT F7C24DD86157428... Dr. Karen Eastman Date Interim Vice President, Academic Affairs Chattanooga State Community College Karen.Eastman@chattanoogastate.edu</p>
	<p>DocuSigned by:  2026-06-15 7:36 AM CDT 15B44CDEEAC7429... Dr. Flora Tydings Date Chancellor Tennessee Board of Regents Flora.Tydings@tbr.edu</p>