

**MEMORANDUM OF UNDERSTANDING**  
For  
**Articulated Major Agreements**  
between  
**Drury University and Ozarks Technical Community College**

**Purpose**

This Agreement has as its sole purpose the establishment of an articulation agreement for individuals who have completed an Associate of Applied Science in Aviation Flight Technology at Ozarks Technical Community College (OTC), and who desire to complete either a Bachelor of Science in Organizational Communication and Development or a Bachelor of General Studies through Drury University.

Drury and OTC are regionally accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and recognize credits earned from other regionally accredited colleges and universities.

Inasmuch as Drury University respects the academic and professional excellence of OTC and encourages students to complete their degree program, students from OTC will be granted junior status in the undergraduate program upon admission if they have completed the Associate of Applied Science in Aviation Flight Technology through OTC.

**Provisions for Transfer of Credit**

1. OTC students must meet Drury admission standards.
2. OTC technical credit will, in most instances, be transferred to Drury as elective credit.
3. Although all credits required for the Associate of Applied Science in Aviation Flight Technology will be accepted in transfer, additional general education credits may be needed to fulfill Drury program requirements.
4. Developmental courses (below 100 level courses) are not transferable toward a baccalaureate degree.

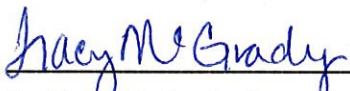
**Program Guidelines**

1. Both institutions shall maintain their respective individual accreditation with the Higher Learning Commission and any other accreditation currently in existence pertaining to this Agreement.
2. Both institutions will provide a point of contact for this agreement.
3. Both institutions will attempt to encourage and maintain a high degree of cooperation between their staff members in execution of this Agreement.
4. Drury will annually conduct a comprehensive review and evaluation of all courses offered by OTC so students can be advised about the transferability of each course.
5. Drury will provide a Transfer Guide for OTC to assist students in the transfer process and will maintain information pieces such as those attached to this Agreement to assist students and OTC personnel in understanding and interpreting degree requirements and in developing a degree plan.

6. Drury will provide, at a mutually convenient time, onsite training to OTC staff for ongoing dissemination of information to students who express interest in Drury programs.
7. Both institutions agree to advise each other of changes in programs, policies, or fees which will affect this Agreement. The institutions will advise each other of such changes as soon as possible, but no later than May 1 in any given year.
8. OTC will, with official authorization from students, identify in writing to Drury, the names, addresses, telephone numbers and email addresses of OTC students who express interest in this Articulation Agreement. Drury has the option of contacting those students directly to encourage them to participate in the Agreement.
9. OTC faculty and staff will give Drury faculty and staff the opportunity to transmit information about the Articulation Agreement to the OTC faculty, advisors and staff members.
10. OTC faculty and staff will disseminate written information made available by Drury and market the Agreement through a variety of communication media, including, but not limited to newsletters, brochures, and orientation sessions.
11. Students concurrently enrolled at both OTC and Drury are responsible to consult with Financial Aid officers to determine eligibility.
12. Employees, officers and agents of one institution will not be employees or agents of the other and may not hold themselves out as such nor may they make any representations or commitments on behalf of the other.
13. This Agreement constitutes the entire agreement between the parties and supersedes all prior written and oral agreements related to this transfer Agreement. Any changes, modifications, supplementations, or amendments to this Agreement must be in writing and signed by the parties which are signatory hereto.
14. Any waiver by either party of any term or provision in this Agreement will not constitute a waiver of any other or all provisions. Any waiver of any part or provision of this agreement at any one time will not constitute a waiver for all times.
15. This Agreement is effective for OTC and Drury academic periods beginning July 1, 2017, and will be subject to automatic renewal on July 1 of each year unless terminated by either party upon three months' written notice. A comprehensive review of this agreement will be conducted every three years.
16. Both parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) in the handling of education records of students enrolled in their institutions.


IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives and by so doing represent and warrant that they have full authority to enter same, as of the day and date first above written.

**Ozarks Technical Community College**

  
 \_\_\_\_\_  
**Dr. Tracy McGrady, Provost**

7-7-17  
 \_\_\_\_\_  
**Date**

**Drury University**

  
 \_\_\_\_\_  
**Dr. Peter Meidlinger,**  
**Associate VP for Academic Affairs**

7/5/17  
 \_\_\_\_\_  
**Date**



**Transfer Guide: OTC AAS-Aviation Flight Technology to Drury BS-Organizational Communication and Development (2017-18)**

<b>OTC AAS Aviation Flight Technology</b>	<b>OTC hours</b>	<b>Drury University BS Org Comm &amp; Development</b>	<b>Drury hours</b>	<b>Total Hours</b>
<b>Technology</b> CIS 101 Technology & Digital Literacy	<b>3 hours</b>	GSTU 106 Intro Blended/Online Learning	<b>1 hours</b>	<b>4</b>
<b>Information Literacy</b>	<b>0 hours</b>	LIBR 211 Info Research Skills	<b>1 hour</b>	<b>1</b>
<b>Cultural Diversity</b>	<b>0 hours</b>	SOCI 316 Minority Groups	<b>3 hours</b>	<b>3</b>
<b>Communications</b> ENG 101 English Composition I ENG 150 Technical Writing COM 105 Public Speaking	<b>9 hours</b>	(Fulfilled in AAS)	<b>0 hours</b>	<b>9</b>
<b>Humanities</b>	<b>0 hours</b>	Humanities electives	<b>6 hours</b>	<b>6</b>
<b>Mathematics</b> MTH 130 College Algebra	<b>3 hours</b>	MATH 227 (required in major)	<b>0 hours</b>	<b>3</b>
<b>Science</b>	<b>0 hours</b>	Science electives	<b>6 hours</b>	<b>6</b>
<b>Social Science</b> PLS 101 American Government/Politics	<b>3 hours</b>	Social Science elective LDST 101 (required in major) LDST 250 (required in major)	<b>3 hours</b>	<b>6</b>
<b>Major Courses</b> AVI 101 World of Aviation AVI 102 Airline Operations AVI 105 Aviation Weather AVI 150 Private Pilot Ground School AVI 151 Private Pilot Flight Lab I AVI 170 Instrument Ground Course AVI 171 Instrument Flight Lab I AVI 203 Aircraft & Engine Components AVI 230 Air Transportation AVI 240 Air Traffic Control System AVI 250 Commercial Pilot Ground Course AVI 251 Commercial Pilot Flight Lab I AVI 252 Commercial Flight Lab II AVI 260 Aviation Safety Elective	<b>45 hours</b>	COMM 231 Integrated Brand Management LDST 101 Foundations of Org Leadership LDST 250 Financial Basics for Leaders LDST 310 Contemporary Workforce Issues LDST 300 Theories/Models of Leadership LDST 325 Leading/Integrating Tech in Orgs LDST 331 Negotiation/Conflict Resolution LDST 338 Organizational Relations LDST 420 Managing Multi-Cultural Orgs LDST 425 Leading Corporate Social Responsibility and Sustainability LDST 450 Ethics and Leadership MATH 227 Intro to Statistics	<b>36 hours</b>	<b>81</b>
<b>Upper-Division Electives</b>	<b>0 hours</b>	300- and 400-level coursework	<b>9 hours</b>	<b>9</b>
<b>Total hours</b>	<b>63 hours</b>		<b>62 hours</b>	<b>125 total hours</b>

*A minimum of 36 upper-division (300- or 400-level) credit hours are required for the bachelor degree at Drury. Additional lower-division credit hours may be taken at OTC for transfer. The final 30 credit hours must be earned at Drury.*

**Transfer Guide: OTC AAS-Aviation Flight Technology to Drury Bachelor of  
General Studies-Technical Program Option (2017-18)**

<b>OTC AAS Aviation Flight Technology</b>	<b>OTC hours</b>	<b>Drury University BGS Technical Program Option</b>	<b>Drury hours</b>	<b>Total Hours</b>
<b>Technology</b> CIS 101 Technology & Digital Literacy	<b>3 hours</b>	GSTU 106 Intro Blended/Online Learning	<b>1 hours</b>	<b>4</b>
<b>Information Literacy</b>	<b>0 hours</b>	LIBR 211 Info Research Skills	<b>1 hour</b>	<b>1</b>
<b>Cultural Diversity</b>	<b>0 hours</b>	SOCI 316 Minority Groups	<b>3 hours</b>	<b>3</b>
<b>Communications</b> ENG 101 English Composition I ENG 150 Technical Writing COM 105 Public Speaking	<b>9 hours</b>	(Fulfilled in AAS)	<b>0 hours</b>	<b>9</b>
<b>Humanities</b>	<b>0 hours</b>	Humanities electives	<b>6 hours</b>	<b>6</b>
<b>Mathematics</b> MTH 130 College Algebra	<b>3 hours</b>		<b>0 hours</b>	<b>3</b>
<b>Science</b>	<b>0 hours</b>	Science (and/or math) electives	<b>9 hours</b>	<b>9</b>
<b>Social Science</b> PLS 101 American Government/Pol	<b>3 hours</b>	Social Science electives	<b>9 hours</b>	<b>12</b>
<b>Major Courses</b> AVI 101 World of Aviation AVI 102 Airline Operations AVI 105 Aviation Weather AVI 150 Private Pilot Ground School AVI 151 Private Pilot Flight Lab I AVI 170 Instrument Ground Course AVI 171 Instrument Flight Lab I AVI 203 Aircraft & Engine Components AVI 230 Air Transportation AVI 240 Air Traffic Control System AVI 250 Commercial Pilot Ground Course AVI 251 Commercial Pilot Flight Lab I AVI 252 Commercial Flight Lab II AVI 260 Aviation Safety Elective	<b>45 hours</b>	GSTU 493 Senior Seminar	<b>3 hours</b>	<b>48</b>
<b>Upper-Division Electives</b>	<b>0 hours</b>	300- and 400-level coursework	<b>30 hours</b>	<b>30</b>
<b>Total hours</b>	<b>63 hours</b>		<b>62 hours</b>	<b>125 total hours</b>

*A minimum of 36 upper-division (300- or 400-level) credit hours are required for the bachelor degree at Drury. Additional lower-division credit hours may be taken at OTC for transfer. The final 30 credit hours must be earned at Drury.*