



16296



## Information Technology & Administrative Management Master of Science Degree

### Articulation Agreement Between Central Washington University & Bellevue College

This Articulation Agreement (the “Agreement”) is entered into by and between Bellevue College (hereafter referred to as “**BC**”) and Central Washington University (hereafter referred to as “**CWU**”), each individually a “Party” and collectively the “Parties”. This Agreement shall have an effective date (“Effective Date”) as of the last signature received.

The Parties wish to collaborate in order to facilitate degree completion of students earning BAS degrees at **BC** to the Information Technology and Administrative Management Master of Science Degree (“MS-ITAM”) at **CWU**. This Agreement will increase flexibility and educational opportunities for students, aid in a transition from one program to another, and uplift enrollment for **BC** and **CWU**. The Parties enter into this Agreement in the spirit of cooperation and mutually recognize each other as quality, postsecondary institutions.

NOW, THEREFORE, the Parties agree as follows:

- 1. Admission to CWU.** It is agreed that those students who receive a BAS degree at **BC** and meet all of the criteria listed below will be accepted, contingent upon completing program requirements at **CWU** into the MS ITAM program. Final admission to **CWU** will also be dependent on the **BC** student’s timely submission of all required application materials, including proof of completed program prerequisites.
- 2. Participant Criteria.** The criteria that shall be met by students seeking to participate in the Agreement are as follows:
  - Students must meet all BAS program requirements at **BC** prior to beginning their MS ITAM program at **CWU**.

- All students must fill out the suitable CWU application by the institution's prescribed deadline to be reviewed for admission into CWU.
- Students who elect to pursue a different master's degree program at CWU will be subject to re-evaluation of transferrable credits and will forfeit any credits not transferrable to **CWU** outside of this Agreement per standard policies on credit transfer.

**3. CWU's Obligations.** CWU agrees to use reasonable efforts to:

- Make promotional materials and information available regarding the BAS degree partnership at **BC**, including flyers, invitations to campus events, application information, and advising contact information.

**4. BC's Obligations.** BC agrees to use reasonable efforts to:

- Make promotional materials and information available to its students regarding the **CWU** MS-ITAM program, including flyers, invitations to campus events, early admissions plan letter, application information, and advising contact information.
- Provide opportunities for a representative from **CWU** to interact with potential students.

**5. The Parties' Joint Obligations.** CWU and **BC** agree to use reasonable efforts to:

- Encourage and maintain a high degree of cooperation between their staff members in the implementation of the terms and provisions of this Agreement. This may include the exchange data and documents in compliance with all FERPA and other privacy guidelines that will contribute to the maintenance and improvement of this Agreement and promote effective cooperation between the two institutions.
- Communicate the conditions of this Agreement to their respective stakeholders - external and internal.
- Provide links on their institutional websites indicating the existence of this Agreement.
- Undertake a three (3) year evaluation of the partnership supported by this Agreement and use the findings to improve the transfer process for students.
- Maintain their respective individual accreditation with the understanding that this Agreement shall be binding only so long as accreditation is maintained by both Parties. It is agreed upon and understood that each party has the right and responsibility to make changes to its curricula and enrollment standards to maintain its academic integrity and meet accreditation standards. Such changes, if any, will be communicated in writing between respective administrators as they occur.
- Grant the right to use each other's names, marks, logos in print and media advertising for the purpose of marketing the program described herein. All materials must be approved by the respective communications and/or marketing offices at the partner institution prior to the publishing and distribution by **BC** and/or **CWU** which specifically references this Agreement or makes any general representation of each other's institution.

**6. Review & Termination.** The term of this Agreement shall be for **three (3) years**, beginning on the "Effective Date". The Parties agree to review this Agreement and the program once

during this period at a time mutually convenient for the Parties, but aiming for during the 2<sup>nd</sup> year of this Agreement's term. Notification of revisions to **BC's** current and anticipated course offerings will also be sent to the other college during the above review period. A Letter of Review will be sent between 30 and 60 days prior to contract expiration to ensure both parties can continue to fulfill the terms of this Agreement or if contract revisions may be required. This Agreement can be terminated by either party by giving written notice to the other party's designated representative at least 60 days prior to the commencement of a new academic quarter.

**7. Notices.** All notices concerning this Agreement and understanding shall be in writing, and will be considered to have been given at the time of receipt of notice by the other Party.

1. Notices to **CWU**:

**Michelle DenBeste**

Provost, Central Washington University

**Kurt Kirstein**

Associate Dean/ITAM Department Chair

CEPS, Central Washington University

2. Notices to **BC**:

**Rebecca Cory**

Dean of Curriculum & Assessment Academic Affairs

Bellevue College

**Andrew Kapoi**

Contracts and Procurement Manager, Administrative Services

Bellevue College

**8. Indemnification and Insurance.** Each Party to this Agreement shall be responsible for its own acts or omissions and for those of its directors or trustees, officers, employees, or agents in the performance of their duties under this Agreement. Neither party shall be responsible to the other party for the acts or omissions of persons or entities not a party to this Agreement. The Parties agree to provide each other proof of insurance upon request.

**9. Independence of the Parties.** The Parties are independent contractors. Nothing contained in this Agreement will constitute either Party the agent, partner, or legal representative of the other Party for any purpose, or constitute the Parties as partners. Neither Party has any right, power, or authority to create any obligation or responsibility on behalf of the other.

The Parties have signed below to indicate their acceptance of the terms of this AGREEMENT.

**Signatures:**

DS  
UH  
8/17/2023

DocuSigned by:  
*Michelle DenBeste*  
BDBB762158E6467...  
**Signature**  
**Michelle DenBeste, Provost**  
**Central Washington University**  
8/24/2023  
**Date**

DS  
UH  
8/17/2023

DocuSigned by:  
*Dr. Kurt Kirstein*  
12750C9CDB6A4C3...  
**Signature**  
**Kurt Kirstein, Associate Dean**  
**Central Washington University**  
8/17/2023  
**Date**

DS  
UH  
8/17/2023

Reviewed by: Elizabeth Henry, Program Manager, ITAM

DS  
EH  
8/17/2023

*Robert Viens*  
Aug 15, 2023  
**Robert Viens, Associate Vice President of Academic Affairs**  
**Bellevue College**  
**Date**

*William Tribble*  
Aug 15, 2023  
**Signature**  
**William Tribble, Interim Vice President of Administrative Services**  
**Bellevue College**  
**Date**