

UMBC PROGRAM ARTICULATION AGREEMENT DEVELOPMENT PROCESS

This guide is intended for use by UMBC faculty and staff and community college articulation representatives. The guide serves to provide a timely and comprehensive process for developing program to program articulation agreements. This process is in accordance with the [UMBC Policy on Approval of Written Academic Agreements](#) UMBC Policy # III 7.01.01.

STEP ONE: CONTACT THE PROGRAM ARTICULATION WORK GROUP

Contact the Articulation Work Group Chair (Nathan Fanning – nfanning@umbc.edu) to arrange a meeting to discuss the proposed articulation agreement. The meeting will typically include a discussion of the interest, program specifics, feasibility, promotion and direction of the program articulation.

STEP TWO: DEVELOP AND DRAFT THE PROPOSED ARTICULATION AGREEMENT

UMBC representatives, in collaboration with the respective community college representatives, and with assistance of the Articulation Work Group Chair, will arrange opportunities to discuss details of the proposed articulation agreement. The following draft articulation documents are expected to reflect the collaborative efforts of representatives from both institutions.

1. Equivalency and Planning Guide *3-4 weeks estimated completion*
2. Program Articulation Pathway *3-4 weeks estimated completion*
3. Articulation Agreement Draft *3-4 weeks estimated completion*

Each document should be submitted to the Articulation Work Group Chair for review upon completion. In addition to sharing their content knowledge, colleagues at the two- and four-year institutions should use this as an opportunity to develop deeper programmatic relationships.

For agreements to become effective for the fall semester, the deadline for submission of an Articulation Agreement Draft is **March 15**.

For agreements to become effective for the spring semester, the deadline for submission of an Articulation Agreement Draft is **October 15**.

STEP THREE: INTERNAL REVIEW OF THE DRAFT AGREEMENT

The Articulation Work Group Chair will circulate a draft of the articulation agreement internally to all persons involved including the relevant academic department and the Articulation Work Group. The Articulation Work Group Chair will set a due date (typically 20 business days) for recommended revisions, etc., and will communicate the due date to those involved in the internal review. To expedite the review process, academic departments should solicit suggested revisions during this 20-day period.

STEP FOUR: FINAL INTERNAL DRAFT PREPARATION

Requested changes are reviewed and incorporated by the Articulation Work Group, if appropriate.

STEP FIVE: EXTERNAL DRAFT REVIEW

The Work Group Chair will send the final draft of the articulation agreement to the partner institution for review and approval (with copy to UMBC academic department). Partner institution should respond to UMBC with requested revisions within 20 business days.

STEP SIX: UMBC REVIEW OF EXTERNAL REVISIONS

The Work Group Chair and the UMBC faculty representative will review the revisions requested by the partner institution. If the revisions are substantive, they will be circulated within UMBC for comment and review by those participating in STEP FOUR. Comments should be submitted within 10 business days. (*Note: Comments will be limited to only the revisions requested by the partner institution.*)

If the draft agreement is approved by the Articulation Work Group it is forwarded to University Counsel for approval. If the revisions are not approved, discussions will continue.

STEP SEVEN: REVIEW BY UNIVERSITY COUNSEL

All agreements must be reviewed by University Counsel prior to execution. If University Counsel changes are substantive, the Work Group will continue to facilitate discussions.

STEP EIGHT: SIGNING OF THE ARTICULATION AGREEMENT

Subsequent to counsel approval of the articulation agreement, the Chief Academic Officers, the College/School Deans, Department Chairs and Principals of both institutions will sign and execute the articulation agreement.

STEP NINE: ARCHIVAL PROCESS

A copy of the executed articulation agreement will be provided to the Chief Academic Officers at each institution. A copy will be provided to UMBC's Registrar and Office of Undergraduate Admissions and Orientation to be made available on the UMBC [website](#). Original documents will be held in the Office of Enrollment Management.

STEP TEN: PROMOTION AND MARKETING

The respective departments and the admissions offices will develop a strategy for promoting the newly executed agreement.

STEP ELEVEN: PERIODIC PROGRAM REVIEW

Agreements should be reviewed and updated every three years or whenever substantive changes in the program(s) occur at either UMBC or the partner institution.