

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Articulation Agreements

DATE: May 31, 2019

PURPOSE: To establish a consistent process for creating and implementing articulation agreements.

SCOPE: All articulation agreements between Metropolitan Community College (MCC) and academic credit bearing educational institutions.

GENERAL PRINCIPLES:

All articulation agreements between MCC and other credit bearing educational institutions shall originate in the office of the Vice President for Academic Affairs.

1. Articulation Eligibility Criteria

- A. MCC will enter into articulation agreements only with academic credit bearing institutions that are both not-for-profit and regionally accredited by one of the following agencies:
- 1) The Higher Learning Commission (HLC)
 - 2) Middle States Association of Colleges and Schools, Commission on Higher Education (MSCHE)
 - 3) New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)
 - 4) Northwest Commission on Colleges and Universities (NWCCU)
 - 5) Southern Association of Colleges and Schools, Commission on Colleges (SACS)
 - 6) Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)

- 7) Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

B. Articulation agreements will be created for the purpose of:

- 1) Supporting MCC students who want to transfer their earned academic credits to a 4-year school to pursue a bachelor's degree.
- 2) Meeting MCC program accreditation requirements.

2. Articulation Agreement Process

A. The Coordinator of Transfer and Articulation, MCC Academic Deans, and their appointed faculty will work collaboratively with transferring schools to negotiate articulation agreements. Agreements must contain at least the following details:

- 1) Name(s) of the participating institution(s).
- 2) Specification of degree type(s) and alignment(s), such as Associate in Arts to Bachelor of Arts or Associate of Science to Bachelor of Science.
- 3) Conditions for admission to the transferring institution, e.g. elements such as the number of earned/transferrable credits allowed and GPA requirements.
- 4) Any course-to-course equivalencies aligning the programs to be articulated between MCC and the transferring institution.
- 5) Length of the term of the agreement as well as conditions for renewal and/or termination.
- 6) Legal language as required by MCC Legal Counsel.
- 7) Signatories – those officially acknowledging and accepting the agreement on behalf of MCC and the transferring college or university.
 - a) Signatories for MCC for all articulation agreements must be the Vice President for Academic Affairs AND the Academic Dean from the agreement program area or the Associate Vice President for Academic Affairs.

B. All agreements, whether drafted by MCC or the transferring institution, must be reviewed and approved by MCC's Associate Vice President for Compliance and General Counsel.

3. Implementation

The Coordinator of Transfer and Articulation will communicate the finalized agreement to the appropriate Academic Dean Area, the Registrar's office, and Student Services.

The Registrar's office will enter new, finalized, articulation agreements into our Student Information System.

The office of the Coordinator of Transfer and Articulation will also communicate any updates and changes in articulation agreements to the Records department.

The Vice President for Academic Affairs office enters specific directives for how to access transfer information into the annual MCC catalog.

The office of the coordinator of Transfer and Articulation will be the official repository for all articulation agreements.

Adopted 5/31/19