

Articulation Agreements, Curricular Pathway Agreements, Transfer Agreements

Recommended Practices to Create, Modify, and Initiate the Agreement Process

This document details the process for creating and/or modifying any articulation agreement and its accompanying MOU. Any articulation agreement with an institution partner is a legal (binding) agreement between the University of Maryland Eastern Shore (UMES) and that partner. As such, even if a partner institution initiates such an agreement, it must be vetted with agreed approval by appropriate parties at UMES as well as the partner institution.

UMES must designate a single point person for each agreement; this person has the responsibility of ensuring that the agreement moves through the process in an efficient and timely manner. It is encouraged that the single point person responsibilities consist of Faculty/Staff, Department Chairperson and/or Dean.

1. Agreement can be initiated by any responsible party.
2. The adoption for the draft plan ([MHEC Articulation Agreement Template Link](#)) of an agreement needs to be created in conjunction with articulating school, department or program and the partner organization.
3. The Chair of the articulating department, in consultation with relevant department faculty, must approve the crosswalk, as well as any other relevant part of the agreement.
4. Chairperson submits the draft template agreement to the dean of the school.
5. The Dean reviews the document for accuracy and completion and submits draft to the Vice Provost for Institutional Planning and Quality.
6. The Vice Provost reviews the agreement for accuracy and completion in conjunction with the partner institution, as well as to UMES' General Counsel (GC) for legal compliance.
7. When both parties agree that the document is accurate and complete, and when the GC approves, the agreement is sent to the Office of the Registrar for a response *within fourteen (14) business days* with copies to the Chair, Dean, Vice President for Enrollment Management & Student Experience (VP-EMSE) and to the Provost and Vice President for Academic Affairs (VPAA)
8. The Registrar's Office reviews agreement for compliance with COMAR and MHEC regulations, and send the agreement to the Provost & VPAA if it is a revised document, or to the President if it is a new agreement, for signatures.
9. The point person checks with partner institution to ensure that its representatives have signed the document.
10. The point person files a copy of the completed document to: The Office of Academic Affairs, the Office of the Registrar, the Office of Admission, School, and Department for record keeping purposes.
11. The Division of Academic Affairs will submit a copy of the articulation agreement to MHEC using the non-substantial modification coversheet ([Non-Substantial Modification Coversheet](#)) to the academic program.
12. The Office of Admissions and Recruitment will update the articulation agreement website to promote the partnership once the articulation agreement has been submitted to MHEC.
13. The Office of the Registrar will update the ARTSYS list and forwards the notice of the agreement to the Division of Academic Affairs and to the Office of Decision Science.