

## MEMORANDUM

To: Stein Brunvand, PhD: Interim Associate Dean  
College of Education, Health, and Human Services

From: Susan Everett, PhD: Professor and Chair of Department of Education  
College of Education, Health, and Human Services

Subject: Proposal to Clarify Transfer of Courses into Instructional Technology Program  
for Persons Holding Associate of Applied Sciences (AAS) Degrees

Date: October 25, 2017

The Department of Education (DOE) is uniquely positioned to admit and enroll students who have earned specific Associate of Applied Sciences (AAS) degrees from accredited community colleges. In an effort to build upon the existing 2+2 degree completion programs we currently have in both the DOE and the Department of Health & Human Services (HHS), I am proposing a 2+2 program for the Instructional Technology (IT) degree program.

The 2+2 program provides for the transfer of up to 62 semester credits from any accredited two-year community college. Eligible students will have completed AAS degrees in instructional technology or technology related fields including – but not limited to – computer information systems, network administration, web development, information assurance, industrial technology, multimedia development, online learning, digital technologies, telecommunications, web and interactive media, 3D and video graphics, or computer support technician. Students with AAS degrees in a technology field not listed may seek permission to enroll from the Chair of the Department of Education. Concurrent enrollment in a community college AAS program and the University of Michigan-Dearborn's Instructional Technology program is not permitted.

This agreement with the Department of Education requires that individual courses accepted for transfer must have a grade of C or above, the overall AAS grade point average be at least 2.5, and all coursework has been taken at accredited institutions.

**Requirements for Students Transferring an Associate of Applied Sciences (AAS) Degree:**

Students interested in completing their bachelor's degree in the Instructional Technology program must meet all of the required elements specified below.

***Community College Requirements (must be completed prior to transfer):***

1. Have already graduated with an Associate of Applied Sciences degree from an accredited community college in one of the fields listed above or successfully petitioned to be admitted with a different instructional technology related AAS degree; and
2. Submit official transcripts showing AAS degree, individual courses completed each with a grade of C or better, and all coursework completed with a cumulative GPA of 2.5 or better.

***University of Michigan-Dearborn Requirements (must be completed after transfer):***

1. Complete a plan of study with one of the professional advisers in the CEHHS Office of Student Success;
2. Meet the Dearborn Discovery Core general education requirements;
3. Complete a total of 120 semester credits (up to 62 credits may be counted from the AAS degree; the balance to be taken at the University of Michigan-Dearborn); and
4. Complete 48 credits at the 300- or 400-level.

Transferring Associate of Applied Sciences students may wish to develop a plan of study that includes minors offered within the College of Education, Health, and Human Services or other units within the university. Interested students should work closely with advisers to determine the policies, procedures, and course sequences to be followed.

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Catherine A. Davy

Provost and Vice Chancellor for Academic Affairs

University of Michigan-Dearborn

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Date