

## Articulation Agreement Creation Process and Roles

Articulation Agreements are typically created for specialized professional or technical programs. Associate in Science (AS) and Associate in Fine Arts (AFA) degrees are required to have articulation agreements. Associate of Applied Science, diploma, or certificate programs may have articulation agreements, but are not required to.

As a professional involved with the transfer process, you should recognize these differing roles of various individuals and institutions in the transfer process:

- **Faculty:** The process of developing and reviewing curriculum and coursework to determine course comparability between institutions rests with the faculty and the transfer specialist at the respective institutions. Faculty members in each discipline are responsible for reviewing course content, identifying comparable courses, and authorizing acceptance of specific courses for transfer students. Once this process has occurred, a course or sequence of courses is said to have been articulated. Implicit in the articulation process is involvement, communication, and cooperation between the respective faculties who mutually develop curriculum and establish requirements and standards for transferable courses. Articulated courses are not to be considered as equivalent but rather as comparable to, or acceptable in lieu of, each other.
- **Administration:** The Chief Academic Officer (CAO) or designated individual coordinates and facilitates the process of faculty review leading to courses being accepted for transfer between institutions.
- **Transfer Specialist:** Transfer specialists serve as the focus for transfer activities to encourage, guide, and inform students about opportunities and processes for transferring between institutions. They collect transfer equivalency information from other institutions; provide course equivalency information to be input into the Degree Audit Reporting System (DARS); provide course articulation information to students and staff; determine transfer institutions' accreditation; evaluate non-traditional education, such as military education, courses from private technical colleges, CLEP, AP and IB reports. Transfer specialists provide transfer credit evaluations for students and provide assistance in resolving transfer credit issues (e.g., interpret college policies, such as appeal procedures). A transfer specialist may be a registrar, counselor, advisor, admissions officer, or other staff person.
- **College or University:** Each institution is responsible for developing and maintaining its agreements with individual community and technical colleges. Some institutions have agreements with nearly all of the community and technical colleges in the state, while others have agreements only with a more limited number of colleges. Institutions input basic information about the articulation agreement and submit a copy of the agreement into a database on the MnTransfer.org website. Each institution is also responsible for formatting their agreements in a manner which they feel best meets their requirements, which may be in a table with a course-for-course format or they may use the Articulation Agreement template.
- **Community or Technical College:** Each community/technical college works with baccalaureate degree-granting institutions to develop agreements which assure that progress from one segment of post-secondary education to another is both smooth and efficient.