

## 2525 – College to University Articulation Agreements

Barton promotes the development and implementation of articulation agreements with colleges and universities, **both** in-state and out-of-state. ~~In the event there is interest in pursuing an articulation agreement,~~ The following steps should be followed to formalize **an articulation** ~~the~~ agreement.

1. Barton representative identifies student benefit in partnering with a **college or** university to develop an articulation agreement. Representative solicits input from appropriate colleagues across the institution, i.e. advisement coordinators, faculty and staff.
2. Barton representative discusses idea with the appropriate Dean. The Dean seeks approval from the Vice-President of Instruction.
3. Barton representative makes arrangements to meet appropriate university colleagues to discuss articulation arrangements, i.e. program, coursework, equivalencies, etc.
4. A draft articulation agreement (~~partnership document and curriculum template~~) is developed and submitted to the Dean. Guidelines to support the development of a college to university articulation agreements are included here: [click](#)
5. Draft materials are submitted to the office of the Vice-President of Instruction and discussed with the Dean's **Council** group.
6. If the draft agreement is approved by ~~the~~ Dean's **Council** group, it is submitted by the Vice- President of Instruction to the President for review.
7. If the agreement is approved by the President, it is signed by the President and forwarded to the Vice-President of Instruction's office for distribution. A media event may be scheduled to promote the new agreement.
8. If all parties sign the agreement, the articulation agreement is added to the Barton web page and a courtesy email regarding the new agreement is sent to Advisement Coordinators, the Director of Testing, Advisement and Career Services, the Vice President of Student Services and faculty advisors.

### Contact(s)

Vice President of Instruction

### Related Form(s)

**Relevant Policy or Procedure(s):** [Policy 1504 – Course/Program Development and Management](#)

**Approved by:** President

**Date:** 2/23/09

**Revision(s):** 5/24/10; 4/18/11; 5/25/17 (minor revision); 2/2/21

## COLLEGE TO UNIVERSITY ARTICULATION AGREEMENTS

### Memorandum of Understanding Guidelines

#### The College or University will provide:

- A lead contact for the agreement
- ~~A liaison contact to provide advising services to current College students~~
- ~~A liaison to assist with the maintenance of the agreement~~
- Annual report of ~~With the assistance of the College, a database of participating students~~

#### Barton The College (BCC) will provide:

- A lead contact for the agreement
- Annual report of participating students
- ~~A coordinator/advisor (liaison) as a point of contact for the University~~
- ~~Notification to the University liaison of any changes that influence the program~~

#### Shared responsibilities:

- Annual agreement review and updates as applicable
- ~~Establish program agreement subject to an annual review that may include modifications by mutual written agreement of the partners; Barton's Vice President's Office will notify the designated Barton contact to initiate the annual review.~~
- Resources for marketing the program articulation agreement
- Annual partner meeting
  - ~~Publications~~
  - ~~Advertising~~
  - ~~Program specific link to the other partner's website, related to the program agreement~~
- Options for dual advising
- Admission, enrollment and ~~Both institutions agree to provide student support services~~
- ~~Assist students with the process for applying to the University~~
- Agreement that all students who successfully complete the requirements for the program courses listed in the curriculum guide, and who have met **and** other institutional requirements for the degree, will be granted the specified degree.

~~11/4/10 – First Draft – AQIP Committee (Dr. Abel, Mike Dawes, Jenna Wornkey, Karen Kratzer and Elaine Simmons)~~

~~11/30/10 – First Draft – Dean's Council Review~~

~~1/3/11 – Second Draft~~

~~1/18/11 – Final – Approved @ Dean's Meeting~~