Memo of Agreement Regarding Articulation
Between University College and
Lehigh Carbon Community College

PURPOSE

The Pennsylvania State University, on behalf of the University College for Penn State Beaver, Penn State Brandywine, Penn State DuBois, Penn State Fayette, Penn State Greater Allegheny, Penn State Hazleton, Penn State Lehigh Valley, Penn State Mont Alto, Penn State New Kensington, Penn State Schuylkill, Penn State Shenango, Penn State Wilkes-Barre, Penn State Worthington Scranton and Penn State York and Lehigh Carbon Community College establish this Memorandum of Agreement Regarding Articulation to facilitate the matriculation of students from Lehigh Carbon Community College to the University College campuses of The Pennsylvania State University. The purpose of the agreement is to provide a pathway for students who have successfully completed a transfer associate degree program at Lehigh Carbon Community College to transition to a parallel baccalaureate degree program at the Penn State University College campuses. The agreement defines admission criteria and processes, evaluation of transfer credits and academic advising services to support students in their transition from Lehigh Carbon Community College to a Penn State University College campus.

PROCEDURES

A. Admissions Requirements

Students apply to Penn State by submitting the Penn State undergraduate admissions application and official transcripts from high school, Lehigh Carbon Community College and any other colleges or universities attended. The applications application fee will be waived.

Students must complete an AA or AS transfer degree program, be in good standing, free of probation, and have a minimum grade-point average of 2.00 to be eligible for admission to a University College Commonwealth campus. Criteria for transfer admission may also include successful completion of specific course requirements.

GPA is calculated from all attempted and completed courses from Lehigh Carbon Community College and from all colleges/universities previously attended. The GPA will be calculated using all courses and grades, including repeated courses.

The Penn State majors included in terms of the agreement are the BA/BS in Administration of Justice (AJACC/AJSSCC), BA in Arts Administration (ARACC), BS in Business (BSBCC), BA in Corporate Communication (CCCC), BA in English (ENGCC), BS in Human Development and Family Studies (HFSCC), BA in Letters, Arts and Sciences (LASCC), BS in Information Sciences and Technology (ISSCC), BA/BS in Psychology (PYACC/PYSCC), BS in Rehabilitation and Human Services (RHSACC) and BS in Science (SCICC). All programs are not delivered at every campus.

Majors not specified above, including majors at other Penn State college and campuses are not covered by the terms of this agreement. Therefore, students admitted under this agreement who seek to enter a major at another Penn State college/campus, would be evaluated based on the advanced standing admissions criteria of that college and campus.
B. Evaluation of Transfer Credits

Lehigh Carbon Community College courses, evaluated as equivalent to Penn State courses or approved as general credit within a discipline; and, transferred with grades of C or higher, will be will be added to the student’s Penn State academic transcript by the Office of Undergraduate Admissions.

Transferability of courses not specified in the attached guides will be reviewed by the Office of Undergraduate Admissions on a case-by-case basis.

Program-to-program transfer guides outlining the specific course equivalencies and approved substitutions for each academic program are included in the agreement. The guides were developed in consultation with Lehigh Carbon Community College and University College disciplinary faculty, and were subsequently approved by the University College Associate Dean for Academic Programs. Transferability of courses not specified in the attached guides will be reviewed by the University College on a case-by-case basis and according to the evaluations maintained by the University Undergraduate Admissions transfer equivalency tables recorded in the student information system.

Credit evaluation for other prior learning activity, for example military educational experience and credit by portfolio will be assessed according to Penn State policy and through the process established by the University College.

C. Academic Advising and Transition

The Penn State and Lehigh Carbon Community College will maintain course equivalency information on their respective websites and admissions and course articulation information will be made available to students through the transfer advising services at Lehigh Carbon Community College.

The Penn State University College campuses will offer an academic orientation to transferring students for the purpose of providing academic advising, and orientation to academic and technology resources, student life and career services, and financial aid and billing information.

D. Update/Report/Relationship

Penn State and Lehigh Carbon Community College agree to review the agreement and relevant transfer course equivalencies annually and will each assign an individual to serve as liaison for the purpose of monitoring this agreement. Lehigh Carbon Community College will notify the Penn State University College campus liaison upon any modification of curriculum that could impact the articulation of equivalent courses or the requirements of Lehigh Carbon Community College named associate programs. Penn State University College will notify the Lehigh Carbon Community College liaison of any modifications of curriculum that could impact articulation of equivalent courses or the requirements of the Penn State named baccalaureate programs. This agreement may be amended, as needed, for specific course or program articulation without affecting the currency of the master agreement.
E. Amendments and Term of Effect

This document constitutes the entire agreement and terms of understanding between Penn State on behalf of the University College campuses and Lehigh Carbon Community College, and supersedes any other prior agreements or understandings between the two parties.

The master agreement will be reviewed every five years by both parties and will be revised as necessary. For renewal all revisions are to be approved by each institution’s official signatories.

This master agreement may be terminated by either party upon written notice to the other party of an intention to terminate. Such notice will be effective only if given 180 days prior to the intended date of termination. In the event that this agreement is terminated, curriculum transfer guides, in effect at the time a student first enrolls at Lehigh Carbon Community College, will be honored for students who complete an AA or AS degree program and successfully transfers to a UC campus within four years of their first enrollment at Lehigh Carbon Community College. All other terms of the agreement will remain in effect for no more than two years.

Dr. Robert N. Pangborn  
Vice President and Dean for Undergraduate Education  
Penn State University  
Date 1/28/15

Dr. Madlyn L. Hanes  
Vice President for Commonwealth Campuses and Dean of the University College  
Penn State University  
Date 4/27/15

Dr. Gary M. Lawler  
Chancellor, Penn State Hazleton  
Date 6/8/15

Dr. Ann M. Williams  
Chancellor, Penn State Lehigh Valley  
Date 6/8/15

Dr. Kelly M. Austin  
Chancellor, Penn State Schuylkill  
Date 6/8/15

Dr. Charles H. Davis  
Chancellor, Penn State Wilkes-Barre  
Date 6/26/15

Dr. Mary Beth Krogh-Jespersen  
Chancellor, Penn State Worthington Scranton  
Date 6/8/15

Dr. Ann D. Bieber, President  
President, Lehigh Carbon Community College  
Date