

FINAL AGREEMENT

HIGH SCHOOL-TO-COLLEGE PROGRAM ARTICULATION AGREEMENT (COBA)

Kentucky Department of Education, Office of Career and Technical Education
And
Sullivan University

I. PURPOSE OF THE AGREEMENT

The purpose of this articulation agreement ("Agreement") is to set forth procedures for the implementation of an articulation agreement which provides for transcription of certain credits and competencies from the Kentucky Department of Education, Office of Career and Technical Education (herein referred to as the KDE) into the Associate of Science in Business Management, Associate of Science Marketing and Sales Management, and Bachelor of Science in Business Administration programs at Sullivan University.

The benefit of this agreement is to provide a seamless transition for secondary students who wish to continue their education following high school graduation into Sullivan University's Associate of Science in Business Management, Associate of Science Marketing and Sales Management, and Bachelor of Science in Business Administration programs.

II. TERMS OF THE AGREEMENT

Upon approval by both parties, this articulation agreement shall commence and shall continue on a year-to-year basis unless terminated as described within Section V of this agreement. The following Sullivan University courses and programs are subject to this articulation agreement and are described within this section: (1) ACT101 (Principles of Accounting I); (2) CSC118 (Computer Applications 1); (3) MGT114 (Business & Organizational Management); (4) MKT114 (Introduction to Marketing); and (5) General education courses offered through Sullivan University Jumpstart Program. Other courses may be added to the list as the two institutions agree. Credits for ACT101, CSC118, MGT114, and MKT114 will be awarded upon full-time matriculation at Sullivan University.

ACT101 (Principles of Accounting I)

- As per current KDE Accounting Articulation Agreement.

CSC 118 (Computer Applications I)

Credit by Certification

- Complete the High School Productivity Software Course (either 110204, 070743 or 070750) or the Microsoft Office Specialist MOS-11.0802.00)
- Students who possess certification as a Microsoft Office Specialist (“MOS”) certificate with a score of 77% or better may present the certificate to receive four (4) quarter credit hours for CSC118.
- This certificate must be attained no more than two years prior to the date of admission to Sullivan University.
- For information on MOS, go to <https://www.microsoft.com/en-us/learning/mos-certification.aspx>.

Credit by Bypass Examination

- Alternatively, high school students of senior-level standing who have completed the Productivity Software course (either 110204, 070743 or 070750) without MOS certification, will be required to pass the bypass exam, defined below, in order to earn the four (4) quarter credit hours for CSC118.
- The CSC118 bypass examination is administered by Sullivan University. The exam consists of 53 questions and is allotted up to 1.5 hours for completion. The bypass examination may be taken either on the Lexington Campus or the Louisville Campus of Sullivan University and may be completed during a student’s high school senior year.
- Passing score of at least 90% is required for this bypass examination in order to earn the four (4) quarter credit hours for CSC118.
- Sullivan University will waive the normal CSC118 bypass fee for students under this agreement.

MGT 114 (Business & Organizational Management)

- High school students of senior-level standing who have successfully met the following conditions will be eligible to earn the four (4) quarter credit hours for MGT114:
 - a. Completed KY CTE Business Principles & Applications course (060111).
 - b. Earned “Certified High Achiever” performance on the Assessment of Skills and Knowledge (ASK) Fundamental Business Concepts Certification (#ME05).
 - c. Meet the conditions as established in this agreement.

MKT 114 (Introduction to Marketing)

- High school students of senior-level standing who have successfully met the following conditions will be eligible to earn the four (4) quarter credit hours for MKT114:
 - a. Completed KY CTE Advanced Marketing course (080717).

- b. Earned "Certified High Achiever" performance on the Assessment of Skills and Knowledge (ASK) Fundamental Marketing Concepts Certification (#ME06).
- c. Meet the conditions as established in this agreement.

Jump Start Program Courses

1. The Jumpstart Program at Sullivan University is designed for high school seniors who are planning to attend Sullivan University following graduation.
2. The KDE students of senior-level standing and who meet conditions established in this agreement are eligible to earn up to (12) quarter credit hours by completing three Sullivan University courses during their senior year of high school.
3. Jumpstart Courses will be offered to students tuition-free.

III. RESPONSIBILITIES OF PARTIES

School District Responsibilities

1. It shall be the responsibility of the KDE to provide the appropriate printed material to their students describing the conditions of the program. Lesson plans and curricular material must address the competencies contained in the Sullivan University courses approved in this Agreement.
2. It shall be the responsibility of the KDE to report to Sullivan University if the KDE students who participate in this Agreement fail to maintain a 2.5 or equivalent GPA on their high school course work within five days following the end of an academic semester.

Sullivan University Responsibilities

1. It shall be the responsibility of Sullivan University to provide technical assistance and support to the KDE instructor(s) in the areas of content and course objectives.
2. It shall be the responsibility of Sullivan University to provide information concerning registration, drop dates, course requirements, policies, procedures, regulations and any costs associated with the University's courses.
3. It shall be the responsibility of Sullivan University to report final academic course grades on students who participate within the Jumpstart Program to the KDE
4. within five days following the end of an academic quarter. Final course grades will be posted to the students' Sullivan University transcript.

Responsibilities of Both Parties

1. Notification of major curricular changes, such as changes of content, credit, or contact hours, made by one institution to the courses covered by this Agreement will be given to the other institution.

IV. ELIGIBILITY REQUIREMENTS

The KDE and Sullivan University agree that the performance objectives covered in the included courses at the KDE will be accepted in partial fulfillment of the requirement for the Associate of Science in Business Management, Associate of Science Marketing and Sales Management, and Bachelor of Science in Business Administration programs at Sullivan University with the following stipulations:

Eligibility for Jumpstart Program Courses (See *Jumpstart Program Courses* above)

1. The student must complete an admissions application as a “non-degree seeking student” for each Jumpstart class in which he or she is enrolling.
2. The student must submit ACT/SAT scores or take Sullivan University’s entrance test with scores of 17 (ACT) or 1365 (SAT) or 16 on the Sullivan University entrance examination.
3. The student must submit a completed Sullivan University application form including a copy of his/her high school transcripts, showing a high school GPA of 2.5 or higher. Students will be at a senior-level standing at the time when entering into Sullivan University.
4. The student may take Jumpstart courses only during the student’s senior year in high school.
5. The student may only take one Jumpstart course per academic quarter (maximum of three courses).
6. A parental agreement form must be duly signed by the parent or guardian of the student and contain an approval from the KDE.
7. The standard Enrollment Fee of \$50 will apply and must be paid prior to the start of the first Jumpstart course.
8. Tuition is waived for courses under this articulation agreement. Students only pay for books and a parking pass, if applicable.

V. TERMINATION WITHOUT CAUSE

Either institution may terminate this agreement at any time during its term, without cause, by giving 30 days written notice to the other institution. In the event of termination, it is understood that Sullivan University will be obligated to accept for transfer the credits and competencies from the KDE seniors who have successfully completed their Sullivan University bypass and/or competency exams. Students who fail to meet course requirements for academic performance will cause this agreement to be re-evaluated.

VI. REGULATORY CONCERNS AND ISSUES

1. Sullivan University shall have the right to review the curriculum and course content to ensure that courses under this agreement and those courses which

may become part of this agreement comply with the university's academic standards.

2. Sullivan University will implement this articulation agreement in accordance with the rules and regulations of all of its applicable education regulatory authorities including accrediting agency requirements. The KDE shall cooperate in providing information and data needed for Sullivan University to comply with these requirements. Sullivan University acknowledges that the KDE is not an accredited institution of higher learning and that Sullivan University is solely responsible for complying with such standards.
3. The parties expressly acknowledge that nothing in the articulation agreement is intended to limit the authority of Sullivan University in respect of the admission of students to the university or the decision to award an academic credential.
4. Nothing in this Agreement shall be interpreted as constituting either a dual degree program or a joint degree program as defined by the *Agreements Involving Joint and Dual Academic Awards: Policy and Procedures* promulgated by the Southern Association of Colleges and Schools Commission on Colleges. Sullivan University agrees to consider certain course work the KDE in partial fulfillment of the academic credits awarded by Sullivan University.
5. Sullivan University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters and doctorate degrees. The accreditation of Sullivan University does not extend to or include the KDE or its students. Further, although Sullivan University agrees to accept certain course work from the KDE in partial fulfillment of academic credits awarded by Sullivan University, that coursework may not be accepted by other colleges or universities in transfer, even if it appears on a transcript from Sullivan University. The decision to accept coursework in transfer from any institution is made by the institution considering the acceptance of credits or coursework.

VII. CHOICE OF LAW

All questions to the execution, validity, interpretation, and performance of this memorandum of understanding shall be governed by the laws of the Commonwealth of Kentucky. Furthermore, the parties hereto agree that any legal action which is brought on the basis of this agreement shall be filed in the Franklin Circuit Court of the Commonwealth of Kentucky.

The KDE and Sullivan University recognize the importance of providing a seamless coordination between high schools and college enrollment. We, the undersigned, as the representatives of the KDE and Sullivan University, hereby demonstrate our commitment to full implementation of this agreement.

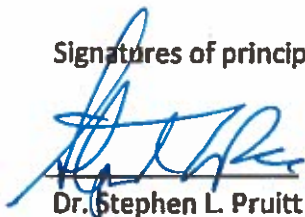
ADDENDUM**CAREER PATHWAYS:**

To complete a career pathway in any of the Business and Marketing Education Programs of Study in a high school or Area Technology Center in the state of Kentucky, students must earn four-career related credits within the Career Pathway and pass the pathway-specific Kentucky Occupational Skills Standards Assessment (KOSSA) or obtain an approved pathway-specific industry certification.

Students successfully completing a Career Pathway, pass the below referenced KOSSA with a score of 70% or higher and earn a Kentucky Occupational Skills Standards Certificate in the following area(s) will be eligible to earn the following articulated credit:

Kentucky Occupational Skills Standards Assessment (KOSSA)	Sullivan University
Accounting	ACT101 Principles of Accounting I (4 quarter credit hours)
Administrative Support	AOM214 Administrative Systems and Procedures (4 quarter credit hours)
Business Management	MGT 114 Business & Organization Management (4 quarter credit hours)
Financial Services	MGT 114 Business & Organization Management (4 quarter credit hours)
Hospitality, Travel, Tourism, & Recreation	HRM104 Introduction to Hospitality Management (4 quarter credit hours)
Marketing	MKT 114 Business & Organization Management (4 quarter credit hours)
Retail Services	MKT 114 Business & Organization Management (4 quarter credit hours)

Signatures of principals for this agreement:



Dr. Stephen L. Pruitt
Commissioner of Education
Commonwealth of Kentucky

12/6/17
Date



Dr. Diana Lawrence
Senior Vice President for Academic Affairs & Provost
Sullivan University

11/2/2017
Date