

TRANSFER AGREEMENT

Western Kentucky University Bachelor of Science – Advanced Manufacturing

and

Owensboro Community and Technical College

I. PURPOSE

This agreement between Western Kentucky University (WKU) and Owensboro Community and Technical College (OCTC) seeks to create new opportunities for students who wish to further their studies in the area of Advanced Manufacturing. The goal of this agreement is to outline a transfer process between the two institutions whereby students may apply a prescribed OCTC course of study towards a Bachelor of Science in Advanced Manufacturing with either a specialization in Manufacturing and Industrial Distribution or Food Automation and Manufacturing.

II. ELEMENTS OF THE AGREEMENT

A. Admissions Practices

1. This agreement allows for a dual enrollment program in Advanced Manufacturing with a concentration in Food Automation and Manufacturing or Manufacturing and Industrial Distribution from WKU and an Associate in Art or an Associate in Science degree from OCTC.
2. Students must complete the AA/AS degree to be eligible to participate in the transfer arrangement. KCTCS faculty and advisors need to help students understand this important factor when planning their educational programs.
3. OCTC students must apply to and be accepted into WKU's Advanced Manufacturing program. WKU uses a rolling admissions process and accepts applications at anytime. Prospective transfer students should be advised to prepare their applications well in advance of their desired start dates. Application materials are maintained on WKU's website with program specifics on the Architectural and Manufacturing Sciences Department web page.
4. WKU's Advanced Manufacturing degree has been designed to be offered in its entirety in the Owensboro Community. OCTC students who transfer into the Advanced Manufacturing major with concentrations in the Manufacturing and Industrial Distribution do not need to relocate to the WKU campus in Bowling Green (although they may do so if desired). The Advanced Manufacturing program has also been designed to be compatible with professional schedules, family commitments, etc. Many of the

program participants are nontraditional, working students who continue to live in their home towns.

5. Transfer students in the Advanced Manufacturing program must complete WKU's General Education requirements and comply with all published Academic Requirements and Regulations (See WKU Catalog for details). Due to the distance education component of the program, Advanced Manufacturing students completing the program in Owensboro are exempt from participation in freshman orientation and compulsory on-campus housing requirements.

B. Acceptance and Application of Credits

1. The associate's degrees (with all concentrations) will be accepted as a course by course transfer. The agreement enables the graduate to complete their Advanced Manufacturing degree program at WKU in about two years of full-time study.
2. The AA/AS degree will be accepted as the first part of the WKU Advanced Manufacturing Degree. Students should note that the transfer agreement only applies to the completion of the Advanced Manufacturing major. If a transfer student decides to change their WKU major, the transfer may not be applicable towards another degree program. (see attachments)
3. Additional elective coursework required by WKU's Advanced Manufacturing degree program may be taken through WKU or KCTCS upon advisor approval.

C. Use of Laboratory and Classroom Space

1. WKU and OCTC agree to coordinate the use of required laboratory and classroom space needed for the implementation of this program. This includes the use of OCTC laboratories by WKU faculty, and OCTC faculty being employed to teach WKU laboratory courses where applicable.
2. OCTC agrees to provide WKU with adequate laboratory space (minimum 2000 sq ft) to develop and build a full automated CIM (Computer Integrated Manufacturing) cell for use by both WKU and OCTC in the area of Advanced Manufacturing of Food Products.
3. WKU agrees to provide funds through lab fees to provide for expendable materials, and tooling costs for WKU courses taught in an OCTC laboratory.

D. Implementation of the Agreement


1. WKU and OCTC agree to coordinate changes in curriculum, course content, or other program requirements for each of their respective

programs to ensure continued compatibility. Each institution will designate an individual to be the point of contact for the other.

2. WKU and OCTC agree to renegotiate this agreement as necessary to accommodate changes in program requirements, course content, employment trends, accreditation guidelines, institutional/graduation requirements, and /or other relevant factors.
3. WKU and OCTC agree that each will observe regional accreditation standards, rules and guidelines and will work cooperatively to comply with reporting requirements from various agencies (i.e., CPE, Dept. of Education, etc.).
4. WKU and OCTC agree that the Advanced Manufacturing program may periodically communicate with prospective majors at OCTC for the purpose of announcing program notifications, upcoming deadlines, preliminary advising, etc. OCTC agrees to facilitate this communication and reserves the right to evaluate the same for appropriateness for its students.
5. WKU and OCTC agree to monitor and support the provisions of this agreement to ensure consistency, program quality (at all levels), and transferability for the mutual benefit of all involved parties at both institutions.
6. WKU and/or OCTC may elect to unilaterally terminate this agreement by providing the other institution with written notice of their intention. Such notice will be given one-year in advance of actual termination. Transfer students who have been admitted to WKU's Advanced Manufacturing program will be given a reasonable amount of time to complete their degree requirements.

III. SIGNATURES

For WKU:

 2-6-08

Dr. Barbara Burch
Provost and Vice-President for Academic Affairs
Western Kentucky University

Date

For OCTC:

 2/11/08

Mr. Kevin Beardmore
Interim Vice President for Academic Affairs
Owensboro Community and Technical College

Date