**APR 22: Articulation Agreement Process**

**with Other Institutions/Academic Entities**

**Western Carolina University**

**January 9, 2013**

Articulation Agreements are officially approved guides that outline how coursework and program requirements, for example general education, transfer between specific institutions. They are designed to foster smooth transitions for students who change institutions before completing a degree program. Articulation agreements may be developed between WCU and community colleges and public or private other four year colleges. All colleges or universities that maintain articulation agreements with WCU must be regionally accredited. The Comprehensive Articulation Agreement established at the University of North Carolina system level governs the specific transfer of courses/programs between the North Carolina Community Colleges and constituent institutions of the University of North Carolina.

**Recommendations for establishing an Articulation Agreement**

A. The program needs to be completed in 8 semesters if possible (including all coursework at all partner institutions).

B. If a partner institution is a community college, it is better to recommend that students complete the General Education Core so that Liberal Studies requirements are waived at WCU. If students are seeking the AAS degree they should be advised to use electives to complete as much of the Liberal Studies Core as possible.

C. 50% of the coursework for the degree must be at the junior/senior (300/400) level.

D. At least 25% of the coursework for the bachelor’s degree must be taken through WCU.

E. Academic programs are responsible for explicitly informing students of other academic regulations needed for each specific program (as specified in the articulation agreement).

**Process for Developing a new Articulation Agreement**

Step 1. Departments decide on intent to establish an articulation agreement with another institution/entity. A faculty contact person is identified for the respective institutions.

Step 2. Faculty and department head, after consultation with interested institution/entity representatives, present Intent to Plan an Articulation Agreement (Appendix A) to respective WCU dean(s). The partner institution(s) submit the Intent to Plan to respective campus administration as appropriate.

Step 3. Dean(s)/Administrator(s) of all institutional partners forward Intent to Plan and Articulation Agreement to appropriate administrators for approval to move forward. At WCU, the Dean of the WCU contact person submits the Intent to Plan to the Associate Provost for review of available resources and other relevant issues. (Appendix A: Intent to Plan)

Step 4. The Associate Provost will decide whether to approve the request and will seek the endorsement of the Council of Deans for plans that may have significant implications for institutional resources or other relevant issues.The respective Dean will be notified of the decision. If the Intent to Plan is approved, the Dean will notify the contact person from WCU to create a detailed Articulation Agreement (see Appendix B: Curriculum Plan) <http://www.wcu.edu/about-wcu/leadership/office-of-the-provost/resources-for-faculty-and-staff/academic-procedures-and-regulations/index.asp>.

Step 5. The contact person from each respective institution submits the detailed Articulation Agreement to the home institution for an internal review. For WCU, the internal review will be completed by the Director of Undergraduate Advising and the Associate Provost (per WCU/GA policy). Articulation Agreements should be submitted first to the Director of Undergraduate Advising who will review and submit the Agreement with a prepared signature page to the Associate Provost. In cases where the Articulation Agreement triggers the WCU Substantive Change Policy, the Agreement should be reviewed by the WCU/SACS accreditation liaison. (See the Substantive Change Policy in Addendum C of [APR 17: Curriculum Proposal Guide](http://www.wcu.edu/about-wcu/leadership/office-of-the-provost/resources-for-faculty-and-staff/academic-procedures-and-regulations/index.asp) at <http://www.wcu.edu/about-wcu/leadership/office-of-the-provost/resources-for-faculty-and-staff/academic-procedures-and-regulations/index.asp>).

Step 6. The Associate Provost obtains final approval from the Provost. Once finalized and approved the Provost Office will obtain signatures of WCU’s Provost and Chancellor.

Step 7. Final Processing: Once signed by WCU Provost and Chancellor, the Office of the Provost will work to obtain the signatures of the partner institution’s Chancellor/President, Provost/Vice President as appropriate.

Step 8. The Office of the Provost distributes the scanned signature document to the respective colleges/departments, Faculty Senate, Admission, Registrar, Advising, Education Outreach, Graduate School (if graduate program), Provost’s Office, WCU SACS representative and others (as appropriate). The Director of Undergraduate Advising uploads a copy of the agreement to the Articulation Agreements webpage (<http://www.wcu.edu/admissions/transfer-undergraduate/agreements-with-other-schools/articulation-agreements-and-distance-learning-partnerships.asp>).

Step 9. Articulation Agreements will be reviewed/updated every two years. The Director of Undergraduate Advising will notify the respectivecontact person from each institution to update the Agreement.

Note: All Articulation Agreements are linked online at <http://www.wcu.edu/admissions/transfer-undergraduate/agreements-with-other-schools/articulation-agreements-and-distance-learning-partnerships.asp>

**Process for Updating Existing Articulation Agreements**

1. Director of Undergraduate Advising notifies the Department Head that an agreement needs to be updated at least 6 months prior to the implementation of the updated agreement. Note: when a department makes curricular changes to the program the updated Appendix B of the Articulation Agreement process should be attached to the AA6 curriculum form. The Office of the Provost will forward the updated Appendix B to the Director of Undergraduate Advising when the curriculum change is finalized.
2. The Department Head/designee submits the completed Articulation Agreement Appendix B to the Director of Undergraduate Advising. The Appendix B is found with the APR #22 at <http://www.wcu.edu/about-wcu/leadership/office-of-the-provost/resources-for-faculty-and-staff/academic-procedures-and-regulations/index.asp>.
3. The Director of Undergraduate Advising works with the department to finalize the updated agreement and then submits it to the Associate Provost.
4. Once finalized, the Associate Provost returns the agreement to the Director of Undergraduate Advising who posts the updated agreement online and distributes the agreement to constituents.