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. The following steps should be followed to formalize an articulation-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 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.
6. If the draft agreement is approved by Dean's Council, 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; 5/17/21

COLLEGE TO UNIVERSITY ARTICULATION AGREEMENTS

Memorandum of Understanding Guidelines

The College or University will provide:

- A lead contact for the agreement
- Annual report of participating students

Barton will provide:

- A lead contact for the agreement
- Annual report of participating students

Shared responsibilities:

- Annual agreement review and updates as applicable
- Resources for marketing the articulation agreement
- Annual partner meeting
- Options for dual advising
- Admission, enrollment and student support services
- Agreement that all students who successfully complete the requirements for the program and other institutional requirements will be granted the specified degree.