

## **Undergraduate Articulation**

**between**

**Marquette University**

**and**

**Articulating Institution**

### **INTRODUCTION**

This Agreement acknowledges the strong academic foundation that the Articulating Institution provides its students and the benefits that can be obtained from a bachelor's degree from Marquette University.

This Agreement formally recognizes that Articulating Institution (AI) and Marquette University (MU) through its (Insert college) (MU College abbreviation) are actively committed to providing greater educational opportunities and services for students transferring between institutions. Through this Agreement, AI and MU enter into an educational understanding designed to provide participating students the opportunity to complete a Bachelor's degree. This is made possible by the MU commitment to high quality in class, blended and online instruction and student support services.

AI and MU enter into this Agreement in the spirit of cooperation and mutually recognize each other as quality institutions of higher learning. Each institution is dedicated to serving students from all walks of life, regardless of age, culture, faith, ethnicity, race, gender, sexual orientation, language, disability or social class.

### **PURPOSE**

The purpose of this Agreement is to provide a structure through which students at AI pursuing (insert program from AI) can transfer their coursework to MU's (college/major) for completion of a Bachelor's degree. The specific courses required at AI and their transfer equivalencies in MU's (college/major) are attached.

### **TRANSFER ELEMENTS**

#### **Articulation Agreement Requires Associate's Degrees**

The terms of the agreement require students to earn an (Insert Associate Degree) whereby 60 credits or more will be recognized as having satisfied two years of coursework associated with MU baccalaureate degree programs and will be recognized as having achieved junior status.

In order to complete the baccalaureate program in a timely manner, students are advised to follow the terms of the attached articulation agreement. If the student changes degree focus upon admission to MU, the student may be required to complete lower division preparation work prior to beginning the program at MU.

AI students enrolling at MU through this Agreement will complete MU's transfer process and therefore must meet all applicable requirements and deadlines pertaining to application for admission, submission of transcripts, orientation and registration, and payment of tuition and fees. They will abide by the policies and procedures, along with any revisions thereof that apply to all students.

#### **Coursework not specified in the agreement**

All coursework not specified in the agreement will be evaluated on a course-by-course basis for transfer according to the [MU Transfer Policy](#).

#### **Maximum Age of Associate Degree or Coursework**

The expiration date on (Insert degree) degrees or on credits earned from a regionally accredited institution of higher education is dependent upon the [MU Transfer Policy](#).

## **Transfer Requirements**

MU (insert college name) will award transfer credits for all of the coursework earned as part of the attached articulation agreement and all AI students are subject to the following provisions:

- Meet all applicable admissions standards.
- Earn a minimum grade point average of \_\_\_\_ (each college specifies required GPA) and verified by an official transcript from AI.
- Satisfactorily complete (From AI written number of credits (Numeric number of credits) credit hours of (AI) coursework with a grade of “C” or better.

## **Graduation Requirements**

- Satisfy degree requirements as specified in the [Undergraduate Bulletin](#).
- Satisfactorily earn a minimum of 60 credit hours from MU coursework which reflects [MU Transfer Policy](#).

MU reserves the right to discontinue majors and courses. Should a major or course be eliminated, current MU students will be provided the opportunity to finish the program for which they have enrolled under this articulation agreement, providing they are continuously enrolled in the academic program.

## **OBLIGATIONS OF MARQUETTE UNIVERSITY**

The obligations of MU in carrying out this agreement include the following:

- On an annual basis, review the contents of this Articulation Agreement and recommend any changes to AI.
- Provide academic advising to AI students who have been accepted to MU, which includes developing plans to complete degree requirements in a timely manner.
- Provide materials, bulletin, and other information to AI advisors to facilitate their understanding of MU requirements and academic programs.
- Develop, distribute, and ensure the accuracy of all transfer articulation products.

## **OBLIGATIONS OF Articulating Institution**

For its role in this Agreement, AI will:

- On an annual basis, review the contents of this Articulation Agreement and recommend any changes to MU.
- Support the marketing effort by promoting the programs through student, alumni and community publications/media and through the marketing staffs of its institution.
- Where allowed within the policies and procedures of AI, provide MU with access to graduates and potential graduates to enable MU to market and promote applicable programs. Examples would include but not be limited to invitations to career and college fairs, opportunities to distribute materials on campus, and providing space on bulletin boards. Any contact with potential students will be carried out within limits to be determined by the colleges.
- Provide MU the opportunity to advertise in AI publications.
- Provide MU with the opportunity to train/orient staff at AI as necessary.
- Designate administrative, academic and student services personnel who will act as a liaison to their counterparts at MU.

## **JOINT OBLIGATIONS**

In carrying out their roles for this Agreement, both MU and AI agree to the following:

- Provide direct links between their institutional websites, indicating the existence of this Agreement.
- Make available official lists of programs for which articulation agreements have been approved, by both AI and MU. These program lists will be made available at both institutions and on both institutions' websites.
- Exchange data and documents that will contribute to the maintenance and improvement of these transfer arrangements and promote effective cooperation between the two institutions. The institutions will exchange aggregate data including admissions, grades, retention and graduation.
- A representative from MU (Insert College) will be appointed and included as a member of the appropriate AI Advisory Council(s) for programs with (Insert AI degree) to BS/BA Articulation Agreements. AI will advise MU about Advisory Council meeting times and details; in consultation with AI, MU will appoint representatives for appropriate Advisory Council(s) as determined by AI.

### **Annual Update**

This agreement will be updated annually to integrate programmatic changes. In the event of a change, a party initiating such change will communicate it in a timely manner to the other party. Parties receiving notice of programmatic changes must acknowledge changes within 5 business days. MU (Insert College) will draft updated articulation document for signature. Designees from college or department will sign update to signify and acknowledge changes. The information obtained from this evaluation is used to maintain consistency in the transfer process.

### **Three Year Review Process**

There will be a three-year in-depth review process of the program supported by this Agreement. The Office of the Registrar starts the review process by coordinating the collection of statistics with the Office of Institutional Research and Assessment and requests review by the initiating MU department or college to make a determination whether the agreement will continue or be terminated. The review will include representatives at the decision making level both MU and AI. Both parties may request a more frequent review in response to curricular changes and other institutional changes and conditions. At the conclusion of this in-depth evaluation a decision is made on continuing or terminating the Agreement.

### **Term Limit and Modification**

This Agreement will be in effect until terminated by either MU or AI. Either party may terminate this Agreement by submitting written notification one year prior to the identified cancellation date in order to protect all students transferring between these institutions. Any modifications to the Agreement must be in writing and signed by both parties. AI students enrolled at MU at the time of cancellation will be allowed the opportunity to complete their degree within a reasonable amount of time while maintaining continuous enrollment at MU.

This Agreement is effective only under the condition that both transferring institutions maintain current accreditation by a regional accrediting association as recognized by the U.S. Department of Education. In the event either institution loses its accreditation, files for bankruptcy or any exigent circumstances, this Agreement will immediately terminate.

### **Summary**

The intent of this Agreement is to enhance the learning opportunities available to the AI students. Through this venture, students will be able to capitalize on their rich experience at AI and be able to earn a bachelor's degree from MU and in some cases without leaving their community.

## **ATTACHMENTS: ARTICULATION AGREEMENTS**

**Articulation Agreement  
Course-to-Course**

Insert Articulating Institution  
 Insert: Degree from Articulating Institution  
 Insert: Discipline/Subject Area  
 And  
 Marquette University  
 Insert: Accepting Discipline

This articulation agreement is entered into by and between (Articulating Institution) (AI) and Marquette University (MU) for the purpose of providing an integrated educational program for students who successfully complete the (Degree from AI) in (Discipline from AI) at (AI) and leading to a (MU Degree) in (Discipline/Major) at MU.

Students who successfully complete the (Degree from AI) in (Discipline from AI) at (AI), who successfully complete the courses in this agreement and who meet the admission requirements for the MU (Specific College at MU) will be admitted in good standing into the (Specific College at MU) and will be able to transfer and apply up to (Insert, in written form, number of credits from AI) (Numeric number of credits) credits toward the (MU Degree) in (MU Major). Admitted students can earn a (MU Degree) in (Specific College at MU) from MU by successfully completing, as per college policy (see college section in Undergraduate Bulletin) (college may wish to create a hyperlink to the online section of their specific bulletin), the remaining (MU credit hours remaining written number of credits) (Numeric number of credits) credit hours of MU required course material.

The titles of transferable courses are as follows:

Marquette University Course			(Articulating Institution) Course		
Course Number	Course Name	Credit	Course number	Course Name	Credit
	Insert MU course equivalents			Insert AI course equivalents	
<b>TOTAL CREDITS</b>			<b>TOTAL CREDITS</b>		

Additionally, (AI) transfer students must:

**Transfer Requirements**

- Satisfactorily complete (Insert, in written form, number of credits from AI) (Numeric number of credits) credit hours of (AI) coursework, as noted above, with a grade of “C” or better.
- Additional or different courses other than outlined in this agreement will be considered on an individual basis and at the discretion of MU (specific college at MU).

**Graduation Requirements**

- Satisfy degree requirements as specified in the [Undergraduate Bulletin](#).
- Earn a minimum of (Insert number of credits that are necessary to earn degree per Bulletin) degree credit hours.

- Satisfactorily earn a minimum of 60 credit hours from MU coursework.
- Complete a minimum of 32 upper-division MU credit hours.
- Complete a minimum of fifteen credit hours of the major at MU.
- Complete the final 30 credit hours at MU.

This agreement will be reviewed, every 3 years or upon proper notice at end of each academic year, by Marquette University and (Insert Articulating Institution).

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, (Insert year).

\_\_\_\_\_  
 (Insert Provost Name)  
 Provost  
 Marquette University

\_\_\_\_\_  
 (Insert name of Corresponding Representative)  
 (Title of Corresponding Representative)  
 (Articulating Institution)

\_\_\_\_\_  
 (Insert Dean Name)  
 Dean, (Specific College at MU)  
 Marquette University

\_\_\_\_\_  
 (Insert Dean Name)  
 Dean, (Specific College Name at Articulating Inst.)  
 (Articulating Institution)

Revised: May 9, 2016

**Articulation Agreement  
Block**

**Credit Transfer Agreement  
Insert: Articulating Institution**

Insert: Degree from Articulating Institution  
Insert: Discipline/Subject Area (such as management, liberal studies)  
And  
Marquette University  
Insert: Accepting Discipline (such as leadership & organizations)

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**Block 1: General Education**

Marquette (# of credits)	Articulating Institutions (# of cr.)
Insert AI Courses	Insert MU course equivalents

**Block 2: Major/Program Core**

Marquette (# of credits)	Articulating Institutions (# of cr.)
Insert AI Courses	Insert MU course equivalents

**Block 3: Advanced General Education or Elective courses**

Marquette (# of credits)	Articulating Institutions (# of cr.)
Insert AI Courses	Insert MU course equivalents

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Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, (Insert year).

\_\_\_\_\_  
 (Insert Provost Name)  
 Provost  
 Marquette University

\_\_\_\_\_  
 (Insert name of Corresponding Representative)  
 (Title of Corresponding Representative)  
 (Articulating Institution)

\_\_\_\_\_  
 (Insert Dean Name)  
 Dean, (Specific College at MU)  
 Marquette University

\_\_\_\_\_  
 (Insert Dean Name)  
 Dean, (Specific College Name at Articulating Inst.)  
 (Articulating Institution)

Revised: May 9, 2016

File name and path: [MU/Articulation Discussions/Articulation Subcommittee/Articulation Templates: 2015 January 25 Articulation Agreement AA Required.doc](#)