

**Dunwoody College of Technology Articulation Agreement  
Post-Secondary Institution to Dunwoody College of Technology**

**Initiation of the *Articulation Agreement Form***

- The dean/director of the department or a designated faculty member is to initiate the *Articulation Agreement Form*, which can be obtained from Dunwoody's Articulation Coordinator (AC) or by accessing the Dunwoody Intranet: *departments/academic administration/articulation forms*.
- An initial contact should be made by the dean/director with the AC so that the AC knows that an *Articulation Agreement* is in process and that the correct form is being used.
- The dean, director, or faculty member is to work with the appropriate individual from the transferring institution to identify the course(s) content, the institution's contact information, and other required details of the *Articulation Agreement*.

**Completing the *Articulation Agreement Form***

- **Section 1** of the *Articulation Agreement Form*: legal name and address of the transferring institution must be included and accurate.
- **Section 2** identifies the type of coursework being transferred in. This can be in the form of a block transfer (i.e., allowing a student to bring in all Arts and Sciences credits from the transferring institution, including electives) or individual course credits from the transferring institution. It should be noted that the transfer and allocation of technical and Arts and Sciences credits are determined by the Department of Education, the Minnesota Office of Higher Education, and all pertinent accrediting bodies.
- **Section 3** requires the transferring institution's course information including the course title, course number, number of credits; the course title, course number, and the number of credits of the Dunwoody College of Technology course being credited; and the number of credits to be awarded by Dunwoody College of Technology.
- **Section 4** requires a detailed description of the articulation agreement. This includes a summary of what is being transferred and how the credits are to be awarded.
- **Section 5** requires the specified signatures, the date the agreement becomes effective, and the date by which the *Articulation Agreement* must be renewed; the dean/director should monitor the renewal date. If not renewed by stated date, the agreement will automatically expire. If the current agreement expires, a new agreement must be reviewed and signed.

**Final Review, Signatures, Distribution of the *Articulation Agreement***

- Once the *Articulation Agreement Form* is complete, it is to be presented to the department dean/manager, who will review it. Once they approve it the dean/manager will present it to the AC who will review the form for academic content and detail accuracy. If significant changes are to be made, the dean/director is to discuss them with the appropriate individual from the transferring institution.
- The AC will direct the form to the provost for academic content review and signature. If significant changes are to be made, the dean/director is to discuss them with the transferring institution.
- Once the form is approved and signed by the provost, it is to be directed back to the AC. The AC, the dean, the director, or a program faculty member will then contact the transferring institution to obtain the appropriate signature. The transferring institution's signee must have signing authority for the institution.
- The *Articulation Agreement* must contain the signature of the designated signee of both institutions for the agreement to be in place.
- The AC should ensure that a hard copy of the *Articulation Agreement* (signed by both parties) is on file with:
  - The post-secondary institution
  - The Office of the Provost at Dunwoody College of Technology
- An internal copy will be posted by the AC on the Dunwoody Intranet: *departments/academic administration/articulation forms*.
- An external copy will be posted to Dunwoody College of Technology's Articulation Agreements webpage, currently located at <https://dunwoody.edu/about/accountability/articulation-agreements/>.

**Dunwoody College of Technology Articulation Agreement  
for  
Transfer of Credits from Metropolitan Community College Nebraska**

1. This agreement has been entered into by Dunwoody College of Technology and Metropolitan Community College.

**Dunwoody College of Technology**  
818 Dunwoody Boulevard  
Minneapolis, MN 55403

**Metropolitan Community College**  
5300 N. 30<sup>th</sup> St.  
Omaha, NE 68111

This agreement is designed to facilitate credit transfer from a program area at Metropolitan Community College into a program area at Dunwoody College of Technology. Note: Evaluation and transfer of credits must comply with the standards and policies for credit transfers as set forth by all pertinent accrediting bodies.

2. This agreement covers the transfer of credits from Metropolitan Community College to Dunwoody College of Technology in the following areas:

**Block Transfer**

Program area(s) from: Metropolitan Community College Omaha Area Associate in Applied Science – Architectural Design Technician (ARCTO)

Program area(s) transferred into: Dunwoody College of Technology Bachelor in Architecture

Number of credits transferred: 45 semester hours

Credit type: Technical

**Individual Course Transfer**

Individual courses are transferred as listed in the chart below.

Number of credits transferred: 12 semester hours\*

Credit type: Arts and Sciences (General Education)

<b>Transferring Institution General Education Requirements</b>	<b>Course Number</b>	<b>Dunwoody College of Technology General Education Requirements</b>	<b>Credits Awarded</b>
Critical Thinking & Social Cultural Awareness	Elective	Humanities or Social Science	3
Quantitative/Numeracy	Elective	Natural Sciences / Math	3
Communications Elective	Elective	Communications	3
Scientific Inquiry	Elective	General Electives	3

\*If students completed HMRL 1010 as their Professionalism/Life Skills & Information Literacy requirement, an additional 3 credits may transfer upon review of student's transcript.

