

Degree Up Academic Articulation Agreement

This agreement articulates an academic articulation agreement between Herzing University (Receiving Institution) and Fayetteville Technical Community College (Sending Institution), which allows students who have successfully completed an associate degree at the Sending Institution to seamlessly enroll into a Herzing University Bachelor of Science degree program. The agreement also provides the opportunity for associate degree graduates of the Sending Institution enrolled in a Bachelor of Science degree program at Herzing University to complete certain additional courses at the Sending Institution for transfer credit toward the Bachelor of Science Degree program at Herzing University. This agreement facilitates the process for transfer of credit from the Sending Institution to Herzing University (Receiving Institution). This agreement further 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, certificates, diplomas and/or degrees.

This agreement formally recognizes that, as educational institutions, the Sending Institution and Herzing University (Receiving Institution) agree to preserve integrity and to further enhance the quality of their respective institution's academic offerings to currently enrolled and prospective students. The development of this agreement between the two institutions signifies that each has extensively reviewed the other and confirmed that:

- Each institution is currently in good standing with its state regulatory body and institutional accreditor;
- Credits awarded by the institutions have been evaluated and been determined to be eligible for transfer;

This agreement reflects a commitment by both institutions to facilitate the transfer of credits into a baccalaureate degree program in alignment with the intended mission and stated goals of both institutions.

Note: Program requirements, university policies, or standards, etc. may be articulated in this agreement, but may be updated after this agreement is signed. Herzing University reserves the right to change policies and program requirements and operates using the most current information, which can be accessed online in the undergraduate catalog. The Herzing University undergraduate catalog can be found at the following link:
<https://www.herzing.edu/files/herzing-university-undergraduate-catalog.pdf>.

Mission of Herzing University

It is the mission of Herzing University to provide high-quality undergraduate and graduate degrees and diploma programs to prepare a diverse and geographically distributed student population to meet the needs of employers in technology, business, healthcare (including social work), design, and public safety. Career-oriented degree programs include a complementary and integrated General Education curriculum established to stimulate students' intellectual growth, to contribute to their personal development, and to enhance their potential for career advancement.

Agreement Terms

A thorough assessment of the transfer programs and destination baccalaureate programs will determine if credit earned in the associate degree program awarded by the Sending Institution will transfer to Herzing University (Receiving Institution) subject to the following conditions:

- The completion of additional general education and lower division courses may be needed to fulfill Herzing University's program requirements.
- Students from the Sending Institution will be granted admission to a baccalaureate degree program at Herzing University (Receiving Institution) upon completion of an associate degree with a cumulative grade point average of 2.0 or greater and upon further satisfaction of all other conditions for admission as stated in the Herzing University Undergraduate Catalog.
- Regardless of the number of transfer credits accepted, at least 25% of the credits required for the baccalaureate degree must be completed at Herzing University (Receiving Institution).

- In some cases, recommended electives are noted to ensure maximum transferability of credits from the Sending Institution to Herzing University (Receiving Institution).
- Courses taken at the Sending Institution must be completed with a grade of C (2.0) or better in order to be eligible for transfer into Herzing University.

The policies for awarding credit by examination and experiential learning vary from one institution to another. Each institution will publish information about its policies for awarding credit for experiential learning, including the names of tests that are used to assess credit, cut-off scores, deadline dates for submission of scores to Herzing University (Receiving Institution), and restrictions on the time interval permitted to receive current credit for a course taken some years previously. Any credit awarded by the Sending Institution for experiential learning *as part of a conferred associate degree* will be reviewed for transfer credit eligibility by Herzing University (Receiving Institution).

Determination of course requirements of the major for a baccalaureate degree, including introductory and related courses, is the prerogative of Herzing University (Receiving Institution). The Herzing University Undergraduate Catalog will clearly state the requirements for each baccalaureate degree program. When specific prerequisites are required, they will be noted in conjunction with the course description. Transfer students who have completed prerequisites will not be required to duplicate study in the area. The catalog will additionally specify any restrictions or additional requirements for each program of study.

Institutional policies that distinguish between upper and lower division courses may vary at each institution. This variation results in similar courses being identified as upper or lower division at different institutions. This can create redundancy in the curriculum of a transfer student (i.e., repeating an upper division course at Herzing University when the student had completed a course with the same content and learning objectives but labeled as lower division by the Sending institution). Herzing University (Receiving Institution) will attempt to avoid course duplication by transfer students by requiring the completion of a related but non-duplicative upper-division course that would enrich the curriculum of the student if permitted in the program structure through the use of electives. (Note: The course numbering philosophy at the Sending Institution may be different than that of Herzing University (Receiving Institution), but courses will be evaluated on a course outcome basis for transfer eligibility and that course numbering at the Sending Institution may not align with the course numbering at Herzing University.)

The Role of Herzing University (Receiving Institution)

- Degree Up support material will be provided by Herzing University to the Sending Institution to share with students.
- Herzing University will provide academic advising services to students who will be transferring from the Sending Institution to Herzing University by telephone, email and/or onsite at the University.
- Herzing University will attempt to match, as appropriate, the student's academic accomplishments with the requirements of the degree program to which the student wishes to transfer.
- Herzing University (Receiving Institution) is responsible for responding directly to students who elect to apply to the bachelor's degree program of study and who do not meet admissions requirements.
- Herzing University retains the right to determine the number of credits a student must complete and the obligations he/she must satisfy prior to conferring a baccalaureate degree.
- Herzing University will verify that the student is meeting Satisfactory Academic Progress per its policy as articulated in the undergraduate catalog. Courses transferred in from the Sending Institution will receive a grade of "TR" and these credits will be used in the SAP calculation.

The Role of the Sending Institution

- The Sending Institution will provide the opportunity for a representative from Herzing University (Receiving Institution) to meet with students who have indicated an interest in a bachelor's degree program.
- The Sending Institution will assist Herzing University (Receiving Institution) in the distribution of transfer materials to alumni as well as prospective and current students.
- The Sending Institution has the responsibility to certify and document on the student transcript that the student has completed the stated requirements for the associate degree program. The academic record from the Sending Institution shall include all courses attempted.

Curriculum Changes

Each party agrees to inform the other regarding curriculum changes that may impact the terms of this Agreement.

Additional Agreement Terms

- Each party agrees to notify the other of any adverse changes in its accreditation or state licensure status.
- Any written materials published and distributed by either the Sending Institution or Herzing University (Receiving Institution) that reference this agreement or a relationship between the institutions must be approved by each respective party, and their regulatory agencies as required, prior to use.
- Transfer literature will be updated on an annual basis as a result of a mutual review process.
- No financial implications concerning the transfer or exchange of cash, equipment, or real estate are intended or implied by this agreement. The Sending Institution and Herzing University (Receiving Institution) are separate and independent institutions of higher education.
- Courses taken at the Sending Institution with grades "C" or better *as part of a conferred associate degree* will be evaluated for transfer credit by Herzing University (Receiving Institution). In the event that Herzing University has specific grade requirements for core courses, the transfer student may be required to repeat a course in the program to satisfy that requirement.
- Courses taken at the Sending Institution with a "P" earned in a pass/fail class *as part of a conferred associate degree* will be evaluated for transfer credit by Herzing University (Receiving Institution).
- Any credit awarded by the Sending Institution for credit by examination, dual credit, and/or experiential learning *as part of a conferred associate degree* will be reviewed for transfer credit eligibility by Herzing University (Receiving Institution).
- When a student initiates a change in the stated major or degree objectives after enrolling at Herzing University (Receiving Institution), the student assumes full responsibility for meeting the specified new degree and/or major requirements. In particular, students who change programs may have a change in transfer credits and should anticipate potentially significant changes in degree program completion requirements. Herzing University therefore shall provide pre-transfer counseling to such students to alert them to the ramifications of this decision.
- Each partner agrees to the use of their logo by the other partner when marketing the partnership and opportunity to students or the general public.

Admission Requirements

- Conferred associate degree.
- 2.0 CGPA from associate degree coursework.
- All official college transcripts submitted to Herzing University no later than the student's start date.
- Completion of Herzing University admissions interview.
- Meet all other conditions of admissions as stated in the Herzing University Undergraduate Catalog.

Application Information

Apply online: <https://enroll.herzing.edu/a/9878/Account/Register/ZZZ/3607638>

(\$50 enrollment fee due prior to student's start date, can be paid online via the following link:

<https://secure.herzing.edu/students/pay-online>)

Submit all official college-level transcripts to:

Herzing University
Attn: Degree Up
W140N8917 Lilly Road
Menomonee Falls, WI 53051

Tuition

Tuition for classes taken at the Sending Institution will be due to the appropriate Sending Institution's bursar's office.

Tuition rates for classes taken at Herzing University can be found online at www.herzing.edu.

Herzing University Undergraduate Enrollment Status Definition for Title IV Purposes

Full-time	12 credits per semester or more
Three-quarter time	9-11 credits per semester
Half-time	6-8 credits per semester
Less than Half-time	Less than 6 credits per semester

Financial Aid

To the extent that a student is eligible for financial aid while taking courses at the Sending Institution while enrolled in a program of study at Herzing University, the Financial Aid Consortium Agreement between the institutions shall govern the awarding and disbursing of such financial aid.

Terms of Agreement

This agreement will be in effect for five years from the date of execution. Renewal of the agreement with appropriate content changes will be discussed at the end of this time period. Termination of this agreement may occur by either party with ninety (90) day written notification, or immediately if 1) the Sending Institution or Herzing University (Receiving Institution) loses state or accrediting agency approval, or 2) if any regulatory agency that oversees the Sending Institution or Herzing University (Receiving Institution) notifies either institution that this agreement violates agency standards. Such termination will have no impact upon students that have already enrolled at Herzing University and terms would be in effect for them until they graduate as long as they maintain continuous enrollment. In the event of the termination of this agreement, each institution will be responsible for amending any publications or websites as needed and for disposing of any brochures or related materials at their own physical locations. If the Sending Institution is interested in acquiring data regarding their student participation in this partnership opportunity, Herzing University will send any reportable, pertinent and applicable data upon request.

By signing this document, both parties agree to the terms outlined above in the Articulation Agreement.

Primary Signatures

Sending Institution

Authorizing Signature: _____

Printed Name and Title: _____

Email Address: _____

Date: _____

Telephone Number: _____

Herzing University

Authorizing Signature: _____

Printed Name and Title: _____

Email Address: _____

Date: _____

Telephone Number: _____

Additional/Optional Signature

Sending Institution

Authorizing Signature: _____

Printed Name and Title: _____

Email Address: _____

Date: _____

Telephone Number: _____

Financial Aid Consortium Agreement

This is a Financial Aid Consortium Agreement between Fayetteville Technical Community College (Sending Institution) and Herzing University (Receiving Institution).

Students who are taking community or technical college and Herzing University courses concurrently must complete a Financial Aid Consortium Agreement (Appendix A). A consortium agreement is a financial aid payment contract between the student, Herzing University and the Sending Institution. The Financial Aid Consortium Agreement permits the Herzing University Educational Funding Department to process financial aid based on the combined registered hours at both institutions for each term of the academic year. Academic credits completed through the Sending Institution are transferred into the degree program at Herzing University with a grade of "TR", signifying transfer credit. Herzing University will confer the bachelor's degree upon completion of the degree requirements.

Herzing University Undergraduate Enrollment Status Definition for Title IV Purposes

Full-time	12 credits per semester or more
Three-quarter time	9-11 credits per semester
Half-time	6-8 credits per semester
Less than Half-time	Less than 6 credits per semester

Financial Aid Cost of Attendance

The Herzing University Educational Funding Department will use the Herzing Cost of Attendance figures for all students enrolled in this program. Tuition will be adjusted according to enrollment mix and cost per semester.

Disbursement of Financial Aid at Herzing University

Herzing University typically disburses financial aid to students three weeks after their start date or the start date of the semester. Each institution is responsible for billing the student for the courses they are enrolled in at each location each semester. Aid received in excess of Herzing tuition and fees will be distributed to the student within 14 days of aid disbursement. The Sending Institution will bill students for coursework taken at their institution and is encouraged to account for this financial aid disbursement schedule when setting up payment plan arrangements with students in order to allow students time to receive excess funding and make their tuition payments on time.

Important Information

- A student must be enrolled in at least one Herzing University course per semester in order to receive financial aid for dual enrollment at Herzing University and at the Sending Institution.
- If a student has financial aid awarded by the Sending Institution, the student needs to request a cancellation of the award offer and any pending aid so that Herzing University may award aid for the bachelor's degree. Students are not permitted to obtain federal or state financial aid from both institutions simultaneously.
- By completing the Sending Institution section of this agreement, the Sending Institution agrees not to process any federal or state financial aid for a student. If this agreement is violated, any federal and state financial aid awards may be revoked by one or both institutions. It is the student's responsibility to ensure that he or she is only receiving state or federal aid from Herzing University.
- A student may be required to pay the Sending Institution prior to financial aid being released to that student from Herzing University. If a student does not pay for the class listed on the agreement and he or she is cancelled from class due to non-payment, the consortium agreement is voided. *If that student still wishes to receive financial aid, he or she must re-register and submit a new consortium agreement form.*
- If all sections of the consortium agreement are not submitted with the appropriate certification and signatures, the consortium agreement will be incomplete, which will delay the processing of a financial aid award. If the consortium agreement form is received after the deadline for the semester, the receipt of financial aid will be

delayed. No special exceptions will be made to the standard processing of funds for any student due to failure to submit required documentation on time.

Terms of Agreement

This agreement will be in effect for five years from the date of execution. Renewal of the agreement with appropriate content changes will be discussed at the end of this time period. Termination of this agreement may occur by either party with ninety (90) day written notification, or immediately if 1) the Sending Institution or Herzing University (Receiving Institution) loses state or accrediting agency approval, or 2) if any regulatory agency that oversees the Sending Institution or Herzing University (Receiving Institution) notifies either institution that this agreement violates agency standards. Such termination will have no impact upon students that have already enrolled at Herzing University and terms would be in effect for them until they graduate as long as they maintain continuous enrollment. In the event of the termination of this agreement, each institution will be responsible for amending any publications or websites as needed and for disposing of any brochures or related materials at their own physical locations.


By signing this document, both parties agree to the terms outlined above in the Financial Aid Consortium Agreement.

Sending Institution

Authorizing Signature:

Printed Name and Title:

Date


J. LARRY KEEN, PRESIDENT

Email Address:

keene@pyrotech.edu

Telephone Number:

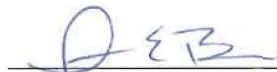
910.678.8222

Herzing University (Receiving Institution)

Authorizing Signature:

Printed Name and Title:

Date


Assistant Director of Training
Jamie Borisch

Email Address:

jborisch@herzing.edu

Telephone Number:

262 - 735-6177

Appendix A: Student Financial Aid Consortium Agreement

As permitted in the federal regulations, Herzing University would like to enter into a financial aid consortium agreement for the purpose of establishing conditions under which Herzing University can award and process financial aid to a student attending another Title IV eligible institution. For the purposes of this consortium agreement, Herzing University will be known as the Receiving Institution and the school to be visited by the student will be known as the Sending Institution.

Student Name:	
Date of Birth:	
Herzing University Student ID:	
Herzing University Start Date:	
Herzing University Program:	
Semester (Circle One and enter year):	Spring Summer Fall
Student Telephone Number:	
Partner Community or Technical College:	

Please read, sign and submit the financial aid consortium agreement policy.

Herzing University Financial Aid Consortium Agreement Policy

What is a financial aid consortium agreement?

A financial aid consortium agreement is a contract between the student, Herzing University and the Sending Institution. The agreement permits the Herzing University Educational Funding Department to process financial aid based on the combined registered hours at both colleges for each term of the academic year. This agreement is attached to an articulation agreement where Herzing University is accepting transfer credit from the Sending Institution after the student is enrolled in a program of study at Herzing University.

Important Information

- You must be enrolled in at least one Herzing University course per semester in order to receive financial aid for dual enrollment at Herzing University and another college.
- If you have financial aid awarded to you by your Sending Institution, you need to request a cancellation of your award offer and any pending aid so that Herzing University may award you as you pursue your bachelor degree. You are not permitted to obtain federal or state financial aid from both institutions.
- By completing the Sending Institution section of this agreement, the Sending Institution agrees not to process any federal or state financial aid for you as a guest student. If this agreement is violated, your federal and state financial aid awards may be revoked by one or both institutions. It is your responsibility to ensure that you are only receiving state or federal aid from Herzing University.
- You may be required to pay the Sending Institution prior to financial aid being released to you from Herzing University. If you do not pay for the class listed on the agreement and you are cancelled from your class due to non-payment, the consortium agreement is voided. If you still wish to receive aid via dual-enrollment, you must re-register and submit a new consortium agreement form.

- If all sections of the consortium agreement are not submitted with the appropriate certification and signatures, your consortium agreement will be incomplete, which will delay the processing of your financial aid award. If your consortium agreement form is received after the deadline for the semester, your financial aid will be delayed. No special exceptions will be made to the standard processing of funds for any student due to failure to submit required documentation on time.

By signing below, you agree to the following terms:

- I have submitted a signed a Financial Aid Consortium Agreement Policy (above).
- I will maintain Satisfactory Academic Progress (SAP) as defined in the Herzing University Undergraduate Catalog: <https://www.herzing.edu/files/herzing-university-undergraduate-catalog.pdf>.
- I will only request aid to be processed for the courses at Herzing University and the Sending Institution which are transferable to complete one (or more) of my degree requirements as certified by the Herzing University Registration Department.
- I will notify Herzing University's Educational Funding Department and the Office of Financial Aid at the Sending Institution if I do not begin attendance in the courses approved under this agreement, if I drop any or all classes listed on the agreement, or if I change/add enrollment that includes classes that are not listed on the agreement.
- Financial aid will be disbursed to my student account, and thus applied first to the balance at, Herzing University. Any excess financial aid will be released to me in accordance with Herzing University policy. I understand that if I change enrollment after financial aid has been disbursed to my student account and/or I change enrollment after the start of the semester at Herzing University, my refund may not be released to me until my account has been reviewed by the Student Accounts Department.
- Herzing University will not remit payment to the Sending Institution. It is my responsibility to pay the Sending Institution or set up payment arrangements for any balance owed (if permitted) by the Sending institution's Bursar's Office.
- I understand that Herzing University will not release funds to me before Herzing University's charges are paid, and will not disburse funds prior to the start of the semester, regardless of the payment deadline at the Sending Institution.
- Textbook expenses from the Sending Institution are my responsibility.
- I agree to authorize my Sending Institution to release any enrollment, academic and tuition related information to Herzing University.
- I agree to provide Herzing University with an official academic transcript upon completion of the consortium agreement reflecting a completed grade for the class(es) listed on the agreement within 14 days of the semester end date. I also understand that a hold will be placed on my record if I do not submit the transcript by this date, which will cause a delay in the disbursement of my financial aid for the next semester until the transcript has been received and the hold is removed.

Student Name (Printed): _____

Student Signature: _____ Date: _____

Sending Institution Financial Aid Consortium Form

(To be completed by a Financial Aid Administrator at the Sending Institution)

Will the above student receive financial aid at your institution for the semester identified above in this agreement?
(Please check the appropriate box below.)

☐ Yes

☐ No

If yes, please list the type and the amount:

Type	Amount

List the total number of credit hours the student is enrolled for the term listed:	
--	--

The student's enrollment period is from:		to	
--	--	----	--

Under this consortium agreement and upon completion of this form, the Sending institution will:

- Provide institution-specific consumer information to the student.
- Provide Herzing University with documentation of the student's enrollment at your institution.
- Notify Herzing University if the student fails to enroll, drops, or withdraws from any or all courses at your institution.
- NOT process any state or federal financial aid for the consortium semester.

Sending Institution Financial
Aid Authorizing Signature: _____

Printed Name and Title: _____ Email Address: _____

Date: _____ Telephone Number: _____

Upon completion, please submit this form electronically along with any required attachments to:

Herzing University
Degree Up
degreeup@herzing.edu