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**TO:** Florida College System Council of Instructional Affairs

**FROM:** Mike Sfiropoulos, Director of Academic Affairs, Division of Florida Colleges

**DATE:** October 29, 2021

**SUBJECT:** Herzing University – Letter of Interest

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The Division of Florida Colleges has received a Letter of Interest (LOI) from Herzing University to establish articulation agreements with Florida College System (FCS) institutions. Per Florida Department of Education policy, the Office of Articulation will post the LOI on its website (<http://www.fldoe.org/policy/articulation/articulation-agreements.stml>) for viewing by each institution. A copy of the LOI is also included with this memo.

Individual FCS institutions may enter into individual articulation agreements with Herzing University at their discretion. The contact information for Herzing University is Thomas Perin Sr., ([tperin@herzing.edu](mailto:tperin@herzing.edu) or (866) 508-0748 ext. 01284.

Please feel free to contact the Office of Articulation at [Articulation@fldoe.org](mailto:Articulation@fldoe.org) or (850) 245-0427 or me at [Mike.Sfiropoulos@fldoe.org](mailto:Mike.Sfiropoulos@fldoe.org) or (850) 245-9523 if you have any questions or concerns.

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Attachment

Cc: Carrie Henderson, Ph.D., Executive Vice Chancellor, Division of Florida Colleges  
Katie Grissom, Deputy Director of Academic Affairs, Division of Florida Colleges  
Elizabeth Moya, Assistant Vice Chancellor, Articulation & Career Education Policy

To: The Office of Articulation  
701 Turlington Building  
Florida Department of Education  
325 West Gaines Street  
Tallahassee, FL 32399

10/28/2021

### **Letter of Interest**

This document is intended to serve as our letter of interest for establishing an articulation agreement with the Florida colleges that are within and part of the Florida College System.

My name is Tom Perin. I am the Associate Vice President of Educational Partnerships with Herzing University. Herzing University is a private nonprofit University that has been in existence since 1965. Herzing University has approximately 72% of its enrollment in nursing and healthcare. We are particularly interested in partnerships in those areas - please see attachments.

Herzing University is about to open its second campus in Florida located in Tampa. Our first Florida campus is in Orlando. Herzing University, with headquarters in Wisconsin, now has 10 campuses in 7 states, plus a strong online school. Herzing has 54 community and technical college partners which includes two statewide agreements in both Louisiana and Wisconsin with more soon to come.

Herzing University has been awarded 9 years running including 2021- as having one of the best online Bachelor degree Programs by U.S. News & World Report. Herzing University is career focused and has awarded over \$10 million in scholarships and grants to students over the last two years. Herzing University has also been awarded by U.S. News & World Report as one of the best veteran friendly universities. Herzing University is also a military friendly University as awarded by the government.

Herzing University is very interested in serving the students in Florida and establishing relationships with two-year state colleges, offering an opportunity for the students to advance to a bachelor degree program after graduating from Florida College System institutions with a two-year degree. We then additionally try to map over more classes at the two-year college to get students up to 90 transfer hours leaving approximately 30 hours to complete with us online.

Please find attached a draft copy of the articulation agreement that we use. This can be modified and or we are happy to utilize the already existing forms that Florida College System institutions have.

Thomas Perin – Associate Vice President -Community Partnerships  
Herzing University  
W140 N8917 Lilly Rd. Menomonee Falls, WI 53051  
[tperin@herzing.edu](mailto:tperin@herzing.edu), 419-309-0794



## Degree Up Academic Articulation Agreement

### Introduction

This agreement is an academic articulation agreement between **Herzing University** (the “Receiving Institution”) and [ College Name ], (the “Sending Institution”), which allows students who have successfully completed an **Associates Degree** at the Sending Institution to seamlessly enroll into a Herzing University Bachelor of Science degree program. **(see list of Herzing degrees in appendix A)**. The agreement also provides the opportunity for associate degree graduates of the Sending Institution enrolled in a Bachelor of Science degree program at Herzing University to complete certain additional courses at the Sending Institution for transfer credit toward the Bachelor of Science Degree program at Herzing University. This agreement facilitates the process for transfer of credit from the Sending Institution to the Receiving Institution to minimize or avoid loss of credit previously earned by a student who transfers to another institution. This agreement further acknowledges that each institution has established, and will maintain, rigorous standards and expectations for all students enrolled in and working toward the completion of its courses, programs, certificates, diplomas and/or degrees.

This agreement formally recognizes that, as educational institutions, the Sending Institution and the Receiving Institution agree to preserve integrity and to further enhance the quality of their respective institution’s academic offerings to currently enrolled and prospective students. The development of this Agreement between the two institutions signifies that each has extensively reviewed the other and confirmed that:

- Each institution is currently in good standing with its state regulatory body and institutional accreditor; and
- Credits awarded by the institutions have been evaluated and been determined to be eligible for transfer;

This agreement reflects a commitment by both institutions to facilitate the transfer of credits into a baccalaureate degree program in alignment with the intended mission and stated goals of both institutions.

Note: Program requirements, university policies, or standards, etc. may be articulated in this agreement, but may be updated after this agreement is signed. Herzing University reserves the right to change policies and program requirements and operates using the most current information, which can be accessed online in the undergraduate catalog. The Herzing University undergraduate catalog can be found at the following link:

<http://catalog.herzing.edu/index.php>

## Mission of Herzing University

It is the mission of Herzing University to educate, support and empower all students for success in work, learning and empowerment in our community and global society.

## Agreement Terms

As a result of an assessment of the transfer programs and destination baccalaureate programs by both institutions, it has been determined that credit earned in the associate degree program of the Sending Institution will transfer to the Receiving Institution subject to the following conditions:

- The application fee shall be waived for all transfer students who have earned an associate degree.
- The completion of additional general education and lower division courses may be needed to fulfill Herzing University's program requirements.
- Students from the Sending Institution will be granted admission to a baccalaureate degree program at Herzing University (Receiving Institution) upon completion of an associate degree with a cumulative grade point average of 2.0 or greater and upon further satisfaction of all other conditions for admission as stated in the Receiving Institution's Undergraduate Catalog.
- Regardless of the number of transfer credits accepted, at least 25% of the credits required for the baccalaureate degree must be completed at the Receiving Institution.
- In some cases, recommended electives are noted to ensure maximum transferability of credits from the Sending Institution to the Receiving Institution).
- All courses taken at the Sending Institution with grades "D" or better *as part of a conferred associates degree* will be accepted for credit by the Receiving Institution. In the event that the Receiving Institution has specific grade requirements for core courses in the undergraduate degree program, the transfer student may be required to repeat a course in the undergraduate degree program to satisfy that requirement. .

The policies for awarding credit by examination and experiential learning vary from one institution to another. Each institution will publish information about its policies for awarding credit for experiential learning, including the names of tests that are used to assess credit, cut-off scores, deadline dates for submission of scores to the Receiving Institution, and restrictions on the time interval permitted to receive current credit for a course taken some years previously. Any credit awarded by the Sending Institution for experiential learning *as part of a conferred associate degree* will be reviewed for transfer credit eligibility by Herzing University (Receiving Institution).

Determination of course requirements of the major for a baccalaureate degree, including introductory and related courses, is the prerogative of the Receiving Institution. The Undergraduate Catalog of the Receiving Institution will clearly state the requirements for each baccalaureate degree program. When specific prerequisites are required, they will be noted in conjunction with the course description. Transfer students who have completed prerequisites will not be required to duplicate study in the area. The catalog will additionally specify any restrictions or additional requirements for each program of study.

Institutional policies that distinguish between upper and lower division courses may vary at each institution. This variation results in similar courses being identified as upper or lower division at different institutions. This can create redundancy in the curriculum of a transfer student (i.e., repeating an upper

division course at Herzing University when the student had completed a course with the same content and learning objectives but labeled as lower division by the Sending institution). Herzing University (Receiving Institution) will attempt to avoid course duplication by transfer students by requiring the completion of a related but non-duplicative upper-division course that would enrich the curriculum of the student if permitted in the program structure through the use of electives.

Note: The course numbering philosophy at the Sending Institution may be different than that of the Receiving Institution, but courses will be evaluated on a course outcome basis for transfer eligibility and that course numbering at the Sending Institution may not align with the course numbering at the Receiving Institution.

### **The Role of the Receiving Institution**

- Degree Up support material will be provided by the Receiving Institution to the Sending Institution to share with students.
- The Receiving Institution will provide academic advising services to students who will be transferring from the Sending Institution to Herzing University by telephone, email and/or onsite at the University.
- The Receiving Institution will attempt to match, as appropriate, the student's academic accomplishments with the requirements of the degree program to which the student wishes to transfer.
- The Receiving Institution is responsible for responding directly to students who elect to apply to the bachelor's degree program of study and who do not meet admissions requirements.
- The Receiving Institution retains the right to determine the number of credits a student must complete and the obligations he/she must satisfy prior to conferring a baccalaureate degree.
- The Receiving will verify that the student is meeting Satisfactory Academic Progress per its policy as articulated in the undergraduate catalog. Courses transferred in from the Sending Institution will receive a grade of "TR" and these credits will be used in the SAP calculation.

### **The Role of the Sending Institution**

- The Sending Institution will provide the opportunity for a representative from the Receiving Institution to meet with students who have indicated an interest in a bachelor's degree program.
- The Sending Institution will assist the Receiving Institution in the distribution of transfer materials to alumni as well as prospective and current students.
- The Sending Institution has the responsibility to certify and document on the student transcript that the student has completed the stated requirements for the associate degree program. The academic record from the Sending Institution shall include all courses attempted and an official copy will be provided to the Receiving Institution.

### **Curriculum Changes**

Each party agrees to inform the other regarding curriculum changes that may impact the terms of this Agreement.

### **Additional Agreement Terms**

- Each party agrees to notify the other of any adverse changes in its accreditation or state licensure status.

- Any written materials published and distributed by either the Sending Institution or the Receiving Institution that reference this agreement or a relationship between the institutions must be approved by each respective party, and their regulatory agencies as required, prior to use.
- Transfer literature will be updated on an annual basis as a result of a mutual review process.
- No financial implications concerning the transfer or exchange of cash, equipment, or real estate are intended or implied by this agreement. The Sending Institution and the Receiving Institution are separate and independent institutions of higher education.
- Courses taken at the Sending Institution with grades “D” or better *as part of a conferred associate degree* will be evaluated for transfer credit by the Receiving Institution. In the event that Herzing University has specific grade requirements for core courses, the transfer student may be required to repeat a course in the program to satisfy that requirement.
- Courses taken at the Sending Institution with a “P” earned in a pass/fail class *as part of a conferred associate degree* will be evaluated for transfer credit by Herzing University (Receiving Institution).
- Any credit awarded by the Sending Institution for credit by examination, dual credit, and/or experiential learning *as part of a conferred associate degree* will be reviewed for transfer credit eligibility by Herzing University (Receiving Institution).
- When a student initiates a change in the stated program or degree objectives after enrolling at the Receiving Institution, the student assumes full responsibility for meeting the specified new degree and/or program requirements. In particular, students who change programs may have a change in transfer credits and should anticipate potentially significant changes in degree program completion requirements. The Receiving Institution therefore shall provide pre-transfer counseling to such students to alert them to the ramifications of this decision.
- Each partner agrees to the use of their logo by the other partner when marketing the partnership and opportunity to students or the general public.

**Admission Requirements**

- Conferred associate degree.
- 2.0 CGPA from associate degree coursework unless the student’s program of study requires a higher grade point average for admission as stated in the Herzing University Catalog.
- All official college transcripts submitted to Herzing University no later than the student’s start date.
- Completion of Herzing University admissions interview.
- Meet all other condition of admission as stated in the Herzing University catalog.

By signing this document, both parties agree to the terms outlined above in the Articulation Agreement.

**Primary Signatures:  
Sending Institution**

Authorizing Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date:

\_\_\_\_\_

Telephone  
Number:

\_\_\_\_\_  
\_\_\_\_\_

**Herzing University**

Authorizing Signature:

Katherine Kautzer, Provost

kkautzer@herzing.edu

Printed Name and  
Title:

\_\_\_\_\_

Email  
Address:

262-735-6175

Date:

\_\_\_\_\_

Telephone  
Number:

\_\_\_\_\_