Articulation Agreements

*Policy Number*

The university articulation coordinator has overall responsibility for the effective functioning of the internal articulation process and external communications of policies.

The university articulation coordinator has overall responsibility for all aspects of articulation with other colleges and universities. The university articulation coordinator is responsible for the preparation of all university reports and correspondence on articulation matters, although it is expected that departments and schools will have collegial communication with the local institutions with which formal articulation agreements have been made. The university articulation coordinator is also responsible for maintenance of the university course articulation database.

Involved department chairs and program directors should be familiar with the general process of articulation agreements. Within each department, a faculty member will be assigned as the department articulation reviewer. Courses for potential articulation agreements will be evaluated by the designated articulation reviewer and endorsed by the corresponding academic dean.

Prior to full implementation of new or renewed agreements, a full degree audit must be conducted demonstrating which courses will be transferred and substituted. The articulation coordinator is responsible for notifying department articulation reviewers and supplying them with the necessary course descriptions, faculty credentials, and relevant requested information regarding the sending institution. The university articulation coordinator, acting as principal point of contact for requests for articulation of courses received from other institutions, ensures that SCU has an up-to-date copy of the college catalog and college course outlines for those courses for which articulation is desired.

The department articulation reviewer will be responsible for evaluating courses using these course outlines or catalog descriptions for comparability to SCU courses. Any course outline referred to the department reviewer from the articulation coordinator will include the college name, course name, course number, along with the corresponding SCU course for potential articulation agreement. The reviewer will indicate approval or disapproval of the agreement, sign the form, and return it to the articulation coordinator who will then forward the document to the appropriate academic dean for recommendation to the VP of Academic Affairs. Upon the approval of the VP of Academic Affairs, the articulation coordinator ensures that the agreement is formally communicated and recorded and that all databases are expeditiously updated.

Every two years, the articulation agreement coordinator will review all articulation agreements for their effectiveness and propose changes/amendments deemed appropriate for the enhancement of the agreement. Every four years, the articulation coordinator will conduct a comprehensive analysis that includes the review of catalogs, course descriptions, seat hours, and credentialing of faculty. Any major changes in any of these areas will result in a new degree audit by applicable department articulation reviewers.

A SCU department that wishes to initiate articulation for a course(s) at another institution should contact the university articulation coordinator.

Beginning July 1, 2017, new articulation agreements require all syllabi for the courses transferred to SCU. The partnering institution must complete the Articulation Agreement Profile and include a list of all faculty credentials. Continuing articulation agreements made prior to July 1, 2017 require a sampling of syllabi, a completed Articulation Agreement Profile and include a list of all faculty credentials.

Articulation agreements must adhere to the following guiding principles:

* The articulation process is designed for course-to-course articulations, and all other articulation-related agreements and literature are predicated on it.
* The assignment of credit hours will be in compliance with the federal definition of a credit hour and in alignment with the course audit system used by SCU. Academic rigor and course assessment procedures will also be considered when assigning credit hour transfers and course substitutions.
* Articulation agreements may be initiated by external institutions or by SCU faculty/administration.
* New articulation agreements require the signatures of the VP of Academic Affairs, corresponding academic dean, articulation coordinator, and registrar.
* Effective fall 2014, renewed articulation agreements require the signatures of the VP of Academic Affairs, corresponding academic dean, articulation coordinator, and registrar.
* Any curricular changes that affect existing articulation agreements should involve timely mutual consultation by both receiving and sending institutions and notification to all affected parties once new agreements are reached.
* An articulation agreement may be terminated by either party for due cause and after adequate notice to the other.  Termination of the agreement will not affect students currently enrolled at the university.

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