



**MEMORANDUM OF UNDERSTANDING  
TRANSFER ARTICULATION**

**SOUTHEAST ARKANSAS COLLEGE  
AND  
ARKANSAS STATE UNIVERSITY-JONESBORO**

**Associate of Arts**

**and**

**Bachelor of Science in Education in Business Technology**

This Memorandum of Understanding ("Agreement"), entered into on 28 of June, 2018, ("Effective Date") by and between Arkansas State University-Jonesboro (hereinafter, "ASUJ"), located at 2105 Aggie Road, Jonesboro, Arkansas 72401, and Southeast Arkansas College (hereinafter "SEARK"), located at 1900 Hazel Street, Pine Bluff, Arkansas 71603.

**PURPOSE**

The purpose of this Agreement is to facilitate the transfer and degree completion of students earning the Associate of Arts at SEARK to the Bachelor of Science in Education in Business Technology. Through collaborative efforts, ASUJ and SEARK will provide clarity regarding the degree requirements herein, and afford students the opportunity to earn a high-quality degree from both institutions in the most efficient manner possible.

**AGREEMENT**

It is agreed that any student who has earned the Associate of Arts at SEARK will be admitted to the Bachelor of Science in Education in Business Technology at ASUJ with full junior classification, subject to the provisions listed below.

## **ADMISSION REQUIREMENTS**

- A. The student must complete the requirements necessary for general admission to ASUJ as well as specific admission to the ASUJ Bachelor of Science in Education in Business Technology program.
- B. The student will have earned the Associate of Arts at SEARK.
- C. Degree program admission requirements for students who transfer pursuant to this Agreement will be determined in the same manner as if their initial enrollment had been at ASUJ.

## **TRANSFER OF CREDITS**

- A. Course requirements for this Agreement are displayed on the following attachments (see Appendix A).
- B. A transfer student who has not completed all of the courses specified within the Associate of Arts degree plan at SEARK, before entering ASUJ, must work with an academic advisor to ensure timely completion of degree program requirements.
- C. Current and updated copies of catalogs/curricular requirements for the ASUJ Bachelor of Science in Education in Business Technology program will be available to SEARK online.
- D. Remedial course grades will not be computed in the cumulative GPA for purposes of admission to ASUJ.
- E. Calculation of overall GPA for purposes of graduation and awarding of honors is left to the discretion of ASUJ.

## **IMPLEMENTATION AND REVIEW**

- A. The Chief Academic Officers at each institution will implement the terms of this Agreement, including incorporation of any mutually agreed upon changes into subsequent revisions of this Agreement, assuring compliance with system policy, procedure and guidelines.
- B. This Agreement will be reviewed on an annual basis. Both ASUJ and SEARK agree to notify one another in a timely manner of any curriculum changes that would significantly impact the nature of this Agreement.
- C. ASUJ and SEARK will work together cooperatively, in the best interest of affected students, to resolve any issues related to the transfer of courses should changes to either degree program occur while the Agreement is in effect.
- D. Students will be subject to the terms and conditions of this Agreement in accordance with their academic year of entry at SEARK. A student may opt for a subsequent revision of this Agreement, but must meet all of the requirements specified therein.
- E. ASUJ and SEARK will make every effort to inform students of this Agreement. This may include, but is not limited to, inclusion within each institution's website, published catalog, recruitment publications, media announcements, social media engagement, and in-person information sessions.

**MISCELLANEOUS**

- A. This Agreement is effective upon execution and shall remain in effect even if persons, positions, and/or titles change.
- B. This Agreement may be terminated by either party with at least 90 calendar days written notice.
- C. In the event that the Agreement is terminated, no new students will be admitted to the program; however, all students who have already been admitted to ASUJ, in accordance with the terms of this Agreement, will be allowed to complete their approved course of study under the terms contained therein.
- D. This agreement shall become effective at the time that the Arkansas Department of Higher Education has been notified and approval has been granted.



Lynita M. Cooksey, Ph.D.  
Provost and Vice Chancellor for Academic  
Affairs and Research  
Arkansas State University-Jonesboro

7-10-18

Date



Kaleybra M. Morehead, Ed.D  
Vice President for Academic Affairs  
Southeast Arkansas College

June 28, 2018

Date

## Appendix A:

### Course equivalencies between Southeast Arkansas College and Arkansas State University – Jonesboro

#### SEARK Courses

##### English Composition

ENGL 1313 English Composition I  
ENGL 1323 English Composition II  
SPEE 2393 Oral Communication for Public Address

##### Mathematics

MATH 1333 College Algebra

##### Life Science

BIOL 1464 Principles of Biology OR  
BIOL 2454 Human Anatomy and Physiology I  
BIOL 2474 Microbiology

##### Physical Science

PHYS 1404 Physical Science OR  
PHYS 2414 General Physics I OR  
CHEM 1434 General Chemistry I

##### U.S. History/Government

HIST 2313 U.S. History to 1877 OR  
HIST 2323 U.S. History since 1877 OR  
POLI 2313 American Government

##### Social Science

ECON 2313 Principles of Economics I\*  
ECON 2323 Principles of Economics II\*

##### World Literature

ENGL 2363 World Literature I OR  
ENGL 2373 World Literature II OR  
PHIL 2313 History of Philosophy

##### Humanities

MUSI 2333 Music History and Appreciation OR  
ART 2343 Art History and Appreciation

##### Institutional Requirements

COMP 1123 Introduction to Computers  
EDUC 1313 Strategies for College Success  
ACCO 2313 Accounting I\*\*

#### ASUJ Courses

ENG 1003 Composition I  
ENG 1013 Composition II  
COMS 1203 Oral Communication

MATH 1023 College Algebra

BIOL 1003/1001 Biological Science/Lab  
BIO 2203/2201 Human Anatomy and Physiology I/Lab  
BIO 2103/2101 Microbiology for Nursing and Allied Health/Lab

PHSC 1203/1201 Physical Science/Lab  
PHYS 2054 General Physics I  
CHEM 1013/1011 General Chemistry I/Lab

HIST 2763 The United States to 1876  
HIST 2773 The United States Since 1876  
POSC 2103 Intro to US Government

ECON 2313 Principles of Macroeconomics  
ECON 2323 Principles of Microeconomics

ENG 2003 World Literature to 1660  
ENG 2013 World Literature Since 1660  
PHIL 1103 Intro to Philosophy

MUS 2503 Fine Arts Music  
ART 2503 Fine Arts Visual

CS 1013 Introduction to Computers  
UC 1013 Making Connections  
ACCT 2033 Introduction to Financial Accounting

**SEARK Courses**  
**Directed Electives**  
16 hours of General Education courses

**ASUJ Courses**  
**Transfer Credit Electives**

**\*Students must choose these Social Science Courses**

**\*\*Students will choose this as an Advisor Approved Elective.**

## ASU- JONESBORO COURSES

The following are courses that SEARK students must take to complete ASUJ's Bachelor of Science in Education in Business Technology

### **Business Core Requirements (33 hours)**

MATH 2143 Business Calculus  
ACCT 2133 Introduction to Managerial Accounting  
STAT 3233 Applied Statistics I  
BCOM 2563 Business Communications  
LAW 2023 Legal Environment of Business  
CIT 3013 Management Information Systems  
CIT 3523 Operations Management  
FIN 3713 Business Finance  
MGMT 3123 Principles of Management  
MGMT 4813 Strategic Management  
MKTG 3013 Marketing

### **Major Requirements (12 hours)\***

GCOM 3673 Desk Publishing and Publication Design  
CIT 3533 Microcomputer Applications II  
CIT 4453 Global E-Commerce  
MKTG 4073 Social Media Marketing

### **Professional Education Requirements (32 hours)\***

PSY 3703 Educational Psychology  
SCED 2513 Introduction to Secondary Teaching  
*The following courses require admission to the Teacher Education Program:*  
EDBU 4533 Methods and Materials in Teaching Business Technology  
ELSE 3643 The Exceptional Student in the Regular Classroom  
SCED 3515 Performance Based Instructional Design  
SCED 4713 Educational Measurement with Computer Applications  
TIBU 4826 Business Teaching Internship in the Secondary School

\*Due to rotation all courses may not be available every term