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Introduction
Idaho State University (ISU) works closely with Idaho’s community colleges and sister universities to increase students’ access and success toward achieving their goals of earning a degree. An essential part of that is the development of articulation agreements between ISU and their higher education institution partners.

This manual provides the guidance necessary to facilitate and establish articulation agreements between ISU and other higher education institutions.

What is an Articulation Agreement?
Articulation Agreements are formally approved agreements between educational institutions for the transfer of course credit taken in one institution to another. They are completed at the institutional level by Academic Affairs between ISU and a two or four-year institution. The agreements constitute a broad framework for more specific transfer planning that will define the articulation of baccalaureate degree program requirements to the particular program course level.

They formalize the process of developing and maintaining transfer options for students who wish to pursue a bachelor’s degree. They provide students with access to, and linkages with, bachelor’s degree-granting institutions that accept all courses identified in the agreement. The agreement often includes a minimum GPA requirement for admission and the minimum number of credits hours that will transfer.

Articulation agreements have had many names throughout the years, but in essence, are an agreement that recognizes that education received at one institution is equal to that of another institution. Articulation agreements have also been known as 2+2 agreements as well as Pathways. The 2+2 label is no longer used, but the use of Pathways is still authorized.

Guiding Principles
ISU’s focus on student achievement and learning outcomes are represented through our mission (Learning and Discovery) & 2 (Access and Opportunity). The following standards need to be met:

- Will be created for the purpose of increasing access to and attainment of students' educational/career goals.
- Will ensure alignment of our Pre-majors and/or A.S. Degree course offerings
- Will be established and have a compelling interest and need for current/future students
- Will serve to maximize educational opportunities and services to enhance career opportunities for students in workforce development programs
- Will provide effective and cooperative linkages to strengthen partnerships initiatives that benefit students
- Are mutually beneficial to all parties
- Align with both ISU and individual College strategic objectives

ISU’s Articulation Processes
ISU’s articulation agreement processes support partnerships with in-state, out-of-state, and international institutions. Priority is given to in-state articulation agreements, but all agreements will be considered on a timely basis. The flow charts that follow describe the processes ISU will use when considering/approving articulation agreements.

Include any parameters and/or exclusions of the agreement. A general agreement may address general admission to the institution with the required GPA or other general requirements. A complete list of programs covered in the agreement should be attached to the available course lists.
Partnering institutions will only use the approved ISU articulation agreement form. The form is found on ISU’s Academic Affairs Articulation Agreement website at isu.edu/academicaffairs/articulationagreements and an example form can be found at the end of this manual. All information must be completed on the form.

Academic Affairs has overall responsibility for the approval of articulation agreements. Programs will follow the processes below to submit articulation agreements for review by the Registrar, appropriate curriculum organizations, their college administration, and Academic Affairs. Failure to follow the process will result in delayed or denied approval of the agreements.

Individual colleges are not authorized to enter into an articulation agreement with any college or university. No employee or agent of ISU has the authority to enter into any agreement on behalf of ISU, except as otherwise expressly provided by the policy.

The Colleges and Academic Affairs will oversee annual updates to articulation agreements to ensure the initiating programs continue to meet the requirements of the ISU programs. If changes to a program occur, ISU programs/departments will review those changes and provide updates to their deans and ISU Academic Affairs for submission to the appropriate curriculum oversight council.

Any amendments, changes, extensions, or renewals to the original agreements must be in writing and processed in the same manner as the original agreement. A copy of the original agreement should be included with the amendment, change, extension or renewal at the time the documents are processed for approval. One signed copy of any amendments, changes, extensions, or renewals must be kept with Academic Affairs in an appropriate digital repository (to be determined- add viewing link here).

As identified in the process, the Registrar must approve all articulation agreements. Once final approval occurs, Academic Affairs will work with Student Affairs to ensure the Registrar and Central Academic Advising have a copy of the agreements. Programs will coordinate with Academic Affairs to annually update their articulation agreements. Academic Affairs will post all approved agreements on its website as well as providing them to the Colleges, Student Affairs, and the partnering institutions.

The College where the articulation agreement is generated will work with Academic Affairs and Marketing and Communication to create a communication and marketing plan to advertise and inform students at the partnering institution’s service region about the new agreement. Additionally, the information will be available on ISU’s website with links also residing on the College’s page. Colleges are encouraged to also consider other printed venues to promote the agreements, i.e., brochure, college catalog, etc.
ISU In-State Articulation Agreement Process

Idaho partner articulation agreement

Partner submits course description and syllabi to Academic Affairs

Vice Provost for Outreach reviews the request and forwards it to the College

Program/Department Chairs review program courses sections and student learning outcomes, determine equivalencies, and note course substitutions where needed

Registrar reviews documents and makes recommendations to Academic Affairs

GERC, UCC, or Grad Council review documents and identify curriculum change proposals

Academic Affairs creates articulation agreement

Electronically sign articulation agreement:
- Partner Program Chair
- Partner Registrar
- ISU Program Chair
- ISU Department Chair
- ISU College Dean
- ISU Registrar
- Partner Provost
- ISU Vice Provost

Copies of articulation agreement sent to all parties and published on the website

If the courses do not align or meet the requirements of the Program, Department, or Registrar, the request goes back to the Partner with recommendations
Out-of-State/International Articulation Agreements

ISU/External Partner/International/Out-of-State Articulation Agreement Process

US partner institution or International Program Office (IPO) requests articulation agreement

Partner Institution provides course description & syllabi to Academic Affairs

Vice Provost for Outreach who reviews request sends it to college

ISU Program, Department and College program courses sections and student learning outcomes, determine equivalencies, and note substitutions where necessary

ISU Registrar approves final course description & syllabi

GERC, UCC, or Grad Council will review possible change proposals sends back to Enrollment Management

IPO (if international) and Academic Affairs creates articulation agreement

Electronically sign articulation agreement:
- Partner Program Chair
- Partner Registrar
- ISU Program Chair
- ISU Department Chair
- ISU College Dean
- ISU Registrar
- Partner Provost
- ISU Vice Provost

University Staff Council reviews external agreements

EVPP signs approval form

Higher Education organizations sign articulation agreements, sent to all parties, and posted on the website

If the courses do not align or meet the requirements of the Program, Department, or Registrar the request goes back to the Partner with recommendations
Articulation Agreement Form (Example)

**Name of Institution:** College of Idaho Programs

**Name of Program at College of Idaho Programs:** Nursing Assistant

**Name of Program at Idaho State University:** Nursing

**ISU Program Contact Person Name:** Kelsey Smith

**Degree Awarded from College of Idaho Programs:** Associate’s Degree

**Degree Awarded from Idaho State University:** Bachelor’s Degree

**Brief rationale to support agreement:**

Advance academic and education exchanges between the College of Idaho Programs and Idaho State University so that students may have more opportunities.
Articulation Agreement Between
College of Idaho Programs and Idaho State University (example)

INTRODUCTION

Based upon a mutual respect for the integrity of academic programs and in an effort to better serve students who wishing to obtain a Bachelor's Degree after being awarded a(n) Associate's Degree; College of Idaho Programs and Idaho State University hereby enter into an Agreement for an Articulation Agreement that upon a student's successful completion in its entirety will result in a(n) Associate's Degree from College of Idaho Programs and a(n) Bachelor's Degree from Idaho State University.

OBJECTIVES OF THIS AGREEMENT

1. To facilitate the transition of students from the College of Idaho Programs to Idaho State University.
2. To provide specific advisement for students of College of Idaho Programs who intend to pursue their Bachelor’s Degree at Idaho State University.
3. To encourage academic and administrative coordination between institutions, and the exchange of evaluative information on the outcomes of the program with the goal of continual improvement.
4. To provide qualified students the opportunity to complete a(n) Associate’s Degree from College of Idaho Programs and to complete a(n) Bachelor’s Degree at Idaho State University.

REQUIREMENTS OF THIS AGREEMENT

1. Students must have obtained their Associate’s Degree upon transferring to Idaho State University.
2. Students will complete all required course work as outlined in the Articulation Agreement.
3. Students who are on track to follow this Articulation Agreement, and have maintained continuous enrollment at College of Idaho Programs, will be given catalog year rights at Idaho State University. This means that the catalog year in which a student initially entered College of Idaho Programs is also the catalog year that the student will be provided once he or she transfers. This ensures that students who are following the articulation agreement are not affected by curriculum changes in their program at Idaho State University.
4. All general education courses will transfer in accordance with the Idaho State Board of Education policy III.N Statewide General Education.

MUTUAL PROMOTION OF THE PROGRAM

1. College of Idaho Programs and Idaho State University both agree to encourage qualified students to participate in this Articulation Agreement through advisement and dissemination of information.
2. The Nursing Assistant Department at College of Idaho Programs will make every effort to maintain a list of students actively pursuing the program with the intent to enroll at Idaho State University and will inform the Director of Transfer Services and the Department of Nursing at Idaho State University. This list will be used by the Idaho State University Admissions Office and the Office of the Registrar to determine catalog year rights of transfer students.

PROGRAM CHANGES

1. This Articulation Agreement will require an annual revision to ensure all program graduation requirements that change at either institution can be updated. The Nursing Assistant Program at College of Idaho Programs will work closely with the Department of Nursing and the Director of Transfer Services at Idaho State University to update all curriculum changes to the Articulation Agreement.
2. All changes must be updated in the Articulation Agreement and all signatures must be obtained by July 1 for the upcoming academic year

TERMINATION OF THE AGREEMENT

1. This Agreement shall be in force until either institution makes a decision in writing to terminate the Agreement. It is agreed that if terminated, both institutions will honor the terms of the Agreement until all students already matriculated at Idaho State University are given the opportunity to complete the program in a timely manner.
2. Termination becomes effective on the first day of July following the written notice of termination; this will enable any qualified College of Idaho Programs student who completes the College of Idaho Programs portion of the requirements of this Agreement prior to the effective date of termination, July 1, to be admitted into the Idaho State University program in the fall semester immediately following the effective termination date.
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This Agreement has been reviewed and approved by:

**College of Idaho Programs**  
**Department Chair of Nursing Assistant**
- Print Name: ____________________________  
- Signature: ____________________________  
- Date: ____________________________

**College of Idaho Programs**  
**Registrar**
- Print Name: ____________________________  
- Signature: ____________________________  
- Date: ____________________________

**College of Idaho Programs**  
--Add Title Here--
- Print Name: ____________________________  
- Signature: ____________________________  
- Date: ____________________________

**College of Idaho Programs**  
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- Date: ____________________________

**College of Idaho Programs**  
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- Date: ____________________________

**Idaho State University Program Manager of Nursing**
- Print Name: ____________________________  
- Signature: ____________________________  
- Date: ____________________________

**Idaho State University Department Chair of Nursing**
- Print Name: ____________________________  
- Signature: ____________________________  
- Date: ____________________________

**Idaho State University College Dean of Nursing**
- Print Name: ____________________________  
- Signature: ____________________________  
- Date: ____________________________

**Idaho State University Registrar**
- Print Name: Laura McKenzie  
- Signature: ____________________________  
- Date: ____________________________

**Idaho State University Vice Provost of Academic Affairs**
- Print Name: Lyle Castle  
- Signature: ____________________________  
- Date: ____________________________