



Pfeiffer University

Policy for Review of Cooperative Academic Agreements and Articulation Agreements

Pfeiffer University ensures the quality and integrity of all courses transcribed as Pfeiffer University credit including those delivered through cooperative academic agreements and articulation agreements. This policy addresses the approval of such agreements and their periodic review.

Cooperative Academic Agreements Approval

Cooperative Academic Agreements that involve course-sharing must follow the following approval process for each course:

- The department chair or program coordinator in the academic department of the prefix identifies a course at the partner institution and reviews the course syllabus, course description, faculty credentials, and accreditation-related materials.
- The Dean submits a Cooperative Agreement Course Approval Form to the Registrar.
- The Registrar reviews the course approval form and maps the course to the Pfeiffer University equivalent course.
- The Provost will review and sign any new or revised Cooperative Academic Agreement on behalf of the institution. The agreement is not effective until the agreement document is signed by the Provost.

Each Pfeiffer University course that a student takes through a cooperative academic agreement will be routinely reviewed by the Registrar and faculty of record prior to each term in which the student intends to take the course to ensure that the learning outcomes, course description and syllabus have not changed since the course was initially approved.

Pfeiffer University partners with regionally accredited institutions to ensure that courses are taught by faculty members who are appropriately qualified. The Registrar will consult, as needed, with the Dean and the appropriate academic officer from the partner institution.

Any issues regarding student perception of teaching or integrity of the academic experience will be addressed by the Dean and the appropriate administrator at the partner institution.

Articulation Agreement Approval

Articulation Agreements are typically signed between Pfeiffer and community colleges or other institutions which send students to Pfeiffer to complete a degree. These agreements involve an understanding to transcript courses for transfer students. Usually, significant portions of a degree program are included, not a single course here or there. The approval process involves the following steps:

- Anyone on campus may suggest an articulation agreement to the Provost's Office.
- The Dean and the Provost work with the Vice President of Enrollment to determine whether an articulation agreement would benefit both institutions.
- The Dean and the Provost will create either a list of courses covered by the agreement or degree plans specifying the courses for the programs covered by the agreement.
- Both institutions will agree to the courses/programs covered by the agreement and documented in a memorandum of understanding.
- The Provost and the President will sign any new Articulation Agreement. The agreement is not effective until the memorandum of understanding is signed by the Provost and the President. The Provost may revise the memorandum without the President's signature.

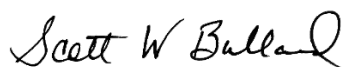
Other Cooperative Academic Agreements or Articulation Agreements

Other types of cooperative academic agreements (e.g. third party vendors, providing or accepting significant portions of upper-level courses in a degree program) or articulation agreements may be added by the University, and this policy will be revised as needed by the Provost's Office.

Review of Agreements

All agreements in this policy will be reviewed by the Registrar, appropriate Dean, and Provost at least every two years. The agreements will be reviewed to ensure that they are accomplishing their intended purpose.

A written record of such reviews – including appropriate signatures and dates for each review – will be kept in the Provost's Office.



Scott Bullard, Ph.D.
President

Oversight of this policy is assigned to: Provost

Date of Origin: 11/28/2022

Approved by President's Cabinet: December 20, 2022