Dunwoody College of Technology Articulation Agreement
Post-Secondary Institution to Dunwoody College of Technology

Initiation of the *Articulation Agreement Form*

- The dean/director of the department or a designated faculty member is to initiate the *Articulation Agreement Form,* which can be obtained from Dunwoody's Articulation Coordinator (AC)
- An initial contact should be made by the dean/director with the AC so that the AC knows that an *Articulation Agreement* is in process and that the correct form is being used.
- The dean, director, or faculty member is to work with the appropriate individual from the transferring institution to identify the course(s') content, the institution's contact information, and other required details of the *Articulation Agreement.*

Completing the *Articulation Agreement Form*

- **Section 1** of the *Articulation Agreement Form*: legal name and address of the transferring institution must be included and accurate.
- **Section 2** identifies the type of coursework being transferred in. This can be in the form of a block transfer (i.e., allowing a student to bring in all Arts and Sciences credits from the transferring institution, including electives) or individual course credits from the transferring institution. It should be noted that the transfer and allocation of technical and Arts and Sciences credits are determined by the Department of Education, the Minnesota Office of Higher Education, and all pertinent accrediting bodies.
- **Section 3** requires the transferring institution's course information including the course title, course number, number of credits; the course title, course number, and the number of credits of the Dunwoody College of Technology course being credited; and the number of credits to be awarded by Dunwoody College of Technology.
- **Section 4** requires a detailed description of the articulation agreement. This includes a summary of what is being transferred and how the credits are to be awarded.
- **Section 5** requires the specified signatures, the date the agreement becomes effective, and the date by which the *Articulation Agreement* must be renewed; the dean/director should monitor the renewal date. If not renewed by stated date, the agreement will automatically expire. If the current agreement expires, a new agreement must be reviewed and signed.

Final Review, Signatures, Distribution of the *Articulation Agreement*

- Once the *Articulation Agreement Form* is complete, it is to be presented to the department dean/director who will review it. Once they approve it the dean/director will present it to the AC who will review the form for academic content and detail accuracy. If significant changes are to be made, the dean/director is to discuss them with the appropriate individual from the transferring institution.
- The AC will direct the form to the Chief Academic Officer for academic content review and signature. If significant changes are to be made, the dean/director is to discuss them with the transferring institution.
- Once the form is approved and signed by the Chief Academic Officer, it is to be directed back to the AC. The AC, the dean, the director, or a program faculty member will contact the transferring institution to obtain the appropriate signature. The transferring institution's signee must have signing authority for the institution.
- The *Articulation Agreement* must contain the signature of the designated signee of both institutions for the agreement to be in place.
- The AC should ensure that a hard copy of the *Articulation Agreement* (signed by both parties*)* is on file with:
    - The post-secondary institution
    - Chief Academic Officer at Dunwoody College of Technology
- An internal copy will be stored by the AC within the Registrar's Office
- The AC contacts marketing to post an external copy of the agreement to Dunwoody College of Technology's Articulation Agreements webpage, currently located at https://dunwoody.edu/about/accountability/articulation-agreements/.

Dunwoody College of Technology Articulation Agreement
for
Transfer of Credits from Western Technical College

1. This agreement has been entered into by Dunwoody College of Technology and Western Technical College.

Dunwoody College of Technology
818 Dunwoody Boulevard
Minneapolis, MN 55403

Western Technical College
400 7th Street North
La Crosse, WI 54601

This agreement is designed to facilitate credit transfer from a program area at Western Technical College into a program area at Dunwoody College of Technology. Note: Evaluation and transfer of credits must comply with the standards and policies for credit transfers as set forth by all pertinent accrediting bodies.

2. This agreement covers the transfer of credits from Western Technical College to Dunwoody College of Technology In the following areas:

Block Transfer

Program area(s) from: Western Technical College Associate in Applied Science – Architectural Technology
Program area(s) transferred into: Dunwoody College of Technology Bachelor of Architecture
Number of credits transferred: 45
Credit type: Technical

Individual Course Transfer

Individual courses are transferred as listed in the chart below.
Number of credits transferred: 15
Credit type: Arts and Sciences (General Education)

Transferring Institution General Education Requirements	**Course Number**	**Dunwoody College of Technology General Education Requirements**	**Credits Awarded**
		Humanities (3 credits)	
Economics	809-195	Social Science (3 credits)	3 credits
College Mathematics	804-107	Natural Sciences / Math (3 credits)	3 credits
Oral/Interpersonal Comm	801-196	Communications (3 credits)	3 credits
Technical Reporting Intro to Psychology	801-197 809-198	General Electives (18 credits)	3 credits 3 credits

3. Articulation Agreement Description and/or Comments: The following outlines the programs credit dispersion showing the number of credits being transferred in, along with a statement of the number of credits remaining to complete the program.

	Technical (Major) Credits			Arts and Science Credits (General Education)		
	Required	Granted	Remaining	Required	Granted	Remaining
Lower Division	45	45	0	30	15	15
Upper Division	75	0	75	0	0	0
Totals	120	45	75	30	15	15

Comments: No upper division credit granted.

Additional Documentation: Transfer Credit Evaluation attached

4. Implementation and Review
   a. The chief academic officer or designee of each institution shall be responsible for administering this agreement and for identifying and incorporating any changes to the agreement.
   b. Any proposed change must be agreed upon by both institutions; the current contract would need to be amended or a new contract would need to be written.
   c. This agreement becomes effective **10/1/2026** and will be reviewed for renewal by 9**/30/2029** or the agreement will automatically expire.
   d. The institutions shall work with students to resolve transfer of courses should changes to either program occur while this agreement is in effect.
   e. The sending College will provide an official logo to attach to Dunwoody College of Technology's articulation webpage. Logos can be emailed to registrar@dunwoody.edu.

5. The parties of this agreement hereby agree to the terms and conditions set forth in this agreement.



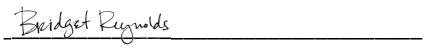
26/10/2026

Signature Date

Rebecca Hopkins

Printed name

Vice President of Learning
Western Technical College



05/10/2026

Signature Date

Bridget Reyno

Printed name

Dean of Instruction
Dunwoody College of Technology

Western Technical - BARCH Art Agreement

Final Audit Report 2026-10-05

Created:	2026-10-01
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"Western Technical - BARCH Art Agreement" History

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