

3357:13-13-314 Procedure for Developing Articulation Agreements with Four-Year Institutions

(A) Articulation agreements and pathways with four-year institutions benefit transfer students in several ways:

- (1) Specify the terms of transfer of credits and access to programs at the four-year institutions
- (2) Clarify courses/credits that will transfer to the bachelor's degree program and minimize wasted credits, time, and expense for transfer students
- (3) Provide a partnership mechanism between North Central State College and the four-year institution to work together for the sake of transfer students
- (4) Facilitate communication and understanding between North Central State College and the receiving institution on behalf of the students transferring there

(B) To ensure an efficient process and clear communications related to articulation agreements and pathways, the following guidelines and procedures will be followed:

- (1) Articulation discussions may be initiated by Program Coordinators, Academic Liaisons, Deans, and Assistant Deans.
- (2) The initiator of the agreement will notify the Chair of the Transfer Council (Dean of Liberal Arts) so that progress may be tracked and momentum continued.
- (3) A staff member at the four-year institution drafts the articulation agreement(s) and pathway(s) and sends them to the NC State contact.
- (4) The NC State contact reviews the draft agreement/pathway, and, if acceptable, forwards it to the Dean/Assistant Dean of the division where the program is located. If it is a general articulation agreement, the contact forwards it to the Chair of the Transfer Council for follow-up.
- (5) The Dean/Assistant Dean reviews the agreement/pathway. If acceptable, the Dean/Assistant Dean specifies the appropriate signatories and forwards the agreement/pathway to the Vice-President of Academic Services (and copies the Chair of the Transfer Council). If not acceptable, the Dean/Assistant Dean requests revision by the sending institution.
- (6) The Vice-President of Academic Services reviews the agreement/pathway. Generally, it is forwarded to the Attorney General's Office for legal review.

- (7) When the draft is returned from the Attorney General's office, the Vice President of Academic Services sends the approval or any comments to the Dean/Assistant Dean (and copies the Chair of the Transfer Council).
- (8) The Dean/Assistant Dean returns the agreement/pathway to the sending institution for additional changes, preparation of the signature copies and process, or archiving when no signatures are required (as is the case with some pathways).
- (9) Depending on the process of the four-year institution, signatures may be done electronically or with printed copies. They may be signed in person or may be signed via mail or email. They may include Program Coordinators and Deans/Assistant Deans or may specify the President and Vice-President of Academic Services signatures.
- (10) When all signatures have been secured, a printed copy is sent to the Vice President of Business Services, and electronic copies are sent to the President's Assistant and to the Chair of the Transfer Council.
- (11) The President's Assistant adds the agreement to the repository and the official list of final agreements on the K drive.
- (12) At least once a month, the Chair of the Transfer Council requests updates from institutions and Deans/Assistant Deans to agreements that they are pursuing. A list giving the status of all agreements/pathways and the four-year institution contacts is provided to members of the Transfer Council.
- (13) The Chair of the Transfer Council (or designee) updates the list of partners in the Catalog and in the Transfer Center website and includes the control number used to identify the articulation agreement or pathway in the repository and official list.

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