

DIN: 3030-2-03
Name of Process: Implementing Articulation Agreements

Purpose

This process guides the development, implementation and maintenance of articulation agreements between any program at NTC and any other college or university to assure that the agreement is appropriate based on the curriculum of all programs involved, that all college and MnSCU policies governing articulation agreements are complied with and that the agreement is contracted appropriately and in approved format.

Scope

This process governs all articulation agreements.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Articulation agreement	Written agreement between two institutions to accept stipulated programs or courses in transfer.
Articulation Agreement Contact Person	Person charged with monitoring this process to ensure that it continues to completion. This person also has the rights to enter signed articulation agreements into the MnSCU data base for review and approval.

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	Faculty **	Identify potential agreement opportunities with programs/colleges that would provide benefit for NTC learners. Gather curriculum materials needed to make that determination. Bring other program faculty and the division chair into the research/discussion process. The research process must include a review of the curriculum for the potential program at the other institution, with a comparison against NTC's curriculum. **Refers to any faculty member who has identified a program at another institution for which an articulation agreement appears appropriate OR who has been approached by a faculty member from another institution with a proposed articulation agreement in one of our programs
2	Division Chair	Bring the proposal to the Division Chair meeting to share with the other Division Chairs and the Dean and Academic Associate for their input.
		IF the agreement appears to be valid, THEN the Division Chair proceeds with the faculty member to develop the agreement to signature stage (see stage 3 below).

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		IF the group determines this agreement is not in the best interests of the college,	THEN the Division Chair meets with the originating faculty to communicate the group's decision, along with their rationale. The faculty member has the option of furthering the discussion with the Division Chairs by asking that the potential agreement be brought to the AASC for further discussion.
3	Faculty and Division Chair	Work with the faculty at the other institution to identify the specifics of the articulation agreement. Work with the Articulation Agreement Contact person, as needed, to ensure that the agreement draft includes all aspects of the form 3030-4-04 Articulation Agreement Template. Identify who (faculty or division chair) will sign the agreement and be the contact person (most often this would be Division Chair). Give the agreement to the Dean and the Articulation Agreement Contact person for review and signature.	
4	Dean, Articulation Agreement Contact person, and Division Chair or faculty	Review the agreement for consistency with the MnSCU template and to assure that the stipulations of the agreement adequately address the curriculum of the college's program.	
		IF the agreement is ready to go,	THEN the Dean and Division Chair (or faculty) sign two copies of the agreement and mail them to the other institution's contact person for signatures. Direct the contact person to return one copy of the signed agreement to the Articulation Agreement Contact Person.
		IF the agreement needs additional work,	THEN the Division Chair works with the faculty to get the remaining issues resolved.
5	Articulation Agreement Contact Person	Upon receipt of the signed agreement, continue to process the agreement as follows:	
		IF the agreement is for an entire degree/diploma program, rather than an articulation of individual courses,	THEN, input the agreement into the MnSCU Transfer site. Once approved by MnSCU for posting notify all faculty/staff of effective date of new agreements.
		IF agreement is not for complete degree/diploma,	THEN, the agreement is NOT inputted to MnSCU data base and is posted only on NTC website.

		<ul style="list-style-type: none"> Send information about all approved agreements (whether fully articulated, which are also posted on MnSCU site, or course-to-course agreements) to college IT dept for posting on the college's website. NOTE expiration date. Keep a spreadsheet of agreements with effective date, expiration date, review date (must be within a 5 year period), and contact information (NTC faculty and other institution's contact info). Make a copy of the agreement and send to the following people for implementation of their tasks, as follows: Division Chair, Transfer Specialist, Registrar. Send original signed copy to Dean for filing in the main file in the Dean's Office.
6	Dean	Keep original signed copy of agreement.
7	Division Chair	Share the agreement with the applicable faculty and keep a copy. Notify other Division Chairs that the agreement is official. Notify other faculty in the division that the agreement is in place. Ensure they have enough information to appropriately advise learners interested in the agreement.
8	Transfer Specialist	Advise learners who express interest in this agreement; inform other learners for whom this agreement (out) might be desirable (transfer in or transfer out).
9	Registrar	Input articulation agreement particulars into DARS and CAS.
Review Cycle		
1	Articulation Agreement Contact Person	Trigger review of agreements the semester before they are due to expire (no more than 5 years) by notifying Division Chair and providing contact information.
2	Division Chair	Notify appropriate faculty of pending expiration of agreement to initiate faculty review of expiring agreements contact from the other college(s).
3	Faculty	Review curriculum of expiring articulation agreements, together with faculty at the partner institution, and make any necessary revisions (with the assistance of Articulation Agreement Contact person, as needed). Provide revised agreement to Dean.
4	Dean	Review and sign revised agreements; secure official signatures from the partner college(s). Provide signed copy to Articulation Agreement Contact for processing, starting with stage 7 above.
REPEAT PROCESS ABOVE, STARTING WITH STAGE 7.		

Supporting references

Listed below are college documents that support this process:

Policy 3030-1-01 Curriculum Integrity
 Form 3030-4-04 Articulation Agreement Template
 MnSCU Policy 3.21 Credit Transfer

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