

Undergraduate Articulation Agreement Approval and Review Process
Updated: May 9, 2016

Introduction

The purpose of this document is to outline the process for the development, review, approval and termination of articulation agreements. Prior to the work conducted by the Articulation Agreement sub-committee to the Transfer Student Task Force, although Ma

will be awarded. The agreement document must also state that the agreement is subject to regular review. The Articulation Agreement sub-committee proposes a template for Articulation Agreements including a list of signatories for the final agreement document. UPP1-06 requires the Provost signature be on the agreement and the Dean of the college will also sign the document as well as the counterparts at the other institution.

As they are developed, the agreement documents are reviewed at each institution. If at any stage of the development or review/approval process changes are requested, they should be communicated, in writing, between both institutions. The initiating department or college at Marquette University will facilitate and update the document as appropriate.

Throughout the development stage the department and/or college will be in communication with the Office of the Registrar, Admissions Transfer Coordinator, the Office of General Counsel, and the Office of the Provost for assistance in developing the agreement document. If the articulating institution is international, the Office of International Education will be consulted. The Office of the Registrar will review the document terms including courses, credits, and degree requirements. The Office of Admissions Transfer Coordinator will also review the document at this point for readability and make recommendations that will make the document understandable to potential students.

Having a common template to be used will promote consistency across the university. The template would need to have a centralized location accessible across the university. It is suggested that the Office of the Registrar Faculty Resources website would be the appropriate place for the template and policy statement on articulation agreements. The Office of the Provost website will provide a link to the articulation agreement documents.

Review/Approval of Articulation Agreements

The following offices shall review the agreement documents, as needed: Department, College, Office of the Registrar, General Counsel, and MU Transfer Coordinator.

Once the Articulation Agreement document has been developed by the department, the document will be sent to the college to be scanned into ImageNow and for review and approval. After the college review, the articulation agreement document is routed to the Office of the Registrar for review routing for approval.

This approval process is distinct from the actual signing of the final Articulation Agreement document which is the next step to be discussed.

Phase 2

OMC and Special events should be involved in the coordination of a signing event in which the articulation agreement document is formally signed. Ideally this event will take place on Marquette University campus.

