

TRANSFER AGREEMENT**GATEWAY TECHNICAL COLLEGE****Associate of Applied Science in Leadership Development****And****CONCORDIA UNIVERSITY WI****Bachelor of Arts in Human Resources Management****(reviewed pathway 21/22)**

This agreement applies to students completing associate's degrees at Gateway Technical College And entering Concordia University Wisconsin to complete Bachelor's degrees.

PURPOSE

Students who successfully complete the program-specific degree of an Associate Leadership Development Studies program at Gateway Technical College (Gateway) and who meet admission requirements at Concordia University (CUW) can earn a Bachelor's Degree at CUW by successfully completing two additional full-time years of study (or equivalent).

In particular, any Gateway student who

- A) Successfully completes all courses in the specified programs at Gateway with a grade of D (1.7 out of 4.0) or better in each course, and
- B) Meets the CUW admission requirements for transfer students into the specified program at CUW, with a cumulative GPA of 2.0 or greater for full acceptance, or with a GPA <2.0 if submitted with an appeal essay and individual candidate interview for consideration of acceptance on a conditional basis, shall be admitted with junior status into the specified program at CUW.

GATEWAY TECHNICAL COLLEGE
Associate of Applied Science in Leadership Development Studies
And
CONCORDIA UNIVERSITY WI
Bachelor of Arts in Human Resource Management
(reviewed pathway 21/22)

Topical Areas for Competencies Required for Admission into the CUW HRM

CUW Bachelor of Arts in Human Resource Management
Gateway Associate of Applied Science – Leadership Development

Major Core: Bachelor of Arts in Human Resource Management (39 credits total required by CUW)

Gateway Course	CUW Course	
196-191	BUS 272 Organization Management	3
196-193	MGMT 336 Human Resource Management	3
196-169	MGMT 472 Managing Change	3
196-134	BUS 265 Employment Relations	3
809-166	BUS 368 Philosophy of Values and Ethics	<u>3</u>
		15 credits completed

Transfer Core Requirements (30 credits total required by CUW)

Gateway Course	CUW Course	
801-136	ENG 210 College Writing	3
801-196 or 801-198	COMM 201 Interpersonal Comm	3
804-135	BUS 315 Business Statistics	3
809-172	COMM 225 Intercultural Comm	<u>3</u>
		12 credits completed

Elective Requirements (51 credits total required by CUW)

GTC course #'s

GTC	Course Name	Credits
890-155	Gateway to Success	1
196-129	Management Orientation	1
196-190	Leadership Development	3
196-137	Certified Service Specialist	3
196-136	Safety in the Workplace	3
196-189	Team Building & Problem Solving	3
196-192	Managing for Quality	3
809-198	Psychology, Intro to	3
196-164	Personal Skills for Supervisors	3
196-156	Leadership Development Capstone	3

196-151	Operations Management	3
196-133 or 196-188	Negotiations or Project Management	3
101-112	Accounting for Business	3
Total		35

62 credits completed at GTC

Note: Many students have more than the minimum 62 credits from GTC or another educational institution. CUW accepts up to 84 qualifying transfer credits. All students must have 120 credits to graduate. This plan is subject to change based on the number of qualified transfer credits.

Concordia University's Human Resource Management

Note: Courses are offered in an accelerated/online; typically, students take one course at a time. However, to qualify for federal student aid, students must be enrolled at least half-time (or 6 credits) for Direct Loan Program funds.

Semester 1

Faith Course	3 credits
Natural World – Science Course	3 credits
Core	3 credits
Major Course	3 credits
Major Course	3 credits
	15 total credits

Semester 2

Faith Course	3 credits
Elective Course	3 credits
Core Course	3 credits
Major Course	3 credits
Major Course	3 credits
	15 total credits

Semester 3

Major Course	3 credits
Elective Course	3 credits
Elective Course	3 credits
Core Course	3 credits
Major Course	3 credits
	15 total credits

Term 4

Elective Course	1 credit
Elective Course	3 credits
Elective Course	3 credits
Major Course	3 credits
Major Course	3 credits
	13 total credits

Gateway's Associate of Applied Science Leadership Development 62 credits

Concordia's Bachelor of Arts in Human Resource Management 58 credits

Total 120 credits

Concordia University Wisconsin is committed to utilizing all of a student's Associate Degree credits toward a Bachelor's degree. However, in the instance of this specific program, only 62 credits are able to be directly applied toward the Bachelor degree meaning students will need to complete 58 additional credits with Concordia in order to secure a Bachelor's degree of Arts in Human Resource Management.

PROVISIONS

The following provisions specify the standard procedures and terms of this transfer agreement. Text in italics is intended to clarify the rationale behind the corresponding provision.

Non-compliance with any may result in the nullification of this transfer agreement.

Because these transfer agreement provisions are used in transfer agreements with several Wisconsin Technical College System (WTCS) colleges, the term "Technical College" will be used to refer to the specific WTCS college named at the beginning of this transfer agreement.

1. Each institution will obtain the express written approval for using the other institution's name in any promotional, advertising, and marketing media associated with this transfer agreement, with the exception that both institutions, by signing this agreement, acknowledge they may promote internally and externally the existence of this agreement between the institutions and for the benefit of each institution and its students. Any promotional literature or other media will indicate that the transfer is into the specified program at CUW. A specific person in each public relations department and a specific academic program person per institution will be designated for coordination and signoff, as listed on the "Institution-Specific Information" page in this transfer agreement. Guidelines for the use of Concordia University Wisconsin's name and/or logo are listed on the "Guidelines for use of Concordia University Wisconsin's name and/or logo" page in this transfer agreement.

The motivation for this provision is to ensure that each college complies with accreditation and institutional criteria in promotional, advertising, and marketing media.

2. An active agreement begins at the commencement of fall classes. The agreement must be actively reviewed by the program faculty of both colleges and renewed at least every two years to continue the agreement. Reasonable accommodations will be made for students if either program must be changed, but additional courses may be required of students if program changes occur. Students must be informed of this possibility "upfront."

Both parties agree to provide at least one hundred eighty (180) days advance written notification of their intent to cancel this agreement. Gateway students who apply to CUW prior to the cancellation date will be permitted to transfer credits under the agreement terms. Both parties further agree that failure to maintain regional accreditation required by the specific academic program(s) referenced in this agreement will be grounds for exclusion of that program from the agreement.

This provision intends to recognize that changes in either or both of the two academic programs must be coordinated to accommodate the minimum two-year-long lag between when a student begins at the Technical College and begins at CWU. However, each institution must preserve the right to change its academic programs on a timely basis, such as due to an immediate change in accreditation requirements.

3. The specified program at CUW will be arranged so that the student who completes all of the Technical College courses specified in this agreement each year that the agreement is in force may enter the CUW program at the beginning of the subsequent academic year with junior status as outlined in this agreement. Exceptions to this clause are stated in provision 2. In the event that a Technical College student completes the specified courses over an extended period of time in excess of the standard full-time schedule, and during that time the specified courses and/or core curricula have changed, then reasonable efforts to accommodate this student in CUW will be made. However, junior status in the specified program at CUW is not guaranteed.

The intent of this provision is to promote curriculum stability yet to allow curriculum modifications that are required, such as per accreditation mandates.

4. Curriculum changes which impact the transfer agreement may not be enacted during the academic year in which the agreement is active unless both the Program Director of the program at CUW and the designated individual(s) in the corresponding transfer program at the Technical College give their explicit consent, or unless curriculum changes are dictated by accreditation or institutional mandates. Minor revisions (such as course renumbering) are permitted but must be communicated to the other institution promptly via a memorandum of understanding. Curriculum changes that do not satisfy the transfer agreement provisions will nullify this transfer agreement.

This provision intends to protect the integrity of the transfer arrangements for transfer students. This provision should be superfluous. Curriculum changes should be enacted in concert with the yearly transfer agreement renewal process.

5. The Technical College will consent to the promotion of this transfer agreement by CUW personnel in the following event:
 - The Outreach Coordinator will connect directly with GTC faculty and staff in the Leadership Development department to schedule in-class visits (virtual or otherwise) and to share with staff program & university updates.

CUW'S Outreach Coordinator will connect with Gateway's scheduling team (roomscheduling@gtc.edu) to reserve a table for campus visits, outside of the yearly transfer fair at Gateway Technical Campuses.

To connect directly with CUW students, currently enrolled or graduates, CUW's Outreach Coordinator will connect with the Director of Marketing and Communications.

Concordia University's Outreach Coordinator: Ana Sanchez, 262-243-1814, ana.sanchez@cuw.edu.

6. Any formal presentations of this transfer agreement must be made by either Technical College representatives, who are approved by the individual designated on the "Institutional-Specific Information" page, or by CUW representatives who are knowledgeable of this transfer agreement. See provision 1.

This provision intends to ensure that the agreement is accurately communicated to interested parties.

7. The Technical College shall have access to appropriate electronic course materials (syllabi, exams, and laboratory manuals) representative of the first two years of the electronic courses in the pre-transfer agreement of the specified program. CUW shall have access to the actual exams and laboratory assignments given by the Technical College faculty to the students in electronic courses utilized in the transfer agreement. In the rare case that a faculty member does not cooperate with this provision, representative materials will be provided (see provision 11, also). Excessive denials of access to these materials may result in the non-renewal of this transfer agreement. Under no circumstances is either college allowed to reproduce these materials for distribution to anyone other than program faculty and administration involved with the courses in this transfer agreement, and accreditation agency visitors for reviewing while on a college's campus, without express written consent from the other college. In the event that permission to adapt (modify and use) CU materials is granted, the materials must clearly be labeled with:

Adapted from (name of work) © (year) CUW with permission of CUW.

Permission to use these materials begins with the signing of this transfer agreement and expires with the annual expiration of the transfer agreement.

The purpose of this access is to assist faculty from both colleges in developing and maintaining their coursework to ensure the equivalency and level of topical coverage for electronic courses utilized in the transfer agreement.

8. For the instruction of the designated transfer courses (see page 2), the Technical College will use faculty with at least one of the following: (a) an MS in a related field of study (as approved by CUW). (b) training as....A faculty member who meets the above-stated requirements will be designated as an "approved faculty" member.
9. The Technical College student must pass each course with a D or better in order for the course to receive transfer credit in the specified program at CUW. Any exceptions to this policy must be approved in writing by the program director at CUW. Under the condition that the student must retake one or more courses, the student is not guaranteed junior standing in the specified program at CUW.

This provision intends to allow an "early" course with a passing grade below a D to transfer if there is sufficient evidence in subsequent courses for which the course in the question is a prerequisite to warrant the exception.

10. The technical college and CUW shall cooperate on the assessment of student outcomes and develop a formal plan to ensure and improve the viability of this transfer agreement. The plan should include provisions whereby CUW may obtain samples of assessment materials to include graded examples of student writing, examinations, etc.

This provision intends to assess transfer student capabilities as they enter CUW and to satisfy the requirements of accreditation agencies. Also, the collection of this data will be useful for continuing the promotion of this transfer agreement.

11. CUW and the technical college desire to track the usage of the articulation agreements by students. If possible, CUW will send the technical college the total number of credits transferred from that technical college annually or other data that can be conveniently produced.

This provision intends to track the use of the agreement and it will help continue the promotion of the transfer agreement.

Institution-specific information

The purpose of this page is to provide information that is specific to each institution and is current as of the signing of this transfer agreement. Any changes to this information should be promptly communicated to the other institution.

At GTC:

Administrative person(s), title(s), phone number(s), and email address (es) directly responsible for the specified programs attached to this agreement:

- Dr. Bryan Albrecht, President and CEO
- Zina Haywood, Executive Vice President/Provost
- Dr. Tracey Isensee, Dean, School of Business and Transportation

Faculty, title(s), phone number(s), and email address (es) designated to sign off on curriculum changes:

- Michael Hashek, Leadership Development Faculty

Person(s), title(s), phone number(s), and email address (es) designated to sign off on curriculum changes:

- Ms. Jaime Spaciel, Director of Career Pathways and Program Effectiveness, 262.564.3080, spacielj@GTC.edu

Person, title, phone number, and email address designated to approve individuals who will make formal presentations on the Leadership Development Program:

- Michael Hashek, Leadership Development Faculty

Public relations/marketing and other person(s), title(s), phone number(s), and email address(es) designated for coordination and signoff of promotional materials:

- Kristin Gunia, Director of Marketing and Communications

The website address for the institution: www.GTC.edu

At CUW:

Administrative person(s), title(s), phone number(s), and email address (es) directly responsible for the BACM program articulation agreement:

- Dr. William Cario – Interim President
- Dr. Michael Uden, Vice Provost of Student Enrollment and Engagement, 262.243.2612, michael.uden@cuw.edu.

Faculty, title, phone number, and email address directly responsible for the program, including curriculum changes:

- Dr. Matthew Hurtienne, Associate Dean of Business, (262) 243-2024, Matthew.Hurtienne@cuw.edu
- Dr. Erik Hollander, Asst Professor of Business, (262)243-4482, erik.hollander@cuw.edu

Public relations/marketing and other person(s), title(s), phone number(s), and email address(es) designated for coordination and signoff of promotional materials:

- Ms. Briena Jacob, Director of Marketing Strategy, 262.243.4390, briena.jacob@cuw.edu.

The website address for the institution: www.cuw.edu

Guidelines for use of Concordia University's name and/ or logo

The motivation for this addendum is to ensure that each college complies with accreditation and institutional criteria in all communication materials including, but not limited to, those generated or produced for marketing, advisement, and/ or legal purposes.

In an effort to meet standards set by our accreditation agencies, to minimize any confusion on the part of prospective or current students, and to protect the use of CUW's name and logo, use of or reference to our name or programs must be limited to those deemed appropriate by CUW. As specified in the transfer agreement, CUW's Director of Marketing Strategy or the director's designee shall approve any narrative and graphic representation containing CUW's name, logo, or reference to our programs before it is published or distributed in any way.

To expedite the process of developing promotional or other communication materials before approval, the following minimum guidelines should be followed. Non-compliance will result in disapproval.

Any promotional literature or other media will indicate that the transfer, upon which this transfer agreement is based, is into the specified program at CUW.

Our preferred reference is Concordia University, however, the acronym CUW can be used after the first written occurrence of the full name in the same communication. Furthermore, CUW will be referred to as a university. In no instance shall CUW be referred to as a college or school.

In materials where the logo is needed, please contact the CUW director of marketing strategy for a specific format and file size. Many variations are available and will be provided based on the need.

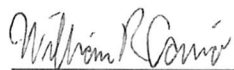
Given the absolute need to provide clarity as to the limitations of the transfer agreement and avoid potential misunderstandings, communication in the form of brochures, catalogs, letters, e-mail, posters, etc. must be carefully reviewed by CUW. CUW's logo may not appear on the cover of any literature unless approved by CUW.

A flyer can be developed by CUW that adequately describes the transfer agreement upon request. Contact the CUW marketing director or program director representative indicated on the institution-specific information page in this transfer agreement.

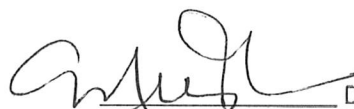
This signed agreement has been thoroughly reviewed and approved by both institutions.

This agreement is effective for two years from the date of the final signature.

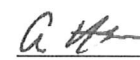
CONCORDIA UNIVERSITY

 Date: 1-20-22

Dr. William Carlo
Interim President

 Date: 1-20-22
Dr. Michael Uden
Vice Provost, Student Enrollment & Engagement


 Date: 1-20-22
Dr. Matthew Hurlin
Associate Dean of Business

 Date: 12/9/21
Dr. Erik Hollander
Asst Professor of Business

GATEWAY TECHNICAL COLLEGE

 Date: 12/10/2021
Dr. Bryan Albrecht
President

 Date: 12/10/2021
Ms. Zina Haywood
Executive Vice President/Provost

 Date: 1/2/2022
Dr. Tracey Isensee
Dean, School of Business and Transportation