



GOODWIN COLLEGE PROCEDURE

TITLE:	Transfer Articulation Agreements
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INTRODUCTION STATEMENT:

Goodwin College seeks to strengthen its relationships with local institutions of higher-education and to provide students with opportunities for academic growth through the creation and implementation of articulation agreements. Articulation agreements allow students who hold degrees from select institutions to transition easily into related advanced-degree programs at Goodwin College. Through articulation agreements, collegiate institutions enter into a mutually beneficial relationship whose primary aim is to promote the academic success of individual students.

AREAS OF RESPONSIBILITY:

President/Provost – Initiates the relationship with the institution of interest.

Registrar's Office – Creates and maintains articulation agreements; completes transfer evaluation.

Admissions – Welcomes and provides assistance for students entering under the articulation agreements.

Advising – Registers students for first-semester courses based on the course assessment within the agreements.

Financial Aid – Awards scholarships and monitors students' Goodwin CGPA to determine eligibility for renewal each semester.

PROCEDURE DETAILS:

1. Initiation and Completion of Articulation Agreements
 - a. The President and/or Provost of Goodwin College will contact the President or Provost at the institution of interest to initiate the articulation conversation.
 - b. The Transfer Coordinator will provide the Provost with a list of all Associate degree offerings at the institution of interest.
 - c. The President and/or Provost will:
 - a. Forward contact information to the Registrar and/or the Assistant Director of Admissions
 - b. Forward the list of programs to be assessed to the Registrar and/or Transfer Coordinator
 - d. The Assistant Director of Admissions will:
 - a. Contact the appropriate representative at the institution of interest
 - b. Contact the Transfer Coordinator with the pertinent contact information as well as the list of programs to be assessed.
 - e. The Transfer Coordinator will:
 - a. Create the articulation agreement using the standard template
 - b. Complete a side-by-side course assessment for the originating academic program to the related Goodwin College program. Once the assessment is complete, the Transfer Coordinator will:
 - i. Set up a meeting with the Goodwin Program Director and/or Department Chair of the affected department to discuss the terms and conditions of the agreement and to review the side-by-side assessment for any changes.

- ii. Send the representative at the institution of interest the drafts of the articulation agreements for review. The representative will do one of the following:
 - 1. Suggest changes
 - a. If changes to the terms and conditions are suggested, the Transfer Coordinator will discuss them with the Provost and the Registrar. One of the following will occur:
 - i. The Provost and the Registrar will approve the changes.
 - 1. The Transfer Coordinator will revise the agreement and send it to the representative at the institution of interest
 - 2. The Provost and Registrar will reject or counter the suggested changes.
 - a. The Transfer Coordinator will contact the representative at the institution of interest and assist with the negotiation process.
 - b. If changes to the course-by-course assessment are suggested, the Transfer Coordinator will discuss them with the Program Director/Department Chair and one of the following will occur:
 - i. The Program Director/Department Chair will approve the suggested changes.
 - 1. The Transfer Coordinator will revise the agreement and send it to the representative at the institution of interest.
 - 2. The Program Director/Department Chair will contact the representative at the institution of interest and assist with the negotiation process.
 - c. Once the final draft of the articulation is complete, the Transfer Coordinator will contact the institution of interest's representative to set up a meeting with the appropriate department members. At that meeting, one of the following will happen:
 - i. The articulation agreement is approved
 - 1. The President and/or Provost of the institution of interest will sign the agreement
 - a. The Transfer Coordinator will deliver the agreement to the President and/or Provost of Goodwin College to be signed
 - b. The Transfer Coordinator will have the Communications department upload the signed agreement to the Transfer Website under Articulation Agreements and will place the hard copy in a binder designated for the agreements.
 - ii. The articulation agreement is not approved and revisions are suggested
 - a. The Transfer Coordinator will work with the representatives at the institution of interest and the Goodwin Program Director and/or Department Chair to make the revisions.

- b. Once the revisions are complete, the Transfer Coordinator will provide the institution of interest with the revised and final draft for signing.
 - i. Once signed by the President and/or Provost of the institution of interest, the Transfer Coordinator will bring the agreement back to Goodwin College for the President and/or Provost to sign.
 - ii. The Transfer Coordinator will have the Communications Department upload the signed agreement to the Transfer Website under Articulation Agreements and will place the hard copy in a binder designated for the agreements.
 - iii. The Assistant Director of Admissions, working with the Transfer Coordinator, will arrange a meeting with the Vice President of Academic Affairs, Vice President of Enrollment, Vice President of Finance, Director of Financial Aid, affected Department Chairs and Program Directors, Manager of Academic Advising, Admissions Officers, and Academic Advisors to announce and discuss the terms and conditions of the signed agreements.

2. The Student Experience

- a. Before matriculation, students at the partner institution (former institution of interest) will be invited to attend any special events held on Goodwin's campus. The Assistant Director of Admissions, working with Goodwin Department Chairs and/or Program Directors and the partner institution's representative(s), will coordinate these events.
- b. The two Assistant Directors of Admissions and the Admission's Leadership Team will meet with all prospective and applicant students falling under the articulation agreements.
 - i. The Assistant Director(s) and/or Leadership Team will:
 - a. Indicate in Sonis that the student(s) are entering Goodwin College under the articulation agreement(s) by checking the "Institute of Articulation" box on the Education record.
 - b. Send the Transfer Coordinator a notice with the names of the students entering under the articulation agreement(s). In addition, they will provide the Transfer Coordinator with the official transcripts for each student.
 - i. The Transfer Coordinator will:
 1. Complete the evaluation for those students
 2. Notify the student that the evaluation is complete and that their transferred courses can be viewed on the Biographic page in Sonis.
 - c. Sign the students in to meet with Applicant Advising. The member(s) of the Leadership Team will use the "Articulation Agreement" sign-up sheet to ensure a "fast-track" experience for articulation students. They will be able to meet with Applicant Advising with or without an official transcript, and will not have to wait in the general que.

- i. Applicant Advisors will register students for their first semester coursework, in accordance with the course-by-course assessment in the articulation agreement. No assessment of coursework previously earned will be performed at this time, except when necessary.
 - d. Students will meet with Financial Aid and will be awarded the scholarship and/or financial assistance specified in the articulation agreement.
 - i. Financial Aid will keep track of the student's GPA to assess whether the awarded scholarship will be renewed each semester. GPA requirements and the corresponding scholarship amount are specified in the articulation agreements.
 - e. During the students' first semester, the Leadership Team will bring individual students to meet with the Program Director and/or Department Chair of their program. Program Directors and/or Department Chairs will be responsible for meeting with students to help them register for their second semester coursework. This is to ensure the continuance of a positive experience for the students under the articulation agreements.

2. Assessment

- a. The Assistant Director of Admissions will receive reports from the partner institution containing graduation information and contact information for their students. In turn, the Director of Institutional Research will provide the Assistant Director of Admissions and/or the partner institution with frequent progress reports and a yearly list of graduates. This information will come from a report generated in Sonis.
- b. The Transfer Coordinator, Program Directors/Department Chairs, and the Provost or President will review the articulation agreements every three years. If any revisions or updates are needed at that time, the Transfer Coordinator will update the agreement(s) and contact the partner institution, in accordance with the terms and conditions of the articulation agreements.
- c. The Department of Institutional Effectiveness will send all program changes to the Transfer Coordinator during each Spring semester. The Transfer Coordinator will update the agreement(s) and contact the partner institution, in accordance with the terms and conditions of the articulation agreement.

DEFINITIONS:

Articulation agreement – a signed document signifying a partnership between two collegiate institutions. This document clearly outlines the terms and conditions for student transfer, scholarships, and any obligations the two institutions are beholden to.

HISTORY:

October 2014. Reviewed 2015 and February 2016.

RESPONSIBLE OFFICE:	Academic Affairs, Registrar, Transfer Coordinator
REVIEW DATE:	Annually

APPENDIX:

Include any supporting documentation that would be useful for the implementation and future evaluation and revision of the procedure. Examples include, sample forms, timetables, examples, transaction flow chart, etc.