

## **Kennesaw State University and Chattahoochee Technical College**

### **INSTITUTIONAL MOU and TRANSFER ARTICULATION AGREEMENTS**

This MOU and Articulation Agreement is entered into between the Board of Regents of the University System of Georgia by and on behalf of Kennesaw State University (Kennesaw State University), a unit in the University System of Georgia, and Chattahoochee Technical College, a unit in the Technical College System of Georgia, to facilitate the process for the transfer of credit between the institutions, continue educational progress toward the completion of an approved degree program, and to minimize or avoid the loss of credit previously earned by a student who transfers to Kennesaw State University from Chattahoochee Technical College.

This Agreement reflects a commitment by both institutions to facilitate the transfer of credits earned at Chattahoochee Technical College into a degree program without jeopardizing the intended mission and stated goals of either institution. This Agreement acknowledges that each institution has established, and will maintain, rigorous standards and expectations for all students enrolled in and working toward the completion of its courses, programs, and degrees.

#### Agreement on Transfer of Courses

Kennesaw State University and Chattahoochee Technical College agree to cooperate through this transfer articulation agreement for students attaining an associate degree or taking courses towards a four-year degree at Kennesaw State University (KSU). Kennesaw State University agrees to accept courses listed from programs listed in the Appendix to this Agreement for transfer into Kennesaw State University (required grade of "C" or better). Admission into Kennesaw State University also requires meeting the degree program's admissions requirements in effect for the applicable semester. Students should be referred to KSU's academic catalog for program admissions requirements.

#### Agreement on Reverse Transfer of Courses to Each Institution

Kennesaw State University and Chattahoochee Technical College agree to cooperate through this agreement for students who choose to participate in this pathway to have their college transcripts sent to each institution at no charge to the student. Each institution's Registrar will work together to form a plan and process on how the flow of transcripts will flow from each institution to the other institution to ensure timely review and evaluation of the transcripts. Upon receiving the KSU transcript, Chattahoochee Technical College will review the course work to determine if it is possible to award an associate degree to their former students. Students may have to complete a release form to ensure that the reverse transfer of credits via a college transcript meets FERPA policies and regulations.

Students participating in the agreement will need to have completed a minimum of 18 transferable credit hours and completed an English and math course at Chattahoochee Technical College before transferring to KSU. It is recommended that students complete a minimum of 30 transferable credit hours at Chattahoochee Technical College prior to transferring to KSU.

### Agreement of Communication

Kennesaw State University and Chattahoochee Technical College agree to cooperate in communicating with each other concerning the articulation relationship between the two institutions. Communications may include common publications and announcements concerning their affiliation. Announcements of this articulation, and of changes in the relationship, will have a coordinated release to the public from both institutions. The institutions will encourage the dissemination of information about programs in this agreement with interested and qualified students, with both institutions providing advising and counseling to prospective students. The student is responsible for following procedures to notify Kennesaw State University and Chattahoochee Technical College of the student's intent to graduate. Students should be referred to the KSU and Chattahoochee Technical College catalogs for transfer and/or graduation requirements.

Kennesaw State University and Chattahoochee Technical College agree to cooperate in allowing students to meet with KSU's Transfer Evaluation Counselor on their Acworth and Marietta campuses and virtually as needed to ensure that students receive accurate and timely information related to transferring course credit to KSU and one of its degree programs.

The development of this Agreement between Kennesaw State University and Chattahoochee Technical College signifies that both have confirmed that:

- Each institution is currently in good standing with its state regulatory body and institutional accrediting body.
- Credits awarded by the institutions have been evaluated and determined to be eligible for transfer; and
- Credits earned in Chattahoochee Technical College's associate degrees have been deemed appropriate and applicable to transfer to KSU.

### Agreement on Maintenance and Review

At least one administrative and/or faculty member will be appointed from each participating college/university to act as a primary point of contact and agent for this agreement, to speak for the institution, and to communicate details and modifications to respective faculty, advisors, and others with interest at the individual institutions. Both parties agree to inform the other regarding curriculum changes that may impact the terms of this Agreement.

This Agreement will be in effect for three years from the date of the latest signature date below unless the Agreement is terminated earlier or extend by the mutual agreement of the Parties. Renewal of this Transfer Articulation Agreement and transfer plans with appropriate content updates or confirmation of no changes will be done in writing on an annual basis. Either Chattahoochee Technical College or KSU may terminate this Agreement by giving six months or more written notification with effective date to be the last day of an academic term. The Parties may renew this Agreement for additional terms of three years through a writing signed by both.

By signing, the signatory affirms participation by their institution in this Transfer Articulation Agreement based on the terms and conditions identified above.

DocuSigned by:  
*Dr. Kathy Schwaig*  
11EA3F49C7FD4B9...

June 12, 2023

DocuSigned by:  
*Ronald R. Newcomb*  
86CA862BDEAB475...

June 12, 2023

Kathy Schwaig  
President  
Board of Regents of the University System of Georgia by and on behalf of Kennesaw State University

Ronald Newcomb  
President  
Chattahoochee Technical College

DocuSigned by:  
*Ivan Pulinkala*  
02FA0CC7B24D4B3...

May 24, 2023

Date

Ivan Pulinkala  
Provost and Senior Vice President for Academic Affairs  
Board of Regents of the University System of Georgia by and on behalf of Kennesaw State University

DocuSigned by:  
*Missy Cusack*  
38B7F99DAF174B5...

May 24, 2023

Date

Missy Cusack  
Vice President of Student Affairs  
Chattahoochee Technical College

Date

Date

## Appendix A

### Institutional Equivalents

Course prefix and number:

Chattahoochee Tech	KSU Equivalent
ACCT1105: Financial Accounting II	ACCT 2101: Principles of Accounting I
ACCT2000: Managerial Accounting	ACCT 2102: Principles of Accounting II
ALHS1090: Medical Terminology	ES 2300: Medical Terminology
AMCA2110: CNC Fundamentals	MET 2800: CNC Programming
AUMF1150: Introduction to Robotics	MTRE 1000: Intro to Mechatronics Eng
BIOL2107: Biological Principles I BIOL2107L: Biological Principles I Lab BIOL2108: Biological Principles II BIOL2108L: Biological Principles II Lab BIOL2113: Anatomy and Physiology I BIOL2113L: Anatomy and Physiology I Lab BIOL2114: Anatomy and Physiology II BIOL2114L: Anatomy and Physiology II Lab BIOL2117: Introductory Microbiology BIOL2117L: Introductory Microbiology Lab	BIOL 1107: Biological Principles I BIOL 1107L: Biological Principles I Lab BIOL 1108: Biological Principles II BIOL 1108L: Biological Principles II Lab BIOL 2221: Human Anatomy & Physiology I BIOL 2221L: Human Anatomy & Physiology I Lab BIOL 2222: Human Anatomy & Physiology II BIOL 2222L: Human Anatomy & Physiology II Lab BIOL 2261: Fundamental Microbiology BIOL 2261L: Fundamental Microbiology Lab
CHEM1211: Chemistry I CHEM1211L: Chemistry I Lab CHEM1212: Chemistry II CHEM1212L: Chemistry II Lab	CHEM 1211: General Chemistry I CHEM 1211L: General Chemistry I Lab CHEM 1212: General Chemistry II CHEM 1212L: General Chemistry II Lab
CIST1305: Program Design and Development  CIST2341: C# Programming I  CIST2342: C# Programming II  CIST2371: Java Programming I  CIST2372: Java Programming II	CSE 1321: Programming Problem Solving I OR IT 1113: Programming Principles OR CSE 1300: Intro to Computing Principles  CSE 1321: Programming & Prob Solv I & CSE 1321L: Programming & Prob Solv I Lab  IT 1323: Adv Programming Prin & IT 1323L: Adv Programming Prin Lab  CSE 1321: Programming & Prob Solv I & CSE 1321L: Programming & Prob Solv I  CSE 1322: Programming Prob Solving II & CSE 1322L: Programming Prob Solving II L

COMM1100: Human Communication	COMM 1100: Human Communication
COMP1000: Introduction to Computer Literacy	ICT 2101: Info and Comm Technology
CRJU1010: Introduction to Criminal Justice CRJU1030: Corrections CRJU1040: Principles of Law Enforcement CRJU1043: Probation and Parole CRJU1050: Police Patrol Operations CRJU1052: Criminal Justice Administration CRJU1062: Methods of Criminal Investigation CRJU1063: Crime Scene Processing CRJU1068: Criminal Law for Criminal Justice CRJU1400: Ethics and Cultural Perspectives for Criminal Justice CRJU2020: Constitutional Law for Criminal Justice CRJU2050: Criminal Procedure CRJU2060: Criminology CRJU2070: Juvenile Justice CRJU: 2110: Homeland Security	CRJU 1101: Foundation of Criminal Justice CRJU 2T00: Transfer Elective CRJU 2T00: Transfer Elective CRJU 2T00: Transfer Elective CRJU 2T00: Transfer Elective CRJU 2T00: Transfer Elective CRJU 2T00: Transfer Elective CRJU 2T00: Transfer Elective CRJU 2201: Criminal Law for Criminal Just CRJU 2T00: Transfer Elective CRJU 2T00: Transfer Elective CRJU 2T00: Transfer Elective CRJU 2T00: Transfer Elective CRJU 2T00: Transfer Elective CRJU 2T00: Transfer Elective
DFTG1101: CAD Fundamentals DFTG1103: Multiview/Basic Dimensioning DFTG2010: Engineering Graphics	EDG 1210: Survey of Engineering Graphics EDG 1210: Survey of Engineering Graphics EDG 2160: Civil Graphics
ECET1110: Digital Systems I (4 hr) ECET2101: Circuit Analysis II (4 hr) ECET2120: Electronic Circuits I (4 hr) ECET2220: Electronic Circuits II (4 hr) ECET2221: Electronic Circuits II (3 hr) ECET2221L: Electronic Circuits II Lab (1 hr)	ECET 1200: Digital Systems I & ECET 1200L: Digital Systems I Lab ECET 1101: Circuits I & ECET 1101L: Circuits I Lab ECET 2300: Electronics & ECET 2300L: Electronics I Lab ECET 2310: Electronics II & ECET 2310L: Electronics II Lab ECET 2310: Electronics II ECET 2310L: Electronics II Lab
ENGL1105: Workplace and Technical Communication ENGL2110: World Literature ENGL2310: English Literature from the Beginnings to 1700	TCOM 2010: Technical Writing ENGL 2110: World Literature ENGL 2120: British Literature
ENGT1000: Introduction to Engineering Technology	IET 1000: Orientation OR MET 1000: Orientation & ELEC 1T00: Transfer Elective OR ECET 1001: Orientation
HPWS1101: Fitness and Wellness	WELL 2000: Foundations Health & Wellness

LOGI1000: Business Logistics	IET 2449: Logistics & Supply Chain Mgt
MATH1132: Calculus II	MATH 2202: Calculus II
MCHT1012: Blueprint for Machine Tool	EDG 1210: Survey of Engineering Graphics
MKTG1130: Business Regulations and Compliance	BLAW 2200: Legal & Ethical Environment
MUSC1101: Music Appreciation	MUSI 1107: Arts in Society: Music
POLS2401: Global Issues	POLS 2401: Global Issues
PSYC2103: Human Development	PSYC 2103: Intro to Human Development
SPAN1101: Introduction to Spanish Language and Culture I SPAN1102: Introduction to Spanish Language and Culture II	SPAN 1001: Introduction to Spanish I SPAN 1002: Introduction to Spanish II
THEA1101: Theater Appreciation	TPS 1107: Arts in Society: Theatre & Perf

## Appendix B

CTC Associate of Applied Science Degree in Computer Science  
KSU Bachelor of Business Administration in Information Security and Assurance

Kennesaw State University and Chattahoochee Technical College agree to cooperate through this transfer articulation agreement for students attaining the Chattahoochee Technical College Associate of Applied Science Degree in Cybersecurity to transfer academic credit into the BA in Information Security Assurance. This articulation agreement applies to courses listed in Appendix A as well as the program specific courses identified below.

**Points of Contact:**


Chattahoochee Technical College  
Stephanie O'Donaghue

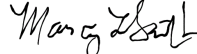
Kennesaw State University  
Khawaja Saeed

**Course prefix and number:**

Chattahoochee Technical College	Kennesaw State University Course *
CIST 2742: Beginning Python Programming	ISA 3010: Security Script Programming
CIST 2601: Implementing Operating Systems Security	ISA 3210: Client Systems Security
CIST 2602: Network Security	ISA 3200: Network Security
CIST 2991: CIST Internship I	ISA 3397: Experiential Learning in Information Security and Assurance
Prior learning assessment by examination is available and should be achievable by students that have completed CIST 1601. **	ISA 3100: Principles of Information Security
*In addition to courses included in any University System of Georgia and Technical College System of Georgia agreements in effect at the time.	
** A CTC student who has successfully completed CIST1601 can then take KSU's ISA3100 exemption exam to test out of and receive credit for ISA3100	

By signing, the signatory affirms participation by their college in this Transfer Articulation Agreement based on the terms and conditions identified above.

DocuSigned by:  
  
 Robin Cheramie  
 Dean, Coles College of Business  
 Kennesaw State University  
 May 19, 2023

DocuSigned by:  
  
 Marcy L. Smith  
 Dean, Business and Technical Studies  
 Chattahoochee Technical College  
 May 19, 2023

## Appendix C

### Associate of Applied Science Degree in Computer Programming (CTC) Bachelor of Business Administration in Information Security and Assurance (KSU)

Kennesaw State University and Chattahoochee Technical College agree to cooperate through this transfer articulation agreement for students attaining the Chattahoochee Technical College Associate of Applied Science Degree in Computer Programming to transfer academic credit into the Bachelor of Business Administration Degree in Information Security Assurance. This articulation agreement applies to courses listed in Appendix A as well as the program specific courses identified below.

**Points of Contact:**

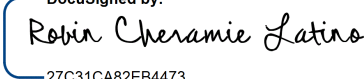
Chattahoochee Technical College  
Stephanie O'Donoghue

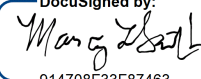
Kennesaw State University  
Khawaja Saeed

**Course prefix and number:**

Chattahoochee Technical College	Kennesaw State University Course *
CIST 2742: Beginning Python Programming <b>or</b> CIST 2371: Java Programming I <b>or</b> CIST 2341: C# Programming I <b>or</b> CIST 2351: PHP Programming I	IS 3020: Application Development 1
CIST 2921: IT Analysis Design and Project Management	IS 3060: Systems Analysis and Design
CIST2351: PHP Programming I <b>or</b> CIST2342: C# Programming II	IS 3260: Web Development I
CIST2352: PHP Programming II <b>or</b> CIST2373: JAVA Programming III	IS 3760: Web Development II
* In addition to courses included in any University System of Georgia and Technical College System of Georgia agreements in effect at the time.	

By signing, the signatory affirms participation by their college in this Transfer Articulation Agreement based on the terms and conditions identified above.

DocuSigned by:  
  
May 19, 2023  
27C31CA82EB4473...  
Robin Cheramie  
Dean, Coles College of Business  
Kennesaw State University

DocuSigned by:  
  
May 19, 2023  
914708F33F87463...  
Marcy L. Smith  
Dean, Business and Technical Studies  
Chattahoochee Technical College



## Appendix D

### Associate of Applied Science Degree in UX (User Experience) Design Bachelor of Business Administration in Information Security and Assurance (KSU)

Kennesaw State University and Chattahoochee Technical College agree to cooperate through this transfer articulation agreement for students attaining the Chattahoochee Technical College **Associate of Applied Science Degree in UX (User Experience) Design** to transfer academic credit into the **Bachelor of Business Administration Degree in Information Security Assurance**. This articulation agreement applies to courses listed in Appendix A as well as the program specific courses identified below.

Points of Contact:

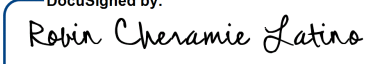
Chattahoochee Technical College  
Stephanie O'Donoghue

Kennesaw State University  
Khawaja Saeed

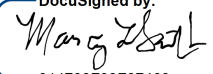
Course prefix and number:

Chattahoochee Technical College	Kennesaw State University Course *
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CIST 2921: IT Analysis Design and Project Management	IS 3060: Systems Analysis and Design
CIST 2550: Web Development II	IS 3260: Web Development I
CIST 2950: Web Systems Project	IS 3760: Web Development II
* In addition to courses included in any University System of Georgia and Technical College System of Georgia agreements in effect at the time.	

By signing, the signatory affirms participation by their college in this Transfer Articulation Agreement based on the terms and conditions identified above.

DocuSigned by:  
  
27C31CA82EB4473...  
Robin Cheramie  
Dean, Coles College of Business  
Kennesaw State University

May 19, 2023

DocuSigned by:  
  
914708F33F87463...  
May 19, 2023  
Marcy L. Smith  
Dean, Business and Technical Studies  
Chattahoochee Technical College

**Certificate Of Completion**

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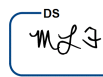
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**Signer Events**

M. Leigh Funk  
lfunk@kennesaw.edu  
Associate Dean - Bagwell College of Education  
Kennesaw State University  
Security Level: Email, Account Authentication (None)

**Signature**



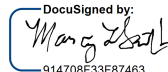
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Marcy Smith  
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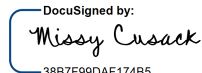
Robin Cheramie Latino  
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Missy Cusack  
mcusack@chattahoocheetech.edu  
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**Signer Events**

Ivan Pulinkala  
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 Kennesaw State University  
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**Signature**

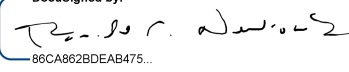
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Dr. Kathy Schwaig  
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Stephanie O'Donoghue  
Stephanie.ODonoghue@chattahoocheetech.edu  
Security Level: Email, Account Authentication  
(None)

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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Kennesaw State University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$1.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Kennesaw State University:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [asklegal@kennesaw.edu](mailto:asklegal@kennesaw.edu)

### **To advise Kennesaw State University of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [service@kennesaw.edu](mailto:service@kennesaw.edu) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Kennesaw State University**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [service@kennesaw.edu](mailto:service@kennesaw.edu) and in the body of such request you must state your email address, full name, mailing address, and telephone number. You will be billed for any per-page fees, plus shipping and handling, at the time incurred.

### **To withdraw your consent with Kennesaw State University**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [asklegal@kennesaw.edu](mailto:asklegal@kennesaw.edu) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Kennesaw State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Kennesaw State University during the course of your relationship with Kennesaw State University.