



**INSTITUTIONAL ARTICULATION  
AGREEMENT  
BETWEEN  
OTTERBEIN UNIVERSITY  
AND  
SOUTHERN STATE COMMUNITY COLLEGE**



**Otterbein University and Southern State Community College** recognize the need to facilitate the transfer of students from to Otterbein University to pursue and achieve their educational goals.

**Otterbein University (Westerville, OH)**, founded in 1847, is a private, coeducational comprehensive four-year liberal arts institution affiliated with the United Methodist Church. The University serves approximately 3,000 students and offers more than 70 undergraduate majors and 44 minors. Otterbein University is accredited by The Higher Learning Commission; Member-North Central Association (30 N. LaSalle Street - Suite 2400, Chicago, Illinois 60602-2504, (312) 263-0456 or (800) 621-7440).

Southern State Community College, chartered in 1975, offers associate degree programs, certificate programs, bachelor's degree completion through on-site partnership agreements, adult basic literacy courses and workforce training programs. With four campus locations—Fayette Campus in Washington Court House, Central Campus in Hillsboro, South Campus in Fincastle, and North Campus in Wilmington—Southern State provides close-to-home convenience and a supportive community experience. Delivering on its mission to provide an affordable, accessible, high-quality education, Southern State offers flexible scheduling with day, evening, weekend, online and hybrid courses, and a tuition rate that is one of the lowest in the state.

**It is understood by the parties that** Southern State Community College is a state community college created pursuant to O.R.C. Chapter 3358, and is subject to certain applicable federal, state and local laws, including the Ohio Ethics Law, R.C. 102.03 and 102.04, and the Ohio Public Records Act, R.C. 149.43, *et seq.* Any record kept by that is deemed a public record is subject to release if a proper request is made. Both institutions are committed to, and will adhere to, applicable laws, regulations, policies, and guidelines effective after the date of this agreement.

While this Agreement is active and for a period of three years after its completion, the parties agree to maintain auditable records of all charges pertaining to this Agreement and make such records available to the other institution as reasonably required.

This agreement is contingent upon the availability of sufficient appropriated funds and the College Treasurers certification that such funds are available as required pursuant to the O.R.C. 3358.10.

In an effort to ease the transfer process and to promote the closer coordination of academic courses, programs and degrees offered by our institutions, we do hereby enter into the following institutional articulation agreement, in accordance with the guidelines and recommendations of the Ohio Articulation and Transfer Policy (HB 95).

1. Otterbein University and Southern State Community College shall adhere to the Ohio Articulation and Transfer Policy (HB 95).
2. Transfer students shall be subject to the catalog in force at the time of their admission to the receiving institution and to any revisions that occur after its publication and prior to their enrollment. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements (including, but not limited to major, GPA, graduation, and/or residency requirements, policies, procedures, and standards) as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned.

3. Recognizing the system of preparation afforded by the completion of an associate's degree, and in accordance with the Ohio Articulation and Transfer policy, Otterbein University will guarantee admission to the University and afford junior standing to all students who have earned an AA/AS degree from Southern State Community College, provided their grade point average is at least 2.0 for all previous college-level courses.

Students so admitted will be considered for admission to selective programs (majors, minors, or fields of concentration) with the same guidelines that are applied to native Otterbein University students. Students are responsible for understanding and adhering to the selective admission requirements, according to catalog requirements, at Otterbein University.

Students who have not completed their degree, or who have earned a cumulative grade point average below 2.0, or those who have been dismissed previously from another institution will be considered for admission according to the admissions policy and standards of Otterbein University, according to catalog requirements.

4. Under this agreement, students of Southern State Community College will be encouraged to complete their associate's degree before transferring to Otterbein University.

Should a Southern State Community College student transfer to Otterbein University prior to completion of an associate's degree, Southern State Community College shall provide the opportunity for students to subsequently complete the associate's degree in absentia using Otterbein University course credit. In this interest, all course work completed at Otterbein University will be accepted and applied to associate's degree requirements at Southern State Community College consistent with the criteria used for native Southern State Community College students. The same course may also apply toward baccalaureate degree requirements at Otterbein University.

5. Students who have successfully completed an associate's degree at Southern State Community College who matriculate at Otterbein University under the terms of this agreement shall be considered to have completed that portion of the Otterbein University general education requirements approved by Otterbein University Curriculum Committee that are common to both Southern State Community College and Otterbein University.
6. Due to curriculum structures and the variability in student enrollment patterns, Otterbein University cannot guarantee that students who transfer under the provision of this agreement will complete all the requirements to graduate from Otterbein University within two years or by earning an additional 60 semester hours at the Otterbein University.
7. Otterbein University will provide Southern State Community College with course equivalent information regarding Southern State Community College courses and their Otterbein University equivalents. Otterbein University will update the information and provide the most current equivalencies to Southern State Community College for the upcoming academic year, annually no later than July 1.
8. All collegiate-level credit transferred from Southern State Community College shall be accepted toward the student's class standing and shall be articulated to specific Otterbein University courses when possible.
9. Southern State Community College and Otterbein University will work together to maximize the acceptance and application of transfer credit. Program specific articulation agreements supporting this institutional agreement will outline selective admission requirements, course equivalencies, and other information affecting students who enroll in a particular academic program. These supplemental

programmatic articulation arrangements must be consistent with the tenets of this overarching institutional agreement. Students transferring credit outside of programmatic articulation agreements will have the application of transfer credit done on a course-by-course basis by Otterbein University. Ultimately, the acceptance and application of transfer credit is the decision of Otterbein University.

10. Collegiate level courses completed at Southern State Community College with a “C-” or better grade will be accepted for students who transfer with an earned associate’s degree. It should be noted that the student may be required to retake any course in which s/he received a grade of “C-” where there is a higher minimum grade required for all native Otterbein University students pursuing the same academic program. The application of this rule shall be the same for both native Otterbein University students and Southern State Community College transfer students.
11. All collegiate level courses completed at Southern State Community College with a “C-” or better grade, by students who choose to transfer before completing an associate degree, will be accepted toward towards the student’s class standing at Otterbein University. It should be noted that the student may be required to retake any course in which s/he received a grade of “C-” where there is a higher minimum grade required for all native Otterbein University students pursuing the same academic program. These credits will also be considered for application to the student’s degree requirements using the same criteria used for native Otterbein University students.
12. Due to federal regulations, financial aid will be disbursed to a student by only one institution. Financial aid for a Southern State Community College student will end when a student ceases taking classes at Southern State Community College. Transfer students must reapply for financial aid according to the deadlines and policies at Otterbein University.
13. The Southern State Community College will designate an official(s) who will be responsible for all aspects of the articulation program at Southern State Community College.

Contact: Dr. Nicole Roades, Vice President of Academic Affairs  
Southern State Community College  
100 Hobart Dr., Hillsboro, OH 45133  
nroades@sscc.edu or 800-628-7722 (x2622)

Otterbein University will also designate individual(s) responsible for all aspects of this institutional agreement.

Contact: Mark Moffitt, Executive Director of Admission  
Otterbein University  
1 South Grove Street, Westerville, OH 43081  
[mmoffitt@otterbein.edu](mailto:mmoffitt@otterbein.edu) or 614-823-1108

14. Both parties are to communicate the conditions of this institutional articulation agreement, in accordance with federal, state, and local laws, to their respective external and internal constituencies.

Southern State Community College will appropriately include this agreement in any listing of articulation and transfer agreements and will communicate this information through a web portal designed to disseminate transfer information to students, staff, and faculty. Other methods of communication, when appropriate, might include and are not limited to inclusion in the college catalog, program specific materials, and graduate mailings.

Otterbein University will appropriately include this agreement in any listing of articulation and transfer agreements and will communicate this information, and afford the appropriate training, when necessary, to staff and faculty to support the Southern State Community College transfer student.

15. Southern State Community College is hereby granted a limited, non-exclusive, non-transferable license to use the Otterbein University name, trade names, trademarks, and logos during the term of this Agreement **for the sole purpose of promoting this Agreement and Otterbein University programs in accordance with this Agreement.**

Otterbein University is hereby granted a limited, non-exclusive, non-transferable license to use Southern State Community College's name, tradenames, trademarks, and logos during the term of this Agreement **for the sole purpose of marketing to the Southern State Community College student population about this Agreement and Otterbein University's programs in accordance with this Agreement.**

Upon termination of this Agreement, the limited licenses set forth in this section will immediately terminate and each party shall (i) cease all such aforementioned use; and (ii) discard, destroy or delete any printed and electronic materials containing the name, tradename, trademark, or logo of the other party. Neither party shall use the name, tradename, logo, or trademark of the other party in any way that would cause confusion in the public mind as to the relationship between the parties, and, except for the limited license set forth in this section, neither party shall by virtue of this Agreement gain any right, title, or interest in any name, tradename, trademark, or logo of the other party.

16. Neither party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other party. In no event, shall the license or use of the Institution's name, tradename, trademark, or logo be assigned to a parent, affiliate, or successor company formed by the merger or reorganization or similar corporate transaction of Otterbein University with any other company.
17. This Institutional Articulation Agreement is a renewal of a previous agreement and is valid through **June 30, 2021**. This Agreement will be renewed every two years, in accordance with the State of Ohio's biennial, unless either party gives the other a minimum of thirty (30) days prior written notice of non-renewal. Should the precepts of this agreement, in the interim, come in conflict with established policy at either institution, the established policy will take precedent and the agreement will be reviewed for possible modification. In either event, care will be taken to insure that agreement modifications will not adversely affect students already enrolled and covered under the provision of the existing agreement.
18. Otterbein University and Southern State Community College each reserve the right to terminate this agreement provided that at least one year's notice of a process terminated date is give.

**This agreement is effective as of July 1, 2019:**

**Otterbein University:**

**Southern State Community College:**

\_\_\_\_\_  
John Comerford, President

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Dr. Nicole Roades

\_\_\_\_\_  
Date

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Date