Content Required for Development of an Articulation Agreement

Articulation Agreement Content
To ensure quality and consistency of agreements, the following areas should be addressed in all articulation agreements that Northern Kentucky University enters into.

Purpose of Agreement
Brief statement indicating the reason for forming this agreement. Example: Northern Kentucky University and Somerset Community College are forming a partnership through an articulation agreement to better serve students and prepare them to enter a world-class workforce. Both institutions recognize that working together, their collective efforts are much stronger than their individual efforts.

Accreditation Status of Institution
There are different procedures that need to be addressed for institutions accredited by non-regional accreditors, for international institutions, and for institutions not accredited by NKU’s accrediting body, the Southern Association of Colleges and Schools (SACS).

Description of Degrees/Programs Covered in this Agreement
Include any parameters and/or exclusions of the agreement. A general agreement may address general admission to the institution with required GPA’s or other general requirements. A complete list of programs covered in the agreement should be attached with available course lists. Each transfer guide will indicate, "This transfer guide represents an articulation (partnership) agreement between Northern Kentucky University and XYZ College/University that facilitates the transfer of XYZ students to NKU".

Developing and Reviewing Curriculum
The process for developing and reviewing curriculum and coursework to determine course comparability between institutions rests with the faculty and Transfer Services (for lower level general studies coursework) at the respective institutions. Faculty members in each discipline are responsible for reviewing course, content, identifying comparable courses, and authorizing acceptance of specific courses for transfer students. Once this process has been occurred, a course or sequence of courses is said to have been articulated. To ensure application to a student’s record the agreement must be built into the system through Transfer Services.

Provision for Periodic Reviews of Agreement and Curriculum Modifications
This section should contain language specifying the frequency and timelines for agreement review, assessment of curriculum changes and any other conditions that may affect the agreement. Example: Representatives of both institutions agree to review on a regular basis (annually is recommended) to assess curricular changes and other conditions that may affect the nature of this agreement; or as curricular changes are made, they will be communicated in a timely manner to both parties.

Cancellation Provision and Expiration Dates of Agreement
This statement includes the requirement of advanced written notification, typically 6 months to 2 years, of cancellation of the agreement and reasonable accommodations for students already in the process of this agreement.

Appropriate Signatures
The agreements should reflect the signatures of the primary parties as listed below. Validity of the agreement is in question if identified signatures are not present. Those signatures include:

- Articulation Agreements (institution to institution) - Department Chair, Dean, Provost (must be reviewed by NKU’s legal department)
- Pathway Agreements – Department Chair, Dean, Vice Provost

Formal Agreement Dates
Agreements should be defined with a review date. Agreements that have not been updated during the agreed period of time are considered out of date and no longer active by the university.

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