

**Articulation Agreement**  
**By and Between**  
**Kansas City Kansas Community College and**  
**Upper Iowa University-Extended University**  
**December 2003**

**Purpose:** The purpose of this agreement is to provide a seamless transfer process for learners at Kansas City Kansas Community College (KCKCC) who desire further education to enter Upper Iowa University (UIU) Extended University baccalaureate programs. UIU Extended University maintains articulations with a number of accredited community and technical colleges as a part of its vision to meet educational needs of learners worldwide.

**Provision for Periodic Review:** This articulation agreement will be reviewed annually or in response to curricular changes (if sooner) to assess the impact of curricular changes and any other institutional changes and conditions that may affect the nature of the agreement. The party making such change will communicate it in a timely manner to the other party.

**Marketing:** Any marketing of the articulation in print will be subject to the prior approval of both parties. Each institution will assume responsibility for appropriate marketing to reach their respective student populations. KCKCC may provide, at its web-site, a link to the UIU web-site <http://www.uiu.edu>. Each party may publicize this articulation agreement at its web-site with notice to the other party.

**Advising of KCKCC Students:** UIU will provide advising for applicants to UIU programs. UIU will provide materials, catalogs and other information to KCKCC advisors to facilitate their understanding of UIU requirements and academic programs. UIU agrees, at its own expense, to hold at least one advising event each year at KCKCC for prospective transfer students. KCKCC agrees to provide on-campus publicity of such event. UIU will provide advising for applicants to the UIU center, External Degree and Online programs.

**Textbooks:** Textbook lists are published by UIU approximately 4-8 weeks before the start of each term for courses to be offered in that term. UIU currently uses an online bookstore, MBS Direct, through which books may be ordered. Texts for each term are listed at the web-site maintained by MBS Direct for UIU courses.

**Library:** The UIU Henderson Wilder Library is accessible through a username/password-controlled portal at the online program web-site. Students may conduct searches of available databases, access and retrieve full text articles, and may obtain materials through inter-library loan. The Reference Librarian is accessible to students for assistance in research.

**Financial Aid:** Undergraduate students enrolled in UIU programs at KCKCC are eligible for the same financial aid programs as other Extended University students. Access to the financial aid office is available by toll-free telephone number or by e-mail at [financialaid@uiu.edu](mailto:financialaid@uiu.edu).

**Registration:** The UIU Registrar's office supports students in all of its distance learning programs. Online students may register through a toll-free telephone number by contacting the online program office. Applications to the online program are accepted by mail or fax. Online applications may be downloaded from the online program web-site. Application electronically through the web-site is anticipated within 18 months.

**Transcripts:** KCKCC will provide to UIU "official" transcripts as requested by KCKCC students applying to UIU in accordance with this agreement subject to existing KCKCC policy regarding distribution of and costs for transcripts.

**Costs to Students:** Online graduate tuition is \$933.00 per three-credit course and online undergraduate tuition is \$735.00 per three-credit course. On-ground tuition is \$537.00 per three-credit course. Tuition charges are reviewed annually and are subject to change as approved by UIU's Board of Trustees. UIU does not "grandfather" tuition of then current students.

UIU does not charge fees above the cost of online program tuition as an "activity fee," "course fee," or "online/virtual college fee." The client software currently used by the UIU online program is Outlook Express, which is available as part of Microsoft Internet Explorer. The software commonly comes pre-loaded on new computers or may be downloaded at no cost from Microsoft Corporation's web-site. It is also available on CD-ROM from the UIU online program at no cost.

The online program application fee is a one-time charge of \$50.00. UIU will waive this fee for KCKCC students who apply to UIU center, online or external degree programs and who have earned (or will earn within two KCKCC terms) an associate degree from KCKCC.

UIU charges a graduation fee of \$65.00 to all UIU students at the time of application for graduation. Undergraduate students who desire to earn college credit through an experiential learning portfolio are charged at a rate of \$60.00 per credit. Book charges are separate from tuition and vary by course.

A transcript fee of \$3.00 per copy is charged for UIU mailed transcripts; \$5.00 per copy for faxed transcripts; and \$8.00 per copy for faxed and mailed transcripts. A signed

transcript request must be made to the UIU Registrar's Office, P.O. Box 1857, Fayette, IA. 52142.

**Cancellation Provision:** Both KCKCC and UIU agree to provide at least twelve (12) months advance written notification of their intent to cancel the agreement.

KCKCC learners will be allowed to complete their degrees under the catalog guidelines in place at the time they started with UIU, as long as they complete their degrees within seven years of the time they enrolled in their first class with UIU.

KCKCC students in the process of applying to UIU at the time of cancellation will be allowed to complete the application process and complete degrees, subject to the requirement to complete the degree within seven years of the first UIU course enrollment.

**KCKCC Faculty and Staff:** KCKCC faculty and staff who apply to the UIU Online MBA Program must hold not less than a bachelors degree conferred by a regionally accredited institution. For this purpose, "faculty" includes both full-time and adjunct members of KCKCC's faculty.

MBA program applicants with an undergraduate degree that does not include the "Common Professional Component" as described in Expectation 1-A of the IACBE Accreditation Manual may be required to take foundational business courses in addition to the MBA program courses. Applicants must otherwise meet UIU's MBA program entrance requirements.

UIU will waive the application fee for KCKCC faculty and staff members who apply to the UIU MBA program, provided a photo-copy of the applicant's KCKCC faculty/staff identification is provided with the application.

KCKCC faculty and staff who enter UIU's MBA program will be allowed to complete their degrees under the catalog guidelines in place at the time they started with UIU, as long as they complete their degrees within five years of the time they enrolled in their first class with UIU.

**Entire Agreement:** This agreement represents the entire agreement between KCKCC and UIU and shall not be subject to any waiver, modification or discharge except in writing and signed by both parties.

**Course Equivalencies:** See Attachments

1. Course-to-Course Articulation
2. Program-to-Program Articulations
  - a. AAS Business Admin. & Mgmt: Marketing Mid/Mgmt Specialization to BS Mgmt or Mkts.
  - b. AAS Business Admin. & Mgmt: General Business Specialization to BS Mgmt or Mktg.
  - c. AAS Business Admin. & Mgmt: Accounting Specialization to BS Acctg.

- d. AA Police Science to BS Criminal Justice
- e. AS Business to BS Management or Marketing
- f. AS Computer Information Systems to BS-Tech. Info. Management
- g. AA Corrections to BS Criminal Justice

For Kansas City Kansas Community College: Thomas R. Burke  
Dr. Thomas Burke - President

Date: December 3, 2003

For Upper Iowa University: Suzanne James  
Suzanne James, Ph.D. - Interim President

Date: December 3, 2003