

EAST TENNESSEE STATE UNIVERSITY

TRANSFER PLANNING GUIDE

2007-2008

B.B.A. Management/Human Resources Management Business Administration

Hiwassee College/EAST TENNESSEE STATE UNIVERSITY Associate/Bachelor's Articulation Programs

The Associate/Bachelor's degree program agreement between Hiwassee College and ETSU will lead to the awarding of both the associate and bachelor's degrees if the student successfully completes all the courses outlined in an agreement that is approved by both institutions. This transfer plan shows you which courses you should take at Hiwassee College to complete the hours required for the Hiwassee College associate degree and which ETSU courses you must take after transfer to complete the bachelor's degree in your major.

If you follow the transfer plan, you will meet the requirements of the first two years of an ETSU bachelor's degree by completing the Hiwassee College associate degree. The transfer plan also states ETSU program admission requirements for admission to that major. If you follow the transfer plan and meet ETSU and bachelor's program admission requirements, you will enter ETSU with advanced standing as prescribed by the transfer agreement in effect at the time you enroll at Hiwassee College. If you change to another major after transferring to ETSU, ETSU will complete a transcript evaluation to determine which courses apply to the new major.

Your Hiwassee College advisor will help you schedule the required courses for the Hiwassee College degree. Additionally, if you follow this transfer plan, you will be provided academic counseling by an ETSU advisor as you prepare to transfer.

SPECIFIC POLICIES AND ACADEMIC REGULATIONS

This program agreement leads to the awarding of the associate degree by Hiwassee College and the baccalaureate degree by East Tennessee State University. All other academic regulations of the major, degree, college/school and university standards (such as grade point average and retention requirements) must be satisfied.

The intent of the agreement is to encourage Hiwassee College students to complete the associate degree under the terms of the agreement prior to transfer to ETSU. Students completing the associate degree under the terms of the articulation agreement will enter ETSU at junior status, with all Hiwassee College credit indicated in the articulated programs accepted in transfer without evaluation on a course-by-course basis.

1. For participating students, program articulation agreements are effective for six years from the date of original entry into collegiate level work at Hiwassee College. If more than six years elapse from the student's initial date of participation under the agreement, the articulation agreement in place at the time of transfer to ETSU will determine the student's progress toward baccalaureate degree completion.
2. A student must apply for participation in the articulated program while enrolled at Hiwassee College. Hiwassee College will signify on the student's transcript that the associate degree was completed according to the articulated curricula. East Tennessee State University will, when evaluating the student's transcript, honor the terms of the agreement for admission to ETSU.
3. In order to be eligible for admission to ETSU under the terms of the agreement, the student must have an associate degree in the major/emphasis specified from Hiwassee College and a minimum 2.0 grade point average.
4. For students not completing an associate degree, ETSU will evaluate transcripts on a course-by-course basis. Unless the articulation agreement specifically addresses an associate program articulation, associate degree transcripts will be evaluated on a course-by-course basis.
5. When entering ETSU, students must meet the standards and follow the procedures outlined in the ETSU undergraduate catalog for the year they enrolled in the articulated program at Hiwassee College, or they may elect to follow the current ETSU catalog. If more than six years elapse after initial Hiwassee College enrollment in the articulated program, the transferring student must meet the terms of the current ETSU catalog.
6. In addition to the specific course requirements for a bachelor's degree, all transfer students must satisfy any specific program, major, or degree requirement or academic regulation that might be required for progression and retention in a specific program as well as all of the university's requirements for residency and graduation.
7. The awarding or use of any nontraditional credit (e.g. CLEP, AP, credit-by-exam, military services, etc.) must be approved by the degree-granting institution.
8. Course substitutions in your major may occur with the approval of the ETSU academic department chair.

East Tennessee State University is a Tennessee Board of Regents institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, sex, color, race, religion, national origin, disability, veteran status, or sexual orientation. TBR #260-028-01 4M