



OTTERBEIN  
UNIVERSITY

INSTITUTIONAL ARTICULATION AGREEMENT

BETWEEN

OTTERBEIN UNIVERSITY

AND

SOUTHERN STATE COMMUNITY COLLEGE



Otterbein University and Southern State Community College recognize the need to facilitate the transfer of students from Southern State Community College to Otterbein University to pursue and achieve their educational goals.

Otterbein University (Westerville, OH), founded in 1847, is a private, coeducational comprehensive four-year liberal arts institution affiliated with the United Methodist Church. The University serves approximately 3,000 students and offers more than 70 undergraduate majors and 50 minors. Otterbein University is accredited by The Higher Learning Commission (230 S. LaSalle Street - Suite 7-500, Chicago, Illinois 60604-1411, (312) 263-0456 or (800) 621-7440).

Southern State Community College, chartered in 1975, offers associate degree programs, certificate programs, bachelor's degree completion through on-site partnership agreements, adult basic literacy courses and workforce training programs. With four campus locations—Fayette Campus in Washington Court House, Central Campus in Hillsboro, South Campus in Fincastle, and North Campus in Wilmington—Southern State provides close-to-home convenience and a supportive community experience. Delivering on its mission to provide an affordable, accessible, high-quality education, Southern State offers flexible scheduling with day, evening, weekend, online and hybrid courses, and a tuition rate that is one of the lowest in the state.

It is understood by the parties that Southern State Community College is a state community college created pursuant to O.R.C. Chapter 3358, and is subject to certain applicable federal, state and local laws, including the Ohio Ethics Law, R.C. 102.03 and 102.04, and the Ohio Public Records Act, R.C. 149.43, *et seq.* Any record kept by that is deemed a public record is subject to release if a proper request is made. Both institutions are committed to, and will adhere to, applicable laws, regulations, policies, and guidelines effective after the date of this agreement. Otterbein and Southern State Community College will comply with all state and federal requirements related to data privacy and personally identifiable information obtained from an education record of a student, including the Family Educational Rights and Privacy Act (FERPA). Otterbein and Institution may access and use the educational data only for the purpose of transferring credits from one institution to the other.

While this Agreement is active and for a period of three years after its completion, the parties agree to maintain auditable records of all charges pertaining to this Agreement and make such records available to the other institution as reasonably required.

This agreement is contingent upon the availability of sufficient appropriated funds and the College Treasurers certification that such funds are available as required pursuant to the O.R.C. 3358.10.

In an effort to ease the transfer process and to promote the closer coordination of academic courses, programs and degrees offered by our institutions, we do hereby enter into the following institutional articulation agreement, in accordance with the guidelines and recommendations of the Ohio Articulation and Transfer Policy (HB 95).

1. Otterbein University and Southern State Community College shall adhere to the Ohio Articulation and Transfer Policy (HB 95).

8. All collegiate-level credit transferred from Southern State Community College shall be accepted toward the student's class standing and shall be articulated to specific Otterbein University courses when possible.
9. Southern State Community College and Otterbein University will work together to maximize the acceptance and application of transfer credit. Program specific articulation agreements supporting this institutional agreement will outline selective admission requirements, course equivalencies, and other information affecting students who enroll in a particular academic program. These supplemental programmatic articulation arrangements must be consistent with the tenets of this overarching institutional agreement. Students transferring credit outside of programmatic articulation agreements will have the application of transfer credit done on a course-by-course basis by Otterbein University. Ultimately, the acceptance and application of transfer credit is the decision of Otterbein University.
10. Collegiate level courses completed at Southern State Community College with a "C-" or better grade will be accepted for students who transfer with an earned associate's degree. It should be noted that the student may be required to retake any course in which s/he received a grade of "C-" where there is a higher minimum grade required for all native Otterbein University students pursuing the same academic program. The application of this rule shall be the same for both native Otterbein University students and Southern State Community College transfer students.
11. All collegiate level courses completed at Southern State Community College with a "C-" or better grade, by students who choose to transfer before completing an associate degree, will be accepted toward towards the student's class standing at Otterbein University. It should be noted that the student may be required to retake any course in which s/he received a grade of "C-" where there is a higher minimum grade required for all native Otterbein University students pursuing the same academic program. These credits will also be considered for application to the student's degree requirements using the same criteria used for native Otterbein University students.
12. Due to federal regulations, financial aid will be disbursed to a student by only one institution. Financial aid for a Southern State Community College student will end when a student ceases taking classes at Southern State Community College. Transfer students must reapply for financial aid according to the deadlines and policies at Otterbein University.
13. The Southern State Community College will designate an official(s) who will be responsible for all aspects of the articulation program at Southern State Community College.

Contact: Dr. Nicole Roades, Vice President of Academic Affairs  
Southern State Community College  
100 Hobart Dr., Hillsboro, OH 45133  
nroades@sscc.edu or 800-628-7722 (x2622)

Otterbein University will also designate individual(s) responsible for all aspects of this institutional agreement.

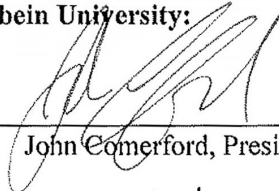
Contact: Mark Moffitt, Executive Director of Admission  
Otterbein University  
1 South Grove Street, Westerville, OH 43081  
[mmoffitt@otterbein.edu](mailto:mmoffitt@otterbein.edu) or 614-823-1108

14. Both parties are to communicate the conditions of this institutional articulation agreement, in accordance with federal, state, and local laws, to their respective external and internal constituencies.

18. Otterbein University and Southern State Community College each reserve the right to terminate this agreement provided that at least one year's notice of a process terminated date is given.

**This agreement is effective as of July 1, 2021:**

**Otterbein University:**

  
\_\_\_\_\_  
John Comerford, President

3/18/21  
\_\_\_\_\_  
Date

**Southern State Community College:**

  
\_\_\_\_\_  
Dr. Nicole Roades

3/31/21  
\_\_\_\_\_  
Date



**OTTERBEIN  
UNIVERSITY**

OFFICE OF ACADEMIC AFFAIRS

1 South Grove Street  
Westerville, OH 43081-2004  
TEL (614) 823-1556  
FAX (614) 823-1335  
www.otterbein.edu

March 22, 2021

Dr. Nicole Roades  
Vice President of Academic Affairs  
Southern State Community College  
100 Hobart Dr.  
Hillsboro, OH 45133

Dear Dr. Roades:

Enclosed are two partially signed copies of the Institutional Articulation Agreement between Otterbein University and Southern State Community College. Please have the appropriate college representative sign both copies on the last page. You may keep one copy for your records and return the other to me in the provided business reply envelope.

Thank you for entering into this agreement with us. Please note we have extended the agreement for five years. If you have any questions or need to make changes to the agreement, please contact Mark Moffitt as noted in the contract.

Sincerely,

Katherine G. H. Reichley, CEOE  
Academic Assessment & Accreditation Specialist

Enclosures