

Memo of Agreement Regarding Articulation  
Between University College and  
Luzerne County Community College

**PURPOSE**

The Pennsylvania State University, on behalf of the University College campuses and Luzerne County Community College establish this Memorandum of Agreement Regarding Articulation to facilitate the matriculation of students from Luzerne County Community College to the University College Commonwealth 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 Luzerne County Community College to transition to a parallel baccalaureate degree program at the Penn State University College Commonwealth campuses. The agreement defines admission criteria and processes, evaluation of transfer credits and academic advising services to support students in their transition from Luzerne County Community College to a Penn State University College Commonwealth campus.

**PROCEDURES**

**A. Admissions Requirements**

Students apply to Penn State by submitting the Penn State undergraduate admissions application and official transcripts from Luzerne County Community College and any other colleges or universities attended. The admissions application fee will be waived.

Students must complete an AA, AS or AAS 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. Students seeking admission to Engineering at Hazleton must complete the Pre-Engineering Associate in Science degree, complete the specified entry-to-major courses and have a minimum grade-point average of 2.50 to be eligible for admission.

GPA is calculated from all attempted and completed courses from Luzerne County 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 the terms of the agreement are detailed in Addendum A. All programs are not delivered at every campus.

Majors not specified in Addendum A, 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**

Specific course transferability and equivalency was determined through the transfer course tables maintained by Penn State's Undergraduate Admissions Office in the student information system.

Luzerne County Community College courses evaluated as equivalent to Penn State courses or approved as general credit within a discipline, with grades of C (2.0) or higher, will be added to the student's Penn State academic transcript by the Undergraduate Admissions Office.

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 Luzerne County Community College and University College disciplinary faculty and are included as Addendum C.

Transferability of courses not specified in the program-to-program guides will be reviewed by the Undergraduate Admissions Office on a case-by-case basis. Syllabi are required to support all course evaluations.

Courses evaluated as general requirements were reviewed by the Penn State University College campus faculty in the discipline of the course and in some cases, were applied as substitutions for specific degree requirements.

The curriculum transfer guides, in effect at the time a student first enrolls at Luzerne County Community, will be honored by Penn State University College campuses if the student completes an AA or AS degree program and successfully transfers to a Penn State University College campus within four years of their first enrollment at Luzerne County Community, i.e., for Luzerne County Community College students admitted in fall 2018, the agreement will be honored until spring 2022.

Courses/credits earned through Advanced Placement (AP), College-Level Examination Program (CLEP), or other testing programs will be evaluated according to Penn State's established criteria.

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

### **C. Academic Advising and Transition**

Penn State and Luzerne County 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 Luzerne County Community College.

The Penn State University College Commonwealth 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.

Admissions and Advising staff from all Luzerne County Community College campuses and Penn State Commonwealth campuses will meet annually to discuss and enhance student transitions.

### **D. Update/Report/Relationship**

The Pennsylvania State University and Luzerne County Community College agree to review the agreement and relevant transfer course equivalencies annually and will each assign an individual to serve as liaisons for the purpose of monitoring and updating the agreement. 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**

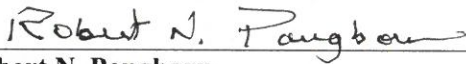
This document constitutes the entire agreement and terms of understanding between The Pennsylvania State University on behalf of the University College Commonwealth campuses and Luzerne County Community College, and supersedes any other prior agreements or understandings between the two parties.

Addendum B includes additional terms and conditions specifically requested by Luzerne County Community College and approved by both parties.

The master agreement will be reviewed annually and revised as necessary. All revisions are to be approved by each institution's official signatories. This Agreement will have a term of one (1) year starting from the last date provided below and will automatically renew for successive one (1) year terms, not to exceed (5) years.

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 360 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 Luzerne County 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 Luzerne County Community College.



**Dr. Robert N. Pangborn**  
Vice President and Dean for Undergraduate Education  
The Pennsylvania State University

1/26/18

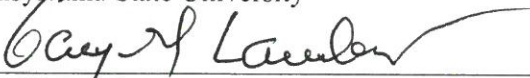
Date



**Dr. Madlyn L. Hanes**  
Vice President for Commonwealth Campuses, and Executive Chancellor  
Dean of the University College  
The Pennsylvania State University

1/25/18

Date



**Dr. Gary M. Lawler**  
Chancellor, Penn State Hazleton

2/27/18

Date



**Dr. Tina Richardson**  
Chancellor, Penn State Lehigh Valley

2/27/18

Date

*Darcy L. Medica*

**Dr. Darcy L. Medica**  
Interim Chancellor, Penn State Schuylkill

*2/27/18*  
Date

*V. Dale Jones*

**Dr. V. Dale Jones**  
Chancellor and Chief Academic Officer, Penn State Wilkes-Barre

*2/27/18*  
Date

*Marwan Wafa*

**Dr. Marwan Wafa**  
Chancellor, Penn State Scranton

*2/27/2018*  
Date

*Thomas P. Leary*

**Thomas P. Leary**  
President, Luzerne County Community College

*2-27-2018*  
Date

**Addendum A: *Penn State Commonwealth Campus Majors Included in the Agreement***

The Penn State Commonwealth campus majors included in the terms of the agreement are detailed below. All programs are not delivered at every campus.

The Penn State majors included in terms of the agreement are the Bachelor of Arts and Bachelor of Science in Administration of Justice (AJAUC\_BA/AJSUC\_BS), Bachelor of Science in Biology(BIOUC\_BS), Bachelor of Science in Business (BSBUC\_BS), Bachelor of Science in Corporate Communications (CCUC\_BA), Bachelor of Arts in English (ENGUC\_BA), Bachelor of Science in Health and Human Development (HFSUC\_BS) Bachelor of Science in Information Sciences and Technology (ISSUC\_BS), Bachelor of Arts in Letters, Arts and Sciences (LASUC\_BA), Bachelor of Arts and Bachelor of Science in Psychology (PYSUC\_BS/PYAUC\_BA), Bachelor of Science in Rehabilitation and Human Services (RHSUC\_BS) and Bachelor of Science in Science (SCIUC\_BS), all delivered by University College. In addition, the agreement includes the Bachelor of Science in Engineering (GE\_BS), delivered at Hazleton.

**Addendum B: General Terms and Conditions**

1. This Agreement represents the entire understanding between the Parties and can be modified only in writing with the same formality as the original Agreement.
2. The Parties understand that they shall act in an independent capacity in the performance of this Agreement, and shall not be considered as employees, agents, affiliates, or subsidiaries of each other. Neither Party shall have the right to bind or obligate the other in any manner inconsistent with or unrelated to this Agreement.
3. This Agreement is governed by the laws of the Commonwealth of Pennsylvania.
4. Neither Party shall assume any liabilities as a result of this Agreement. As to liability to each other or death to persons, or damages to property, the Parties do not waive any defense as a result of entering into this Agreement. Nothing herein shall be construed as a waiver of any immunities afforded LCCC by law or otherwise.
5. Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, go to <http://portal.luzerne.edu/forms/dc.pdf>. Inquiries may be directed to the Title IX Coordinator, John Sedlak, Dean of Human Resources, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 18634, 800-377-5222 extension 7234. Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Rosana Reyes, Dean of Student Development and Enrollment Management, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 18634, 800-377-5222 extension 7423.
6. The Articulating Institutions agrees that they are Equal Opportunity Employers.
7. Any notices to be given hereunder by any Party to the other may be affected with by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the Parties at the addresses set forth hereinafter, but each Party may change their address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of five (5) days after mailing.
  - a. If to Penn State: Pennsylvania State University  
Office of the Vice President for Commonwealth Campuses  
111 Old Main  
University Park, PA 16801  
Copy to: Sr. Associate Dean, University College  
Same as Office of the Vice President for Commonwealth Campuses address
  - b. If to LCCC: Luzerne County Community College  
1333 South Prospect Street  
Nanticoke PA 18634  
Copy to: Operations Analyst  
Same Luzerne County Community College address