



Kennesaw State University and Shorter University 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 Shorter University, (“Partner Institution”), to facilitate the process for undergraduate and/or graduate 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 outlined in the Program Level Agreement(s) appended or to be appended to this Agreement.

This Agreement reflects a commitment by both institutions to carefully review and identify undergraduate and/or graduate credits earned one institution that will count as course requirements in an identified undergraduate or graduate 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 listed in the Program Level Agreement(s) have been 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 listed in the Program Level Agreements, taken at KSU for transfer back into the Partner Institution for the completion of a degree if appropriate. Each such Program Level Agreement is

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 a bachelor'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 are 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

KSU and the Partner Institution will collaborate on recruitment activities for students interested in pursuing this academic pathway into a KSU program identified in this Agreement.

- 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 application deadlines will be published on the KSU Undergraduate Admissions Website.

- c. Admission into KSU requires initially meeting the academic pathway admission requirements.
- d. Transfer Admission – students who wish to transfer into KSU and no longer take courses at Partner Institution should apply as a transfer student.
- e. Transient Admission – students who wish to take courses at Partner Institution and at KSU should apply as a transient student.
 - i. Students shall submit an application to KSU as a transient undergraduate student.
 - ii. Students must submit a transient letter from the Registrar of Partner Institution or from their academic advisor (good for the semester of application only). A copy of the Link Program Transient Letter and Permission to Participate letter is available on the [KSU LINK](#) website
 - iii. Students will need to submit a Transient Letter and Permission to Participate form for every semester in which they intend to enroll in classes at KSU.
- f. KSU and Partner Institution will collaborate on recruitment activities for students interested in pursuing this academic pathway into a KSU program identified in 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

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 the 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.

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 and/or a Hope transient form 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 or Graduate Catalog during participation in this academic pathway program.
- b. If the student's GPA falls below 2.0 (undergraduate) or 3.0 (graduate) at KSU, the student will be put on academic warning and/or probation according to the KSU Undergraduate or Graduate Catalog while in this academic pathway. The student will be counseled as to changes and improvements 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 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 represented in this Agreement to communicate details and modifications to respective faculty, advisors, and others with interest at KSU and the 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

- c. This Agreement is effective as of the signature date below and will remain in effect for five 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.
- a. 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 Assistant Vice Provost & SACSCOC Liaison Kennesaw State University lfunk@kennesaw.edu	Dr. Earl Kellett Dean, College of Humanities and Social Science & SACSCOC Liaison Shorter University ekellett@shorter.edu
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Certificate Of Completion

Envelope Id: DCF3C9BC-80D5-8B4E-838A-53FEE656B4BE
 Subject: Complete with Docusign: KSU-Shorter Link Program Master Agreement 3-31-26.docx
 Should this go to Agiloft?:
 Source Envelope:
 Document Pages: 6
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Jacqueline Quiroga
 jdunca44@kennesaw.edu
 IP Address: 130.218.12.56

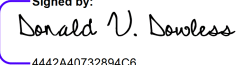
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 Holder: Jacqueline Quiroga
 jdunca44@kennesaw.edu
 Location: DocuSign

Signer Events

Donald V. Dowless
 ddowless@shorter.edu
 Security Level: Email, Account Authentication
 (None)

Signature

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 Using IP Address: 208.93.33.15

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John Reams
 jreams@shorter.edu
 Security Level: Email, Account Authentication
 (None)

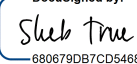
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Sheb True
 strue@kennesaw.edu
 Vice Provost
 Kennesaw State University
 Security Level: Email, Account Authentication
 (None)

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Electronic Record and Signature Disclosure:
 Not Offered via Docusign

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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Kennesaw State University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$1.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Kennesaw State University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: asklegal@kennesaw.edu

To advise Kennesaw State University of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at service@kennesaw.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Kennesaw State University

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to service@kennesaw.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. You will be billed for any per-page fees, plus shipping and handling, at the time incurred.

To withdraw your consent with Kennesaw State University

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to asklegal@kennesaw.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Kennesaw State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Kennesaw State University during the course of your relationship with Kennesaw State University.