



UPPER IOWA UNIVERSITY

**Articulation Agreement  
By and Between  
Sheridan College, WY and  
Upper Iowa University - Extended University  
August 2004**

- 1. Purpose:** The purpose of this agreement is to provide baccalaureate degree completion programs for learners who have earned an Associate Degree at Sheridan College through seamless transfer to Upper Iowa University (hereinafter "UIU") Extended University programs at UIU's Learning Centers, Online Program and External Degree Program.

Upper Iowa University may transfer up to 78 lower division college semester credits from accredited institutions for new students beginning Term I (August) 2004. A maximum of 78 semester credits may be transferred from community/technical colleges.

These 78 semester credits include:

- A. No more than nine semester credits from Health, Physical Education and Recreation (HPER) activity courses, including transcribed intercollegiate athletics.
- B. No credits from courses identified by Upper Iowa University as at the remedial or developmental level (except for articulated ESL credits from partner institutions).
- C. No more than 30 semester credits from one-year occupational diploma programs.

Junior status is awarded to students who have completed an associate degree.

UIU's 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.

- 2. 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 in a timely manner with the other party.

- 3. 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. Sheridan College 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.
- 4. Advising of Sheridan College Students:** UIU will provide academic advising to Sheridan College students wishing to inquire about UIU programs. UIU will provide materials, catalogs and other information to Sheridan College advisors to facilitate their understanding of UIU requirements and academic programs.

UIU agrees to hold at least one advising event each year at their expense on the Sheridan College campus for prospective transfer students. Sheridan College agrees to provide on-campus publicity of each such event. UIU will provide advising for applicants to all three UIU learning modalities (online, independent study, and academic centers).
- 5. 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.
- 6. 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.
- 7. Financial Aid:** Undergraduate students enrolled in UIU programs 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 800-553-4150 or by e-mail at [financialaid@uiu.edu](mailto:financialaid@uiu.edu).
- 8. Application and Registration:** The UIU Registrar's office supports students in all of its distance learning programs. Applications to UIU programs are accepted by mail or fax. Online and External Degree applications may be downloaded from the UIU web-site. Electronic application through the web-site is anticipated within 18-months. UIU will waive its one-time application fee (\$35.00 & \$50.00) for Sheridan College students who apply to any UIU program and who have earned (or will earn within two Sheridan College terms) an associate degree from Sheridan College. Students switching between UIU modalities (center, online, external degree) do not pay additional fees.

Students may obtain information or register for classes with the Online or External Degree Program using the following toll-free telephone numbers: Online: 800-773-9298 or [OLRegister@uiu.edu](mailto:OLRegister@uiu.edu) for undergraduate online courses and [Gradregister@uiu.edu](mailto:Gradregister@uiu.edu) for undergraduate online courses. External Degree (independent study): 888-877-3742 for undergraduate courses.

9. **Transcripts:** Sheridan College will provide to UIU "official" transcripts as requested by Sheridan College students and alumni applying to UIU in accordance with this agreement subject to existing Sheridan College policy regarding distribution of and costs for transcripts.
10. **Costs to Students:** Center and External Degree undergraduate tuition is \$621.00 per three-credit course. Online undergraduate tuition is \$780.00 per three-credit course. Online graduate tuition is \$981.00 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.

**Tuition Discount:** All full-time and part-time faculty and staff members (including adjunct faculty) at Sheridan College will receive a 10% tuition discount for all courses taken at UIU for academic credit. The faculty or staff member must mention they are from a Partnership Advantage institution and request the tuition discount at time of registration. They will be asked to present verification of employment by providing a copy of their college or university ID card, current pay stub, or a letter from the human resources office.

**Online Client Software:** 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.

**Graduation Application:** 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.

**UIU Transcript Fees:** A transcript fee of \$3.00 per copy is charged for mailed transcripts; \$5.00 per copy for faxed transcripts; and \$8.00 per copy for faxed and mailed transcripts. A written transcript request must be made to the UIU Registrar's Office, P.O. Box 1857, Fayette, IA. 52142.

- 11. Cancellation Provision:** Sheridan College and UIU agree to provide at least one hundred and eighty (180) days advance written notification of their intent to cancel the agreement.

Sheridan College 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.

Sheridan College 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.

- 12. Graduate Program Requirements:** Sheridan College faculty and staff who apply to the UIU Online MBA or MPA programs 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 Sheridan College'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.

**MPA** program applicants with an undergraduate degree that does not include required foundational courses may be required to take these courses in addition to the MPA program courses. Applicants must otherwise meet UIU's MPA program entrance requirements. The MPA program begins in October 2004.

**Application Fee:** UIU will waive the Online Graduate Application fee for Sheridan College faculty and staff members who apply to the MBA or MPA programs, provided a photo-copy of the applicant's Sheridan College faculty/staff identification is provided with the application.

Sheridan College faculty and staff who enter UIU's MBA or MPA programs 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.

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




**14.** This agreement shall be governed by the academic policies and procedures in the 2003-2004 UIU Extended University Catalog, the 2003-2004 Sheridan College Catalog, and the laws of the State of Iowa.

**15. Attachments:**


- i. 2003-2004 Upper Iowa University Extended University Electronic Catalog (view at: <http://www.uiu.edu/catalogs/eu/index.html> )
- ii. Sheridan College/UIU Course-to-Course Articulation
- iii. UIU-Extended University Administration List

For Sheridan College:

  
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Dr. Mark Engler  
Dean of Arts and Sciences

Date: 8/9/04

For Upper Iowa University:

  
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Suzanne James, PhD.  
Senior Vice President - Extended University

Date: 8/9/04