

ARTICULATION AGREEMENT CONTENT REQUIREMENTS

WHAT IS AN ARTICULATION AGREEMENT?

An articulation agreement is a binding legal document which defines parameters for a specific set of terms that are typically program specific and that are usually between two educational institutions. They are designed to build partnerships between two institutions.

There are numerous types of articulation agreements; course-by-course, general education, pathway agreements, specific courses for specific courses, tuition agreements, dual-credit agreements, or scholarship agreements.

ARTICULATION AGREEMENT REQUIRED 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 the Registrar (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 the Registrar.

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) - Provost (must be reviewed by NKU's legal department first) and President

Pathway Agreements – Since a Pathway Agreement generally falls under an overarching articulation agreement (example: Gateway2NKU, it does not usually need additional signatures unless requested by one or both parties. However, if you are looking to create pathways with a

partner institution that we do not have partnership agreement with, an Articulation Agreement will need to be signed. However, pathways should be approved by a Department Chair or School Director and college Dean.

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.

For further definitions, guidelines, and resources, visit www.nku.edu/upac

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