

4.62 – Academic Agreements, Including Articulation Agreements

 arp.nmsu.edu/chapter-4/4-62.html

Policy Details

Responsible Executive: President

Responsible Administrator: Provost and Chief Academic Officer

Scope: NMSU System

Last Updated: 09/08/2005

PART 1: AUTHORITY AND PURPOSE

- A. **Authority:** The Provost and Chief Academic Officer, with the faculty through the Faculty Senate, is granted authority in accordance with policy RPM 4.00, to formulate and amend the Administrative Rules and Procedures (Rules) addressing academic matters.
- B. **Purpose:** This rule authorizes NMSU's recognition of academic agreements such as Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), Articulation Agreements, Affiliation Agreements, Dual Credit Agreements, Transfer Agreements, and any other agreements that directly affect academics. It does not include service contracts, intergovernmental agreements, or agreements that General Counsel deems not academically related. NMSU may utilize academic agreements such as transfer agreements and articulation agreements to recognize pathways and transfer of credits as outlined in the agreements.

PART 2: KEY POLICY STATEMENTS

A. Rules Governing Articulation Agreements.

4. — The decision to participate in an articulation agreement with another institution(s) rests with the ~~faculty~~ academic colleges, Associate Deans, Deans, and/or Department Head/Division Head.

1. —

- B. — For those articulation agreements that are initiated by the New Mexico Higher Education Department, the ~~administration~~ Provost will appoint a representative to the HED Statewide Articulation Task Force. The representative will consult closely with faculty in individual departments on discipline-specific course equivalencies prior to signing any articulation agreements. Department faculty must approve any changes ~~which that~~ affect how credit is awarded in their discipline prior to implementation. Faculty approval is not required if the proposed changes are already reflected in the Course Transfer Matrix established by the University Student Records Office. (See [Transfer Credit in Undergraduate Catalog](#))

2. —

~~C-3.~~ In cases where a change in the current HED Articulation Agreement will affect the university's general education requirements, the representative will consult closely with the General Education Course Certification Committee prior to signing any articulation agreements. The General Education Course Certification Committee must approve any changes affecting the structure of the university's general education curriculum prior to its implementation.

~~D-4.~~ For those articulation agreements initiated by a university department or college, the initiating department or college will consult closely with the faculty in individual departments on discipline-specific course equivalencies prior to signing any articulation agreements. Department faculty must approve any changes in how credit is awarded in their discipline prior to implementation. Faculty approval is not required if the proposed changes are already reflected in the Course Transfer Matrix established by the University Student Records Office. (See Transfer Credit in Undergraduate Catalog) If the course is not reflected in the course transfer matrix, the course approval process outlined in the Transfer Credit ARP 4.61 must be followed.

~~E-5.~~ The Board of Regents endorses the concept of articulation between 2-2- and 4-year colleges and universities. All evaluation of undergraduate transfer students' transcripts is done in conjunction with the University Student Records Office. Graduate transfer student transcript evaluations are completed by the Graduate School. At the university, the evaluation of transfer students' transcripts has been done by one central office for over 15 years. By centrally evaluating these transcripts, the majority of the problems with respect to articulation have been resolved. In addition, the university has prepared academic transfer guides for all two-year institutions in the Sstate of New Mexico. To promote the continuous, efficient, forward progress of students through the educational system of New Mexico, the board endorses practices and matrices which facilitate the intrastate transfer of credit and support the development and implementation of a statewide articulation plan. To this end, students awarded the Associate of Arts or Associate of Science degree from an accredited New Mexico postsecondary institution will be accepted at the junior level* in baccalaureate degree-granting institutions.
**Students will be allowed to register as juniors. They may be required to take lower division coursework to fulfill specific baccalaureate degree requirements. This interpretation will be published in catalogs and student transfer guides.*

B. Rules Governing All Other Academic Agreements.

1. The decision to enter into an academic agreement other than an articulation or transfer agreement resides with the academic department or college.
2. The academic department or college is responsible for ensuring they are meeting the terms outlined in the agreement.
3. The Office of the Provost will maintain a repository of all academic agreements.
4. It is at the discretion of the academic department or college to renew or enter into an amendment with the external partner.
5. All academic agreements will be reviewed and approved by the individuals outlined in ARP 4.62 Appendix A.
6. Academic agreements are required for students who are completing practicum hours or internship hours for credit.

PART 3: KEY PROCESS ELEMENTS

A. Roles and Responsibilities

1. **Administrative and Finance:** The VP of Administration and Finance or designee will review for approval all academic agreements that outline incoming monies to the university for departmental or program usage. An academic agreement does not include contracts with vendors or contracts that need to go through the Request for Proposal process.
2. **Admissions:** The Director of Admissions or designee will review and approve all transfer and articulation agreements. The office will ensure all admissions guidelines are outlined correctly in an agreement and ensure their staff is aware of any approved adjustments to the transfer admission process.
3. **Community College President:** The Community College President is the designated signee of all academic agreements that are originated and executed by NMSU's community colleges.
4. **Dean/VP:** Academic leadership that will review for approval all academic agreements their college or members of their college are proposing to enter into.
5. **Department Head/Division Head:** Academic leadership of the academic department that is requesting the agreement. They must approve all academic agreements that their department or a member of their department is requesting the university enter into. Department Head or Division Head titles vary based on campus.
6. **Export Control:** Export Control will review all international academic agreements to ensure all federal and university regulations are followed
7. **External Partner:** Secondary non-NMSU party in the agreement.
8. **Financial Aid:** The Director of Financial Aid or designee will review for approval all transfer and articulation agreements to ensure they comply with financial aid regulations and provide awareness to their team of any information that may be necessary regarding transfer students.
9. **Provost:** The Provost is the Chief Academic Officer and is the official signer of all academic agreements per the Signature Authority table.
10. **Registrar:** The Registrar or designee will review and approve all articulation and transfer agreements to ensure they meet the standards of transferring credits between academic institutions based on ARP 4.61.
11. **University General Counsel Office:** The University General Counsel (UGC) office "serves as a risk management function for the university." (ARP 16.40) UGC must review all forms of academic agreements prior to signing.

PART 4: DEFINITIONS

- A. **Affiliation Agreement:** A legally binding written contract between an institution of higher education (NMSU) and a third-party or external partner that establishes the terms under which NMSU students can participate in experiential or other learning experiences with the affiliate.

Affiliation Agreements are typically used for unpaid internships that are completed for NMSU course credit, practicum hours, or clinical hours.

- B. **Articulation Agreement:** A formal agreement between two institutions of higher education that sets forth the process for transferring credits from one institution to another. These include 2+2 and 4+4 agreements. Articulation Agreements may also be referenced as a transfer agreement or specific MOU.
1. **2+2 Agreement:** A 2+2 Articulation Agreement outlines an agreement and pathway between two institutions that students may participate in. The student will complete two years at one institution and the following two years at the other institution. Admission into both institutions or into a specific program may be required.
 2. **4+4 Agreement:** A 4+4 Articulation Agreement outlines an agreement and pathway between two institutions that students may participate in. The student will complete four years at one institution and the following four years at the other institution. Admission into both institutions or into a specific program may be required.
- C. **Departmental Faculty:** Departmental Faculty are individual faculty in the relevant academic units who have the appropriate credentials and subject matter expertise to assess the equivalency of the requested transfer credit.
- D. **Dual Credit Agreement:** A document that indicates collaboration with a Postsecondary Institution (NMSU) and Local Education Agency (LEA) within the NM Dual Credit Program (6.30.7 NMAC). The agreement articulates student requirements (GPA, Grade Level, etc.) and identifies appropriate courses for Dual Credit Students alongside the LEA.
- E. **General Education Course Certification Committee:** The General Education Course Certification Committee (GECCC) serves as an advisory body to the Office of the Provost and Chief Academic Officer. Its primary charge is to review the course submitted for inclusion in the General Education Curriculum in light of the applicable state or university criteria, and to provide its recommendations to the Office of the Provost and Chief Academic Officer. The committee also develops or reviews proposed procedural guidelines for the General Education course certification process, for consideration by the Office of the Provost and Chief Academic Officer. See ARP 4.65.
- F. **Memorandums of Understanding (MOU) or Memorandums of Agreement (MOA):** A formal, but non-binding agreement documenting a collaboration between two parties; it evidences an intent to cooperate in achieving mutual goals, rather than an intent to enter into a legally binding contract; typically outlines the terms and responsibilities of each party.
- G. **Transfer Agreement:** A formal agreement between academic institutions that outlines the requirements and pathways for students to transfer from one institution to the other.

Related

Cross-Reference:

[Transfer Credit in Undergraduate Catalog](#)

Revision History:

2017 Recompile, formerly Rule 6.15