

June 23, 2008

John R. Conners, Ph.D.
Dean of Academic Affairs
Tompkins Cortland Community College
170 North Street
Dryden, New York 13053

Dear Dr. Conners:

I am writing in support of the proposed new program in Outdoor Recreation at Tompkins Cortland Community College and the potential of developing and articulation agreement between our institutions.

In reviewing the proposed new program in Outdoor Recreation, any student who achieves the Associate's Degree with an acceptable grade point average will have no difficulty in completing the B.S. at our institution within two additional years of study. Students would enter junior status at Lock Haven University of Pennsylvania and any subsequent articulation agreement would reflect the equivalent courses for timely completion of the baccalaureate degree.

In advance I want to thank you for your desire to be part of what could be a great collaborative relationship between our institutions. If you have any questions or require more information, please do not hesitate to contact me.

Sincerely,

Roger Johnson
Interim Provost and Vice President
for Academic Affairs

**GUARANTEED ARTICULATION AGREEMENT
BETWEEN
LOCK HAVEN UNIVERSITY OF PENNSYLVANIA
AND
TOMPKINS CORTLAND COMMUNITY COLLEGE**

WITNESSETH

WHEREAS Tompkins Cortland Community College (hereafter “Tompkins Cortland”) offers an Associate Degree in Arts with Outdoor Recreation; and

WHEREAS Lock Haven University of Pennsylvania (hereafter “Lock Haven”) offers a Bachelor of Science Degree in Recreation Management – Outdoor Track; and

WHEREAS, both Institutions desire to facilitate the transfer of students from an Associate Degree in Arts with Outdoor Recreation at Tompkins Cortland to the subsequent Bachelor of Science Degree in Recreation Management – Outdoor Track at Lock Haven; and

WHEREAS, subject to the terms of this Agreement, the student who has earned the Associate Degree in Arts at Tompkins Cortland shall be guaranteed admission with advanced standing at the junior level to Lock Haven.

NOW THEREFORE, Tompkins Cortland and Lock Haven officially confirm the following terms of this Agreement:

1. Letter of Intent. While enrolled at Tompkins Cortland, an interested student may sign a letter of intent to transfer to Lock Haven at the time the Associate Degree in Arts is completed. Said letter is attached as Exhibit “A.”

- Students interested in entering Lock Haven through this agreement are strongly encouraged to contact the Office of Admissions during the first or second year of study at Tompkins Cortland.

2. Reservation of Student Placement. The Office of Admissions at Lock Haven reserves a place for the student as a junior year transfer student upon receipt of the student’s letter of intent.

3. Admission of Transfer Student. One year prior to matriculation at Lock Haven, the student confirms the intent to enroll by completing the transfer admissions application. While admission to Lock Haven is competitive, students satisfying the following requirements will ordinarily be accepted:

- Completion of Tompkins Cortland Community College A.S. degree in Outdoor Recreation.

- Completion of all coursework for the associate degree from Tompkins Cortland Community College with a Cumulative Grade Point Average (GPA) of 2.75 or higher.
- Completion of all coursework related to the major with a GPA of 2.75 or higher.
- A favorable recommendation from a Tompkins Cortland Community College faculty member.

Complete applications include: official student academic transcript(s) (see Item 5), faculty letter of recommendation, and essay.

4. Acceptance into Bachelor of Science Program. Lock Haven will acknowledge the student's intent to enroll and the student must submit appropriate advanced deposits that will be credited towards the first semester fees.

5. Student Academic Transcript. The student must forward an official student academic transcript verifying receipt of the Associate Degree in Science with Outdoor Recreation prior to registering at Lock Haven. Costs associated with the transcript will be paid by the student.

6. Academic Policies and Requirements. The student while enrolled either at Tompkins Cortland or Lock Haven shall comply with each school's academic policies and requirements. However, the specific academic policies and degree requirements in effect for the Bachelor of Science degree as awarded by Lock Haven will be as such exists at the time of the student's enrollment into the program.

7. Discipline Policies. The student, while enrolled either at Tompkins Cortland or Lock Haven, shall comply with each school's discipline policies and requirements. However, the specific discipline policies/degree requirements in effect for the Bachelor of Science degree as awarded by Lock Haven will be as such exists at the time of the student's enrollment into the program.

8. Transfer Credits. Lock Haven accepts 58-64 credits from Tompkins Cortland which include 33 credits in general education and 20-23 credits for professional courses (See Appendix A, prefix REC/HPE).

9. Credits for Bachelor of Science Degree. A minimum of 60 additional credits using Lock Haven's Bachelor of Science Degree in Recreation Management – Outdoor Track curriculum as a guide (APPENDIX B), must be completed to be awarded the Bachelor of Science degree. A minimum of 120 credits must be completed and University residency requirements must be observed, after which Lock Haven will award the Bachelor of Science degree and will be responsible for insuring the academic standards necessary for the awarding of the degree. In addition:

- Course credit will not be accepted in transfer for Tompkins Cortland courses in excess of the credits attached to the equivalent Lock Haven courses, except as general elective credit where indicated.
- Grades less than C will not be accepted for transfer to Lock Haven.

10. University Representatives/Monitors. Representatives from both institutions will be appointed to evaluate the Agreement in operation.

11. Term of Agreement. The term of this Agreement shall be five (5) years from the date of execution. This Agreement may not exceed a period of five (5) years.

12. School Calendar. Lock Haven's calendar will control as to pertinent dates for registration, exams, semesters, and school breaks.

13. Termination of Articulation Agreement. Either institution may terminate this Agreement for any reason with ninety (90) days notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the institution terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.

14. Relationship of Parties. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.

15. Nondiscrimination. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.

16. Interpretation of the Agreement. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

17. Modification of Agreement. This Agreement shall only be modified in writing with the same formality as the original Agreement.

18. Liability. Neither of the parties shall assume any liabilities to each other. As to liability to each other, death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims, or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth, or the State System of Higher Education, or the University.

19. Entire Agreement. This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regard to this relationship.

20. This Agreement is not a legally binding contract and is not enforceable in a court or

in the Pennsylvania Board of Claims. In the event of a dispute between the parties, advice and direction will be offered by the Office of the Chancellor of the Pennsylvania State System of Higher Education.

21. Faculty, staff, and administration of both institutions are encouraged to visit the other campus. Lock Haven will supply Tompkins Cortland Community College with promotional and informational literature, which will be used to assist students, faculty, and staff.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date indicated.

For Lock Haven University of Pennsylvania For Tompkins Cortland Community College

President, or authorized designee

President, or authorized designee

Provost and/or Vice President
for Academic Affairs

Provost and/or Vice President for
Academic Affairs

Date

Date

EXHIBIT A

LETTER OF INTENT

TO ENTER

LOCK HAVEN UNIVERSITY OF PENNSYLVANIA

I plan to enroll at Lock Haven University of Pennsylvania upon completion of the Associate Degree in Science – Outdoor Recreation of Tompkins Cortland Community College. I understand that my signature on this letter and meeting the specified requirements entitles me to assured admission to Lock Haven University of Pennsylvania and advanced standing credit for courses of study to be completed at Lock Haven University of Pennsylvania. I am familiar with the terms of the Agreement between Lock Haven University of Pennsylvania and Tompkins Cortland Community College for advanced admission of students and wish to participate in this program.

Student's Name _____

Student's Signature _____ Date _____

Address _____

Telephone _____ Email _____

Curriculum of area of interest in which I wish to enter:

Bachelor of Science Degree in Recreation Management – Outdoor Track

APPENDIX A

SUNY TRANSFER COURSE EQUIVALENCY TABLE

Proposals for programs leading to the Associate in Arts or the Associate in Science degree must include documentation that program graduates will be able to transfer into at least two registered baccalaureate programs and complete them within two additional years of full-time study. Letters from the chief academic officers of two baccalaureate institutions attesting to the articulation of the proposed A.A. or A.S. must be included with the program proposal. **These letters must assert acceptance of the completed SUNY Transfer Course Equivalency Table.**

For at least two baccalaureate programs with which the A.A. or A.S. is meant to articulate, fill in a separate Transfer Course Equivalency Table, which appears on the following page. Each associate degree course should appear on the same row as the baccalaureate program course with which it is deemed to be equivalent. Table cells are to be filled in according to the key below:

“Course #”—Indicate the departmental identifier and course number (e.g. PHI 101).

“Course Title”—Indicate the title of the course (e.g., Introduction to Philosophy).

“Credits”—Indicate the number of credit hours granted for completing that course.

“Equivalency”—Indicate whether the course will count toward *General Education*, the *Major*, or *Graduation* (i.e., *Graduation-only*) requirements at the baccalaureate campus. (*General Education* may include but is not limited to the SUNY-GER.) If a given associate degree course will not be credited at all toward graduation by the baccalaureate institution, enter *None* in this cell.

SUNY TRANSFER COURSE EQUIVALENCY TABLE

[Tompkins Cortland Community College] [Associate in Science – Outdoor Recreation] [Insert Institutional Transfer Contact Information (name/title/email) Here]			[Lock Haven University] [Bachelor of Science Recreation Management – Outdoor Track] [Insert Institutional Transfer Contact Information (name/title/email) Here]			
Course #	Course Title	Credits	Course #	Course Title	Credits	Equivalency
BIOL or ARTS	Restricted Liberal Arts Elective (Select from courses that satisfy the SUNY GE Natural Sciences or The Arts requirements)	3-4	ARTXXX Or Science	Art General Education Science Elective	3	GE
BIOL 115	Field Natural History (Lab Science)	3	BIOL108	Field Natural History	3	GE
CAPS 105, 113, 141, 145, 152 or OFFC 110	Restricted Computer Technology Elective (select one of the following: CAPS 105 or CAPS 113 or CAPS 141 or CAPS 145 or CAPS 152 or OFFC 110)	1-4	CISC 150	Intro to Computers	3	GE
CAPS 121, 123, 131, or 133	Restricted Computer Technology Elective (select one of the following: CAPS 121 or CAPS 123 or CAPS 131 or CAPS 133)	1	As Above	As Above		
ENGL 101	Academic Writing I	4	ENGL100	Composition	3	GE
ENGL 102	Approaches to Literature	3	ENGL110	Introduction to Literature	3	GE
ENGL 201	Fundamentals of Speech	3	SPCH102	Fundamentals of Public Speaking	3	GE
FITN 216	Lifeguard Training	2	HPED 225	Swimming/Lifeguard training	1-2?	MAJOR
	Foreign Language Elective	3-4		Foreign Language Elective	3	
HLTH 126	Health and Fitness or HLTH 206 Personal Health	1-3				
HSTY 101, 102, 201, 202, 225	Restricted History Elective (select one of the following HSTY 101 or HSTY 102 or HSTY 201 or HSTY 202 or HSTY 225*) (For LHUP, World History only)	3	HISTXXX	History General Education (World History Only)	3	GE
MATH 132, 135, 200, or 201	MATH Elective (MATH 132 or MATH 135 or MATH 200 or MATH 201 recommended)	3	MATHXXX	Mathematics General Education	3	GE
PSYC 103	Introduction to Psychology	3	PSYC100	Introduction to Psychological Science	3	GE
	Liberal Arts Elective	3	XXXX	Liberal Arts Elective	3	GE
RECR 110	Introduction to Recreation	3	RECR110	Introduction To Recreation and Leisure	3	MAJOR
RECR 120	Leadership in Recreation	3	RECR 244	Recreation Leadership and Supervision	3	MAJOR
RECR 150	Play Across Cultures	3	XXXXX	General Elective	3	
RECR 210	Diversity and Inclusion in Recreation	3	RECR275	Recreation Services for People with Disabilities	3	MAJOR
RECR 220	Programming for Recreation and Leisure	3	RECR315	Program Planning and Design	3	MAJOR
RECR 260	Outdoor Education and Camp Counseling	3	RECR325	Camp Counseling and Administration	3	MAJOR
RECR 274	Outdoor Recreation Pursuits and Practices	3	XXXXX	Elective	3	Major Elective
	RECR/FITN Elective (Outdoor Elective) (1 credit each, 3 credits total)	3	RECR202	Outdoor Recreation Activities	1-3	MAJOR
SOCI 101	Introduction to Sociology	3	SOC1101	Introduction to Sociology	3	GE
Total Credits		61-69	Total Credits Transferred		58-64	
			Remaining Credits Needed for Graduation after Transfer		60	

Addition to articulation agreement:

A student transferring from Tompkins Cortland Community College (TCCC) to Lock Haven University (LHU) must:

- 1) take RECR105, Leisure, Wellness, Personal Lifestyle at LHU to satisfy the General Education Wellness requirement. Note: This course is offered as a Web-based course in the summer.
- 2) HSTY111 will transfer to LHU as HIST102 World History 2 which will meet LHU's General Education requirement.
- 3) take three (3) credits of Recreation/Fitness Outdoor activity courses at TCCC to satisfy RECR202, Outdoor Activities and Leadership at LHU.

APPENDIX B
ARTICULATION AGREEMENT BETWEEN LOCK HAVEN UNIVERSITY
AND TOMPKINS CORTLAND COMMUNITY COLLEGE

ADVISING PLAN for B.S. in Recreation Management (Outdoor Track Specific)

Tompkins Cortland Community College

First Semester

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs.</u>
ENGL101	Academic Writing II	4
CAPS110	Intro. to Sociology	3
RECR110	Intro to Recreation	3
HLTH126	Health and Fitness/Personal Health	1-3
PSYC103	Intro to Psychology	3
LSRE	Electives	<u>1-3</u>
	Total	16

Second Semester

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs.</u>
MATH	Math General Education	3
ENGL102	Approaches to Literature	3
HIST	History General Education	3
RECR120	Leadership in Recreation	3
RECR210	Diversity and Inclusion in Recreation	3
LSRE	Electives	<u>1-3</u>
	Total	16

Lock Haven University

First Semester

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs.</u>
ENGL100	Composition	3
SOCI101	Intro to Sociology	3
RECR110	Intro to Recreation/Leisure	3
RECR105	Leisure/Wellness/Personal Lifestyle	3
	Elective	3
	Elective	<u>1-3</u>
	Total	16

Second Semester

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs.</u>
MATH	Math General Education	3
ENGL110	Dimensions of Literature	3
HIST	World History I or II	3
RECR244	Recreation Ldhsp. And Supervision	3
RECR275	Rec. Service for People w/Disabilities	<u>3</u>
	Total	15

ADVISING PLAN for B.S. in Recreation Management (Outdoor Track Specific)
(Continued)

Tompkins Cortland Community College

Lock Haven University

Third Semester

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs.</u>
BIOL115	Field Natural History (Lab Sci)	3
ENGL201	Fundamental of Speech	3
LSRE	General Education Elective –Arts	3
RECR220	Programming for Recreation/Leisure	3
PSYC	Psychology Elective	3
LSRE	Electives	<u>1-3</u>
	Total	16

Third Semester

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs.</u>
BIOL108	Field Natural History	3
SPCH102	Fundamentals of Public Speaking	3
	ART/Music/Theatre Gen Ed	3
RECR315	Program Planning and Design	3
PSYC	Psychology Elective	<u>3</u>
	Total	15

Fourth Semester

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs.</u>
RECR260	Outdoor Educ. and Camp Counseling.	3
RECR274	Outdoor Rec. Pursuits and Practices	3
RECR	Activity Electives	2
FITN216	Lifeguard Training	2
	Foreign Language Elective	3-4
	Computer Technology Elective	<u>2-4</u>
	Total	16

Fourth Semester

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs.</u>
RECR325	Camp Counseling	3
RECR355	Outdoor Recreation	3
RECR202	Outdoor Recreation Activities	3
HPED 225	Lifeguard Training	1
	Elective	3
CISC150	Intro to Computers	<u>3</u>
	Total	14

**ADVISING PLAN for B.S. in Recreation Management (Outdoor Track Specific)
(Continued)**

Lock Haven University

Fifth Semester

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs.</u>
PHIL101	Problems in Philosophy	3
	Art/Music/Theatre	3
	Lab Science General Education	3
RECR203	Team Building/Challenge Course	3
RECR356	Outdoor Education	<u>3</u>
	Total	15

Seventh Semester

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hrs.</u>
RECR410	Current Issues in Recreation	3
RECR415	Organization and Mgt of Recreation	3
RECR420	Recreation resource Management	3
RECR430	Assessment, Evaluation & Research	3
	Support Course	<u>3</u>
	Total	15

Sixth Semester

RECR330	Marketing Recreational Services	3
	Economics/Political Science	3
RECR320	Interpreting the Environment	3
	Area Studies – Lab Science	3
	* Support Course	<u>3</u>
	Total	15

Eighth Semester

RECR425	Professional Field Experience	12
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Summer

RECR210	Field Participation	3
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* Support Courses are to be approved by student's academic advisor and Outdoor track coordinator based on student's career goals. (7 credits total)