

In an effort to best serve Tri-C students and provide a wide array of pathways towards completion and success, articulation agreements are essential. The Office of Articulation, Transfer, and Prior Learning (ATPL) is here to support and participate in this very importance process. ATPL offers the following process to guide you to completion:

Ways of originating an articulation agreement:

- A Tri-C faculty member has an interest in articulation and/or discussion with a partner institution
- A Tri-C dean or administrator has an interest in articulation and/or initiates discussion with a partner institution
- A current/potential partner institution has an interest in articulation and/or initiates discussion with Tri-C
- ATPL recognizes potential and initiates discussion with a Tri-C faculty member

Who to include in discussion when developing a new agreement:

- From Tri-C:
 1. Director of ATPL
 2. Faculty, program managers, deans from the articulation program or discipline
 3. Counseling faculty and/or Curriculum Office staff who is familiar with the College's degree requirements
- From the partner institution:
 1. Faculty, dean(s), registrar, provost/associate provost
 2. Whomever the partner institution appoints

Agreements can be negotiated more quickly if the subject experts from both partner institutions are involved in meetings. Prior to meeting, prepare and package as much information as possible to help facilitate the conversation and expedite the process.

Transfer pathways should be applied to degree requirements or a specific major/program at a partner institution. Whenever possible, use the Ohio Transfer Module and/or Transfer Assurance Guide coursework while developing a transfer pathway or articulation agreement with either public or private institutions.

The steps to developing an articulation agreement:

- 1) If a Tri-C faculty member or administrator is interested in pursuing a partnership, complete the online Articulation/Facilities Agreement Request Form on the Transfer Center website to notify ATPL.
- 2) If a partner or potential partner institution contacts Tri-C with interest in establishing an articulation agreement:
 - a. If contact is with ATPL, the appropriate deans, associate deans, program managers, and

faculty will be notified.

b. If contact is with someone other than ATPL, complete the online Articulation/Facilities Agreement Request Form on the Transfer Center website to notify ATPL.

- 3) If the articulation is deemed a good fit and will benefit Tri-C students, it will move forward and the following steps will be taken:
- a. ATPL will send the Tri-C approved template to those concerned. Please understand that this is the **required template** for all agreements. (Tri-C will not use any other template.)
 - b. ATPL will facilitate a meeting to discuss the specifics of the agreement including Tri-C faculty, deans, counselors, etc as appropriate to discuss the specifics of the agreement.
 - c. Tri-C contacts will meet with the partner institution to review curriculum and draft the appropriate attachments and appendices.
 - d. Tri C and partner institution will jointly create a draft document of the articulation agreement using the Tri-C template.
 - e. Tri-C contacts will have a Tri-C counselor or discipline expert review the draft agreement.
 - f. Once this review process is completed, Tri-C contacts will meet with or send agreement to ATPL for review.
 - g. ATPL will send the reviewed draft agreement to Tri-C's legal department for review and approval; the legal department may have edits.
 - h. Once Tri-C's legal department approves, ATPL will route the approved agreement to the partner institution for their review and approval.
 - i. When both Tri-C and the partner institution have given final approval, ATPL will route the document for signatures from both institutions.
 - j. When finalized, ATPL will post the signed fully executed agreement on the Tri-C Transfer Center website and will notify appropriate deans, program managers, involved faculty, and counseling contacts.

The typical timeframe to develop an articulation agreement:

New articulation agreements can take up to a year to finalize; however, in the best of circumstances, they can take less time depending on course equivalencies and the work needed to finalize curriculum, tables, and attachments. Renewing articulation agreements usually moves more quickly unless there are numerous curricular changes. At times, the curriculum, legal review and approval processes at both partner institutions can take considerable time.