

Articulation Agreement for Collaborative Degree
Associate of Applied Science
Information Technology: Information Services: Library Paraprofessional

Belmont College (Belmont) and Clark State Community College (CSCC) agree to cooperate in correlating their respective programs for the purpose of providing the Associate of Applied Science Degree in Information Technology: Information Services: Library Paraprofessional. This formal arrangement permits CSCC students to benefit in order to pursue library paraprofessional training from Belmont.

Belmont and CSCC endorse the following terms of the agreement.

1. Belmont College will be the college awarding the above degree.
2. Clark State Community College will be the Home institution. The Home institution is the college designated by the Ohio Board of Regents as the geographic service area institution of the student or the institution selected by the student for the majority of the course work for the degree.
3. CSCC's Library Director, Manager of Library Services or M.L.S. designee will be the primary liaison to Belmont and student advisor for CSCC students enrolling in this degree program.
4. Primary points of contact at Belmont will be the Associate Dean of Learning, Information Services & Technology, the Director of Library and Learning Commons Services, and the Learning Commons User Services Coordinator.
5. The Belmont contact people and the CSCC liaison(s) agree to the functional roles and responsibilities specified in Appendix A.
6. In order to take full advantage of this articulation agreement, CSCC students should make their intentions known to the CSCC liaison at the earliest opportunity.
7. The requirements used to determine the appropriate sequence of courses for degree completion will be the requirements in force at the time the student officially declares his/her intentions to the CSCC liaison. The liaison will be responsible for contacting Belmont. Exceptions to this may be made with permission of the Belmont Executive Dean of Academic Affairs and/or Vice President of Learning and Student Success.
8. CSCC students wishing to pursue this degree must complete a minimum of 16 semester credit hours from Belmont.
9. A minimum cumulative grade point average of 2.0 is required to obtain a degree from Belmont.
10. Credits earned from CSCC will be applied toward this degree at Belmont based on the course equivalency document which is appended to this articulation agreement and

following Belmont's policies for acceptance of transfer credit. Transfer credit from institutions not part of this agreement will be accepted based on Belmont's policies and may supersede those of CSCC.

11. Both CSCC and Belmont agree to cooperatively advise students regarding entrance into the program, course requirements, registration processes, financial aid availability and other issues pertaining to this agreement.
12. The Home institution will be responsible for processing financial aid including calculation of cost of attendance and financial aid awards, disbursement of all financial aid, monitoring student eligibility, monitoring satisfactory academic progress, refund/repay calculations, record retention, and reporting, including the National Student Loan Data System and FISAP.
13. Aid will be disbursed based on the Home College's regular semester schedule.
14. The student's Cost of Attendance will include tuition, fees, and other allowable charges incurred for specific intended terms of enrollment at each institution. Transportation and miscellaneous/personal costs will be based on the Home institution's budget, which is calculated using national cost averages. Loan fees (if applicable) will be based on the average student loan fees at the Home institution.
15. The degree granting institution will not disburse any federal Title IV aid to students, subject to this articulation agreement.
16. The degree granting institution will provide annually to the Home institution the following information:
 - a. Pell cost of attendance
 - b. Cost per credit hour
 - c. Academic calendar
17. The Home institution calendar operates on semesters. The degree granting institution operates on semesters.
18. The Home institution agrees to execute student contracts each term for students who are enrolled at both institutions and for whom the Home institution is processing aid.
19. Per the student's consent to release the information, the degree granting institution agrees to release enrollment and academic information to the Home institution for students covered under this agreement each academic year as follows: at the end of the degree granting institution's drop/add period for each term, after grades are posted for each term, and if requested, during each term. This includes, but is not limited to, hours of enrollment, changes to enrollment including drops and withdrawals, last dates of attendance, and any grades received for the classes enrolled in or attended.

20. Enrollment status will be calculated on combined enrollment hours from the Home institution and the degree granting institution. All hours will be converted to the credit hour system at the degree granting institution.
21. Each institution charges tuition and fees based on their own institutional policies.
22. Both CSCC and Belmont will review this agreement periodically and make adjustments and amendments when necessary for the improvement of student articulation.

Belmont College

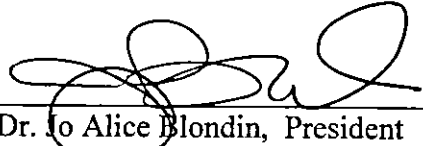


Dr. Joseph E. Bukowski, President

Date: _____

2/10/14

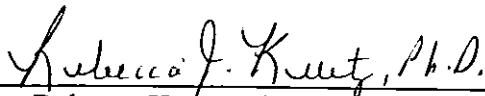
Clark State Community College



Dr. Jo Alice Blondin, President

Date: _____

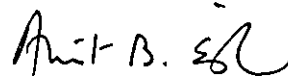
3/26/14



Dr. Rebecca Kurtz, Vice President of Learning and Student Success

Date: _____

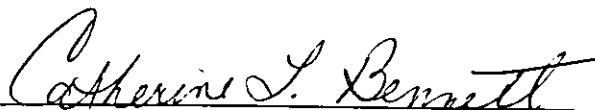
2/6/14



Dr. Amit B. Singh, Vice President of Academic Affairs

Date: _____

3/25/2014



Catherine Bennett, Associate Dean of Learning, Information Services and Technology

Date: _____

2/4/14



Beth Deger, Director of Library Services

Date: _____

3/17/14

Articulation Agreement
Appendix A
Information Technology: Information Services, Library Paraprofessional
Associate of Applied Science Degree

Belmont College (Belmont) contact people will:

1. Maintain at least semester contact with the Clark State Community College (CSCC) liaison.
2. Promptly communicate program and/or institutional policy changes that may impact CSCC students.
3. Communicate semester course offerings to liaison and students.
4. Facilitate enrollment and registration of CSCC students at Belmont.
5. Facilitate/communicate with applicable Belmont business and student services personnel including financial aid, support services, tutoring etc.
6. Communicate each semester with CSCC liaison regarding any student or articulation issues.
7. Coordinate program marketing, recruitment, retention and catalog activities. Provide promotional materials to CSCC liaison.
8. Be available to attend and participate in CSCC recruitment activities for this program.

The Clark State Community College (CSCC) liaison will:

1. Meet with interested students to explain the degree and its requirements.
2. Assist students in enrolling at home and degree granting college.
3. Facilitate/ communicate with applicable CSCC business and student services including financial aid, support services, tutoring etc.
4. Advise students each semester regarding current course offerings at both CSCC and Belmont. Assist students with course registration.
5. Notify program coordinator(s) at Belmont when student(s) enrolls.
6. Maintain current student contact information and communicate changes to Belmont.
7. Communicate program changes and semester course offerings to degree seeking students.
8. Communicate each semester with Belmont contact people any student or articulation issues.
9. Market to and recruit from local service area.

Belmont Financial Aid Information Sheet
Articulation Agreement Addendum
Information Technology: Information Services, Library Paraprofessional
Associate of Applied Science Degree

Award Year: _____

An Articulation Agreement was executed between Belmont College and Clark State Community College. Per that agreement, Belmont College is providing information for the current award year.

1. Pell Cost of Attendance \$ _____
 Indicate breakdown of costs (ie: tuition, fees, books, etc.)

2. Cost Per Credit Hours \$ _____

3. Academic Calendar dates:

	Start Date	End Date
Summer	_____	_____
Fall	_____	_____
Spring	_____	_____

4. Additional comments/notes: _____

Belmont College Representative

Signature

Print Name

Title

Telephone Number

Fax Number

Date

Student Consent for the Release of Information
Belmont College : Clark State Community College
Information Technology: Information Services, Library Paraprofessional
Associate of Applied Science Degree

Name : _____
(Print Name)

Social Security Number: _____

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the undersigned, hereby authorize Belmont College to release information relating to me to my home institution, _____ (identify).

I understand, further, that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Belmont College, but that any such revocation shall not affect disclosures previously released prior to the receipt of any such written revocation.

Student's Signature: _____

Date: _____

Academic Major: _____
(Please print)

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF FERPA AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

Student Consent for the Release of Information
Belmont College : Clark State Community College
Information Technology: Information Services, Library Paraprofessional
Associate of Applied Science Degree

Name : _____
(Print Name)

Social Security Number: _____

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the undersigned, hereby authorize Clark State Community College to release information relating to me to my degree-granting institution, _____ (identify).

I understand, further, that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Clark State Community College, but that any such revocation shall not affect disclosures previously released prior to the receipt of any such written revocation.

Student's Signature: _____

Date: _____

Academic Major: _____
(Please print)

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF FERPA AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

COURSE EQUIVALENCY DOCUMENT
 Belmont College – Clark State Community College
 Associate of Applied Science - Information Technology – Information Services: Library
 Paraprofessional Degree

Category	Clark State Courses		Belmont College Equivalent Courses	
General Education Core	English & Communications ENG1111, COM1120	6	English & Communications ENG1110, COM1115 OR COM1120	6
	Social and Behavior Science Any Social/Behavioral Science elective based upon advisor recommendation.	3	Social Science Any Social/Behavioral Science elective based upon advisor recommendation.	3
	Natural & Physical Science (Natural & Physical Science elective with lab based on advisor recommendation)	3-4	Natural & Physical Science (Any lab science course based on advisor recommendation)	3-4
	Math MTH1050 or MTH1280 or STT2640 or other college-level math course based on advisor recommendation.	3-4	Math MAT1120 or higher	3-4
	Literature Elective Any literature course based on advisor recommendation	3	Literature Elective ENG1150 or ENG2105 or ENG2110 or ENG2112 or ENG2120 or ENG2122 or ENG2130 or ENG2132 or ENG2140 or ENG2150 or ENG2160 or other literature elective based on advisor recommendation	3
	General Education Electives Any general education elective based upon advisor recommendation.	6	General Education Electives Any general education electives as listed in the catalog and based on advisor recommendation	6

	<u>General Education Semester Hours</u>	24 - 26		25 - 26
Basic Related Courses	NWM1010	3	LIS2237	3
	ITS1100 or ITS1105	3	CPT1100	4
	No equivalent available - -- Take from Belmont College	0	FYE1120	2
	<u>Basic Related Semester Hours</u>	6		9

Library Program Requirements	No equivalent available - -- Take from Belmont College		LIS1101	3
	No equivalent available - -- Take from Belmont College		LIS1104	3
	No equivalent available - -- Take from Belmont College		LIS1105	3
	No equivalent available - -- Take from Belmont College		LIS2103	3
	No equivalent available - -- Take from Belmont College		Library Electives Minimum of 6 additional hours selected from the following courses: LIS1110, LIS1111, LIS1112, LIS2110, LIS2111, LIS2112. Any LIS courses for remaining hour requirement.	10
	No equivalent available - -- Take from Belmont College		<i>2 credit hours required from the following courses based on advisor recommendation:</i> LIS2271 Information Services: Cooperative Work Experience I (1) LIS2272 Information Services: Cooperative Work Experience II (1) LIS2282 Information Services Capstone & Project (2) LIS2291 Information Services Practicum I (1) LIS2292 Information Services Practicum II (1)	2

	No equivalent available - -- Take from Belmont College		LIS2280 Information Services Seminar (co-requisite with LIS2271 or LIS2291 or LIS2282) Note: LIS2281 may be required if student enrolls in LISLIS2272 or LIS2292	1-2
	<u>Library Program</u> <u>Semester Hours</u>	0		25 - 26
Information Technology Program Requirements - IT	Any ITS, NTK, CSD, NWM or GPH course based on advisor recommendation	6	Information Technology electives based on advisor recommendation	6
Total ITS Hours	Information Technology Semester Hours	6		6
Total hours by Institution	36 - 38		27 - 29	
Total hours for degree	63 - 67		65 - 67	