

**Dual Enrollment Agreement and Transfer Articulation
Between
Texas A&M University-Commerce
and
Tyler Junior College**

This Agreement is made and entered into on December 19, 2013, by and between Tyler Junior College, a public junior college authorized under the laws of the State of Texas and Texas A&M University-Commerce, a member of *The Texas A&M University System*, an entity of the State of Texas, hereinafter referred to as "A&M-Commerce". Tyler Junior College and A&M-Commerce, by agreeing to the following provisions, reaffirm their continued collaboration and commitment to facilitate the ease of transfer for students moving from Tyler Junior College associate degrees into baccalaureate programs at A&M-Commerce.

Terms of Agreement:

1. Tyler Junior College students following the recommended program of study, common core, and transfer curriculum, or who have earned an associate degree and who meet all other admissions requirements shall receive admission to A&M-Commerce. Transferring students must meet the same standards and criteria for admission to a major degree sequence as a native A&M-Commerce student.

Students transferring prior to completion of the core curriculum shall be awarded transfer credit in each core component area completed. Students transferring prior to the completion of the associate degree will be eligible for the award of an associate degree upon transfer from A&M-Commerce of courses required for the completion of the associate degree as determined by Tyler Junior College and if other associate degree requirements are met.

Tyler Junior College students may apply for dual admission status by contacting Tyler Junior College at the beginning of their second year of enrollment at Tyler Junior College. Students must submit the ApplyTexas application within two weeks of anticipated enrollment at A&M-Commerce.

Tyler Junior College students will be provided with scholarship and financial aid information through admission and advising materials online.

2. A student transferring to A&M-Commerce under this agreement for dual enrollment will have acceptance of Tyler Junior College credit hours, with the following conditions:
 - a. Transfer students will receive academic credit for transferable college level courses only, completed with a grade of "D" or better. However, courses completed with a grade of "D" may not be applied to the major. Remedial and developmental courses will not be accepted in transfer for a degree but will be reflected in attempted total hours.
 - b. The student must have a cumulative GPA of 2.0 and a minimum of 31 semester credit hours of core courses complete including MATH 1314, ENGL 1301, and ENGL 1302 for transfer admission to A&M-Commerce. Specific offices/departments within Texas A&M University-Commerce may have additional requirements for admission to specific programs. (See University Core Curriculum Equivalency Guide at <http://web.tamu.commerce.edu/admissions/transferAdmissions/documents/Agreements/coreEquivalency/TylerJuniorCollege.pdf>.)

- c. For designated degree completion programs, A&M-Commerce may accept up to 90 semester credit hours from Tyler Junior College. Some programs may accept fewer transfer hours.
3. To receive a baccalaureate degree from A&M-Commerce:
 - a. To complete a bachelor's degree, students must have a minimum of 120 semester credit hours.
 - b. At least 25% of semester credit hours must be earned through instruction from A&M-Commerce, which includes university distance learning course.
 - c. Students must complete the specific minimum semester hours needed including both advanced and resident hour requirements established by the A&M-Commerce major department for the chosen degree plan.
4. Transfer scholarship opportunities from A&M-Commerce are available on a routine basis and are outlined below. Special scholarship campaigns for degree completion may be established and have different criteria.
 - a. Eligible students must complete a minimum of 45 transferable hours at Tyler Junior College.
 - b. Meet A&M-Commerce transfer grade point average criteria for designated scholarships.
 - c. Phi Theta Kappa scholarship opportunities will be available to transfer students who are members of the Tyler Junior College honor society chapter and meet grade point average and semester credit hour requirements for the scholarship.
 - d. Scholarship funds are awarded until depleted; therefore, early applications are encouraged.
5. Students who request financial aid:
 - a. Must complete the FAFSA application.
 - b. List A&M-Commerce as their home school.
 - c. If students are taking classes at Tyler Junior College:
 - i. They must register and pay for those classes.
 - ii. They must submit a dual enrollment consortium agreement form each semester.
 - d. A&M-Commerce will be responsible for Dual enrolled student financial aid processing.
 - e. Tyler Junior College will verify they are not providing financial aid to the student each semester of dual enrollment as Federal regulations prevent students from receiving funds from both institutions.
6. A&M-Commerce has developed and will continue to provide transfer guides utilizing the Texas Common Course Numbers to identify courses to be completed at Tyler Junior College that can be transferred to A&M-Commerce.
7. Representatives from Tyler Junior College and A&M-Commerce will meet or make contact each year to share course catalog information and update course equivalencies, transfer guides and transfer admission information to be used the subsequent academic year.
8. Dual enrollment enables students to identify themselves as a student at both institutions prior to a change in physical campus location. In addition, it provides access to additional facilities and programs offered by Tyler Junior College and A&M-Commerce that may enhance student success and provide a more seamless transition between the two institutions. Components of the dual admission program may include, but are not limited to:
 - a. concurrent enrollment;
 - b. a student ID Card;
 - c. student access to A&M-Commerce sporting events; and,
 - d. an A&M-Commerce myLeo email account

- e. Access to the A&M-Commerce libraries and to computer facilities operated by A&M-Commerce
9. After acceptance into the dual enrollment program, students must continually meet the admission requirements and academic performance standards of both institutions in order to remain in the program. Students accepted under dual enrollment may transfer from one institution to another or concurrently enroll at both institutions. Students are required to provide official Tyler Junior College transcripts to A&M-Commerce after completion of course work.
10. Program Specific Agreements facilitate articulation and transfer of students and add value to student educational experiences. Tyler Junior College and A&M-Commerce will work toward a goal of Program Specific Agreements for all associate degrees at Tyler Junior College in which A&M-Commerce has a baccalaureate counterpart available. The Program Specific Agreements will be designed to maximize the amount of academic course work completed at Tyler Junior College that can be applied to an A&M-Commerce baccalaureate degree, providing students with economic incentives that encourage access and success in their higher education endeavors. These Program Specific Agreements will be available on a web site accessible from the transfer pages of both institutions ensuring availability to the students, counselors, and advisors of both academic institutions.
11. The Texas Two Step Agreement facilitates the articulation and transfer of a block of technical courses into the Bachelor of Applied Arts and Science Degree (BAAS) at A&M-Commerce. This articulation agreement will be designed to maximize the amount of academic and technical course work completed for the applied associate degrees and technical certification programs that can be utilized for the Bachelor of Applied Arts and Science degree. The Agreement will be available on a web site accessible from the transfer pages of both institutions ensuring availability to students, counselors, and advisors of both academic institutions.
12. Non-academic departments of Tyler Junior College and A&M-Commerce including but not limited to Financial Aid & Scholarships, Admissions, Distance Education, and Career Development will explore opportunities to develop consortium agreements that facilitate the transfer, reverse transfer, dual admission and other future partnership areas that contribute to access to higher education and success of students at both institutions.

SACSCOC Compliance- The following provisions are incorporated into this agreement:

1. Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) and all Tyler Junior College instructors of courses in this articulated program are in compliance with criteria as described in SACSCOC Principle 3.7.1 of the *SACSCOC Principles of Accreditation*.
2. It is understood by both parties that all students receiving degrees from A&M-Commerce must comply with SACSCOC Principle 3.5.2 of the *Principles of Accreditation*. This Principle requires that "The institution awards degrees only to those students who have earned at least 25% of the credit hours required for the degree through instruction offered by that institution". Additional courses may be required to meet this Principle.
3. It is understood by both parties that all students receiving degrees from A&M-Commerce must comply with SACSCOC Principle 3.7.1d of the *Principles of Accreditation*. This Principle requires that "at least 25% of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree – usually the earned doctorate – in the discipline". Additional courses may be required to meet this Principle.

Terms of Agreement:

This agreement shall operate on an ongoing basis. Faculty and/or administrators representing A&M-Commerce and Tyler Junior College will meet annually to assess the dual enrollment program and develop additional options to this agreement. This agreement may only be modified by a written agreement signed by legally authorized officials of both institutions.

The initial term of this agreement shall begin on December 19, 2013, and expire on December 19, 2016. Sixty-days before the end of the initial term, A&M-Commerce may renew this agreement for a subsequent three-year term upon written approval of Tyler Junior College. The parties may review the program before the expiration of the initial term or any subsequent term thereafter and discuss continuance or termination.

Termination:

A petition to end this agreement:

1. Must be submitted one year in advance of the intent to terminate.
2. Must be submitted in writing and signed by the college/university president making the petition.
3. Must be delivered to the second party to the agreement. Delivery of the intent to terminate will constitute formal notification and will serve as grounds for termination one year following the date of delivery.

Dispute Resolution:

The dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by A&M-Commerce and Tyler Junior College to attempt to resolve any claim for breach of contract made by either party that cannot be resolved in the ordinary course of business. The parties shall submit written notice of a claim of breach of contract under this Chapter to the representative undersigned party, who shall examine the claim and any counterclaim and negotiate with the other respective party in an effort to resolve the claim.

Governing Law:

This agreement shall be governed and interpreted pursuant to the Constitution and Laws of the State of Texas.

Texas Public Information Act:

Customer strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the *Texas Public Information Act*, Chapter 552, *Texas Government Code*.

Amendments, Changes, or Modifications:

No amendment, change or modification to this agreement may be made without formal written agreement of both parties.

Contacts:

Tyler Junior College
PO Box 9020
Tyler, TX 75711-9020
Dr. L. Michael Metke, President

A&M-Commerce
PO Box 3011
Commerce, TX 75429-3011
Dr. Dan Jones, President

The parties hereto certify that they have the authority to execute this agreement and that covenants contained herein are within their respective statutory authority to fulfill. The undersigned parties bind themselves to the faithful performance of this agreement.

IN WITNESS THEREOF, the parties execute this Agreement.

Tyler Junior College

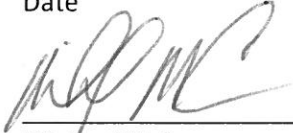
Texas A&M University-Commerce
(A&M-Commerce)



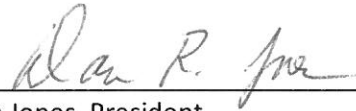
Dr. L. Michael Metke, President

12/19/13

Date



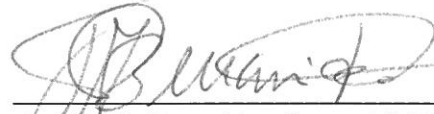
Michael M Caruso
Tyler Junior College Contract Review



Dr. Dan Jones, President

19 December 2013

Date



Dr. Adolfo Benavides, Provost & VPAA

19 December 2013

Date

