

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>ARTICULATION AGREEMENTS WITH OTHER INSTITUTIONS</b>
<b>EFFECTIVE DATE:</b>	<b>June 3, 1999*</b> <i>(*Form Addition 11/8/12; 2012 SACS Principles of Accreditation C.S. 3.47 &amp; Title Updates 4/12/12; 2/4/09; 2/24/05)</i>
<b>CANCELLATION:</b>	none
<b>CATEGORY:</b>	Academic (AA)

**POLICY STATEMENT**

Formal articulation agreements with other colleges and universities are developed to make the transfer process seamless and easily understood by students. Outlined in this memorandum are the specific procedures required to establish and maintain program-specific and institution-wide articulation agreements with other colleges and universities.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To publish the procedures for establishing and maintaining articulation agreements regarding the transfer of credits from Delgado Community College to other colleges and universities.

2. **Scope and Applicability**

This policy and procedures memorandum applies to articulation agreements negotiated by individual faculty members or divisions for specific programs, as well as institution-wide articulation agreements negotiated by Delgado and other colleges or universities.

### 3. **Program Articulation Agreements**

Faculty in individual academic programs at Delgado are encouraged to work with their counterparts at other institutions to develop articulation agreements for their programs. However, the efforts are to be undertaken only in consultation with Division Deans, the Office of Curriculum and Program Development, and the Vice Chancellor for Academic Affairs. Division Deans are expected to provide appropriate administrative support for such efforts.

When a program articulation has been developed and agreed to by the faculty members at both institutions, it should be presented by the Division Dean for approval and for submission to the Curriculum Committee and, subsequently, the Academic Affairs Council for ratification.

Approved program articulation agreements are provided to the Vice Chancellor for Academic Affairs, and are distributed to appropriate student affairs staff on all campuses and sites, by the Office of Curriculum and Program Development. The master file of articulated programs is to be maintained in the Office of Curriculum and Program Development.

### 4. **Institution-Wide Articulation Agreements**

When possible, the College may develop articulation agreements on an institution-wide basis, thereby providing students with the greatest latitude when choosing four-year institutions to continue their studies beyond the associate degree. The Vice Chancellor for Academic Affairs is charged with the responsibility for initiating efforts to develop agreements with four-year institutions. The Vice Chancellor for Academic Affairs has assigned responsibility for coordinating the review and updating of existing agreements on the annual anniversary of their original approval/initiation date, or on the expiration date noted in the agreements, if applicable, to the Office of Curriculum and Program Development (see Attachment A, [Articulation Agreement Review, Form 1438/001](#)). The master file of institution-wide articulation agreements is to be maintained in the Office of Curriculum and Program Development.

The Vice Chancellor for Academic Affairs works closely with the Division Deans throughout the process. Faculty members and academic administrators are to be involved in all course equivalency discussions and are to serve as resource persons in the development of proposals to present to the four-year institutions.

An official signing ceremony is to be arranged by the Vice Chancellor for Academic Affairs so that the presidents/chancellors of the two institutions can officially sanction the articulation agreement.

5. **Publication of Articulation/Transfer Materials**

The Transfer Center, within the Office of Advising and Testing, is responsible for developing, publishing and duplicating materials regarding all articulated programs and all course-by-course listings for dissemination to students. These materials are to be available to students who are interested in planning their courses of study at the College with the clear intent of continuing their education at four-year institutions. Official copies of these materials are posted on the College's website by the Office of Curriculum and Program Development.

*Attachment:*

Attachment A – [Articulation Agreement Review \(Form 1438/001\)](#)

*Policy Reference:*

[LCTCS Policy #1.025, Articulation](#)

*Review Process:*

Deans' Council 5/25/99

Executive Council 6/3/99

*Distribution:*

Electronic Distribution Via the College's Intranet