



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.4120
DIVISION: Academic Affairs
TITLE: Academic Articulation Agreements
DATE: July 27, 2011
REVISED:

Authorized by: Gordon Emslie, Provost and Vice President for Academic Affairs

I. Purpose and Scope

WKU seeks to develop and maintain active, high-quality, mutually beneficial partnerships with colleges and universities throughout the U.S. (international agreements are the purview of the WKU Office of International Programs). One important way of doing this is by forming articulation agreements, officially approved agreements that match coursework between schools and so help students make a smooth transition from another institution into WKU.

II. Policy

1. Articulation agreements in existence on the effective date of this policy are valid, but are nevertheless subject to the annual review required by III.B.
2. Units that wish to develop academic articulation agreements should consult with the Associate Vice President for Planning & Program Development (hereafter, "the AVP") in the development of such agreements.
3. Each agreement must align with WKU's mission, objectives and academic policy, and should contain a clearly defined plan for use by students and advisors. To that end the following requirements should be fulfilled by each agreement:
 - a. Complies with WKU graduation requirements, any state-wide general education agreement, and accreditation standards;
 - b. Provide a clear and concise list of courses needed to complete the degree;
 - c. Provide contact information on the academic plan for student/advisor questions;

- d. Effective Date (in most cases, the start of an academic year);
- e. Any exception to academic policy should be clearly articulated on the agreement.

Articulation agreement templates are available on the AA website at XXXXX. Units should discuss possible revisions to the template with the AVP before discussing with the proposed partner institution.

- 4. Articulation agreements that commit Academic Affairs resources, or which contain provisions outside the bounds of academic policy, must be signed by the Provost and Vice President for Academic Affairs.
- 5. Copies of all WKU articulation agreements are kept on file in the Office of the Provost, which shall maintain an accessible registry of the agreements.

III. Procedure

A. Establishing Articulation Agreements

- 1. A unit considering an articulation agreement should first review the AA website at XXXXXX to determine if an articulation agreement with the institution is already in place. If so, the unit should work with the AVP to determine if there is a programmatic alignment in place for the pertinent course of study (a standard format has been developed to facilitate modifications). If there is no general agreement in place, then the AVP should be asked to research the possibility of executing such an agreement, to which a programmatic alignment may subsequently be appended. Once the appropriate course of action has been determined, a unit should contact the dean and/or chair of the department at the proposed partner institution to start the inquiry process.
- 2. Once a contact person at the proposed partner institution has been identified and a mutual interest in a programmatic alignment established, a course-by-course review of each department's requirements should be undertaken. Agreements with two-year institutions should strive to accept approximately 60 credit hours of courses from an Associate degree program into a WKU baccalaureate program. If appropriate, a meeting may be scheduled between the two-year institution and WKU representatives in a particular area. The AVP can assist in arranging that meeting.
- 3. Once a draft of the proposed programmatic alignment has been completed, it should be sent to the AVP, who will review the proposed alignment and either contact the proposing unit with suggested revisions or finalize the agreement for signing. If deemed appropriate, the AVP and the Office of the Provost can arrange a formal signing ceremony with an appropriate press release.
- 4. One original signed agreement is retained by the partner institution and one is retained by the Provost and Vice President for Academic Affairs. Scanned copies will be sent by the Office of the Provost to pertinent department/college, Admissions, IT, Registrar, etc., offices.

B. Annual Review

The AVP, in consultation with the pertinent department/program, will conduct a review of all existing agreements each summer. Each reviewed transfer articulation agreement will be noted with the date of the review in order to maintain currency of agreements. Any revisions to existing agreements must be approved through the department, college, Provost and the partnering institution.

C. Promotion/Marketing

The Office of the Provost and Vice President for Academic Affairs will work with the Office of Admissions to promote and market articulation agreements in several ways:

1. Inform counselors and advisors of new agreements at Academic Affairs training sessions and through the CANS network;
2. Place new agreements on the transfer website; and provide information on this link to the unit, Academic Advising, extended campuses, and the partnering institution;
3. Consider ways to promote agreements through both electronic and print media, e.g., brochure, college catalog, etc.

IV. **Related Policies**

Policy #1.3030 (Student Recruitment Materials Review)

V. **Reason for Revision**