



## **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. Academic 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. A department head who wishes to develop Academic Articulation Agreements involving programs or portions thereof 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 policies, 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. Provides a clear and concise list of courses needed to complete the degree;
  - c. Provides contact information on the academic plan for student/advisor questions;

- d. Indicates an effective date (in most cases, the start of an academic year);
- e. Identifies any exception to an existing academic policy that should be clearly articulated on the agreement.

Academic Articulation Agreement templates are available on the Academic Affairs (AA) website at XXXXX. The department head 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 that 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 and VP for Academic Affairs, which shall maintain an accessible registry of the agreements.

### **III. Procedure**

#### **A. Establishing Academic Articulation Agreements**

- 1. A department head 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 department head 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, the department head should contact the dean and/or chair of the department at the proposed partner institution to start the inquiry process. The AVP will work with the program, college and other offices on campus to develop the agreement (for example: Admissions, Registrar's Office, Transfer representative, etc.).
- 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 ideally 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 partnering institution and WKU representatives in a particular unit. 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 a 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 faculty in the pertinent departments/programs, will conduct a review of all existing agreements each year summer. Each reviewed Academic 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 CAN 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**