

## 11.99.99.R0.05     **Articulation Agreements**



Approved April 13, 2009  
Revised January 12, 2015  
Revised February 7, 2020  
Next scheduled Review: February 7, 2025

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### **Procedure Summary**

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In the process of promoting the outreach of Texas A&M University-Commerce and furthering academic interests, partnerships and/or defined structures with certain external entities may be necessary to support combined interests.

This procedure outlines the necessary steps in formulating and approving academic agreements with collaborating institutions so that there is an orderly and consistent process that is clear to all concerned.

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### **Procedures and Responsibilities**

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- 1 Prior to proposing an agreement with a partnering institution, the Agreement Initiator (AI) shall gain approval from the department head and dean. The AI will then contact the Associate Provost (AP). The AP will obtain preliminary approval from the provost for the agreement idea and consult with Institutional Effectiveness and the SACSCOC Accreditation Liaison (AL) to discuss the appropriateness and advisability of the proposed agreement in terms of SACSCOC parameters. Upon preliminary approval, the AP will provide the AI with a *Memorandum of Agreement* template and samples of previous agreements.
- 2 The AI will then notify all affected parties; i.e., a faculty member will obtain input and approval from the department head and dean. A non-academic initiator will work in conjunction with any affected academic areas, or units. The AI will be the contact for communication with the partner institution.
- 3 Upon consensus by affected parties, the AI provides a draft agreement to the AP.
- 4 The AP reviews the agreement and obtains additional approval from the appropriate dean(s) and the Provost.
- 5 Upon provost/dean(s) approval, the AP notifies the Director of Undergraduate Admission (UGDA), Dean of Graduate School (DGS) and Director of Contract Administration (CA) for review. The AP may also provide the Vice President of Business and Administration (VPBA) with the opportunity to review the agreement for potential financial implications.

- 6 The AP presents the revised and/or approved agreement to the AI for review in collaboration with the partner institution. After review, the AI returns the agreement to the AP, noting any additional changes. If significant changes are made, the agreement is further reviewed by provost/dean(s)/AL/IE/UGDA/DGS/CA/VPBA, and the AI is given another opportunity to review the document with the partner institution. This process repeats until all parties agree. The AI is responsible for routing the *Articulation Agreement Signature Form*.
- 7 The AP provides a copy of the agreement to the President and Provost for final approval.
- 8 When final approval is obtained, the AP notifies President's Office. The President's Office is responsible for the coordination of the official signing event with all parties including the partner institution. (Note: a minimum of two originals is executed at the signing.)
- 9 After the signing event, the EMR provides one signed original to the partner institution, then files a signed original with the President, and provides copies to: AI, AP, IE, CA, UGDA, DGS, Provost, appropriate dean(s), and Registrar.
- 10 Agreements involving the articulation of transfer credit shall be posted on the university website.
- 11 The AI for all agreements involving international parties shall be the Office of International Programs.
- 12 Agreements are reviewed annually by the AP.

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## **Related Statutes, Policies, or Requirements**

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System Policies [\*11.01 Collaboration Among System Academic Institutions\*](#)

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## **Appendix**

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Appendix A [\*Articulation Agreement Flow Chart\*](#)

Appendix B *Memorandum of Agreement Template* (Provost's Office)

Appendix C [\*Articulation Agreement Signature Form\*](#)

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## **Contact Office**

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Office of the Provost and Vice President for Academic Affairs  
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