

## Articulation Agreement Process (For Domestic Agreements Only)

### Overview

Our articulation agreements are designed to build strong relationships between two-year institutions and Columbia College Chicago so that transfer students understand exactly what courses will and will not transfer when they enroll at Columbia. Not to be confused with course equivalencies which identify whether or not *individual* courses will apply towards a degree at Columbia, articulation agreements identify how an entire *group* of courses from an awarded Associate degree will apply towards a degree at Columbia.

**LAS Core Articulation Agreements:** Identifies how the general education core requirements met by a student at the partner institution will apply towards the Liberal Arts and Sciences (LAS) Core requirements at Columbia.

**Program Articulation Agreement:** Identifies how program or department requirements met by a student at the partner institution will apply towards the related degree program at Columbia.

*Note: [Transfer Plans](#) are helpful advising tools but unlike articulation agreements, they are unofficial.*

### 1. Initiate

Articulation Agreements (AA) can be initiated from within Columbia College or by a potential partner institution. An external contact must initiate an agreement through a Columbia College contact or the Assistant Provost.

#### LAS Core Articulation Agreements:

If internal, the initiator must complete an Articulation Agreement Proposal Form and submit it to the Assistant Provost. The Assistant Provost will review the form and initiate the development process with the LAS Dean or designee. Proposal forms are submitted on a rolling basis; however, any proposal form submitted after March 1 will be developed in the following academic year.

If external, the initiator must contact the Assistant Provost. The Assistant Provost will complete an Articulation Agreement Proposal Form and initiate the development process with the LAS Dean or designee.

The Assistant Provost will provide the LAS Dean or designee with an Approval Form.

#### Program Articulation Agreements:

*Before completing a Program Articulation Agreement, an LAS Core Articulation Agreement must already be established with the partner institution.*

If internal, the initiator must complete an Articulation Agreement Proposal Form. This form must be approved by the appropriate department chair before being submitted to the Assistant Provost.

If external, the initiator must contact the Assistant Provost. The Assistant Provost will complete an Articulation Agreement Proposal Form. The Assistant Provost must then receive approval from the appropriate department chair.

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An Articulation Working Group (AWG) will be formed, comprised of members of the appropriate Columbia College academic department or program. At a minimum, there must be one fulltime faculty member from the identified department(s) or program(s). An AWG leader will be identified. The Assistant Provost will generate a Transmittal Form with the input of the AWG leader.

### **2. Develop**

#### LAS Core Articulation Agreements:

The LAS Dean or designee will review the Columbia College Articulation Agreement Guidelines. The Dean/designee will then review the general education core requirements of the potential partner institution and consider how these requirements will apply towards the LAS Core requirements. Based on these considerations, an articulation agreement will be drafted. The Dean/designee will submit the draft to the external contact for review, feedback and revisions. A final draft should be agreed upon no later than March 1 if seeking approval for fall enrollment.

#### Program Articulation Agreements:

The Articulation Working Group (AWG) will review the Columbia College Articulation Guidelines before beginning their work. The AWG will review the program requirements at the potential partner institution and consider how these requirements will apply towards the identified Columbia program. Based on these considerations, an articulation agreement will be drafted. Once developed, the AWG will submit the draft to the external contact for review, feedback and revisions. A final draft should be agreed upon no later than March 1 if seeking approval for fall enrollment.

### **3. Approve**

Once the agreement is in final draft stage, the internal contact person (LAS Dean /designee or AWG leader) will coordinate the review and approval of the agreement by each individual identified on the Approval Form. The final approval for Columbia College will come from the Provost, no later than April 1. Agreements will be implemented the following fall semester.

### **4. Communicate**

Once the Provost has approved an agreement, all who participated in the process will be notified by the Assistant Provost. The Information and Communications Director of Academic Affairs will post the new agreement on the college's Iris Articulation Agreements page and will notify all appropriate parties. (This includes but is not limited to: the Assistant Deans for Advising, the Director of College Advising, the Executive Director of Admissions, the Associate Director of Transfer Recruitment, the Registrar, the Director of Degree Evaluation, the Director of Institutional Research, the Executive Director of Instructional Records, the Associate Vice President of Enrollment Management, the Director of New Student Programs, and the Executive Director of Student Financial Services.) All original documentation will be filed in the Office of the Provost.

### **5. Review**

Each agreement will be reviewed and re-approved every three years from the April 1 approval and whenever curricular changes have been implemented at either institution which impact the agreement.

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For agreements reviewed on the three year cycle: the Assistant Provost will notify the LAS Dean/designee or AWG leader who will oversee the review and re-approval.

For agreements reviewed due to curricular changes: the external initiator, AWG leader or LAS Dean/designee will notify the Assistant Provost. The AWG leader or LAS Dean/designee will and oversee the review and re-approval.

The Assistant Provost will provide a Re-approval Form. The agreement must be re-approved, at a minimum, by the department chair and the school dean, both internal and external, no later than April 1. The re-approval form will then be filed in the Office of the Provost. The approval date of the agreement will be updated in Iris.

If the initial AWG leader is no longer with the college, the department chair will choose an appropriate replacement to oversee the re-approval process.