

January 17, 2013

Checklist for Approval of Collaborative Arrangements

STEP 1

1. Meet with department chair and college dean
2. Meet with Office of Undergraduate Studies and/or Graduate School
 - a. Determine if curriculum decisions are required
 - b. New degree programs or new concentrations—please refer to Academic Procedures for New Degree Programs (<http://www.clemson.edu/assessment>)
 - c. **Review proposed activity against the mission and goals of the University.**
3. Meet with International Office if **involves non-US partner institutions or delivery at a non-US location.**
4. Meet with SACSCOC Accreditation Liaison regarding SACSCOC policies and standards

STEP 2

1. Form a partnership faculty task force to explore possibilities.
2. Review policy statements and define the type of collaborative academic agreement which is the best fit for the proposed collaboration.
3. If international, seek information or assistance from the Office of International Affairs and General Counsel (legal and tax implications in other countries)
4. **Review** sample Memorandum of Agreement/Understanding as well as relevant operational agreements.
5. **Define financial arrangements and seek approvals if necessary.**

STEP 3

1. Draft MOU/MOA
2. Review of internal agreements by General Counsel; Office of International Affairs, and/or Risk Management
3. **Prepare a cover memorandum that will accompany the MOU/MOA throughout the routing that addresses:**
 - a. **Purpose and overarching goal of the agreement.**
 - b. **Relationship between the agreement and the support of the University's mission.**
 - c. **Description of partner institution including accreditation status.**

Routing and Signatures

Clemson

1. Associate Dean and/or Department Chair
2. Collegiate Dean
3. Provost
4. President (if international partner Vice Provost for International Affairs may sign; or President if a joint degree)

Partner Institution (**Signatures** determined in discussion with partner task force)

1. Need a full name and **physical address for the point of contact** at the partner institution
2. Need a physical address where classes would be held

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Prior to Publication/Advertisement

(Requires signed agreement; notifications through SACSCOC Liaison)

South Carolina Commission on Higher Education

Southern Association of Colleges and Schools Commission on Colleges (Substantive Change Category 1, 2 or 3)

Attached **is a sample template** Affiliation Agreement related to transfer arrangements with other higher education institutions. The agreement template was designed for 2 + 2 type programs with technical colleges. However, it can be modified for other circumstances. A common articulation agreement between technical colleges involves a transfer of course credits and does not require a completion of an associate degree as shown in the template. **An appendix is included that was designed for students interested in participating in transfer programs.**

The Office of Undergraduate Studies and/or the Graduate School should be involved in early discussions of curriculum articulation agreements. The Office of Global Engagement should be involved in early discussions of curriculum articulation agreements that involve any non-US partner institutions or the delivery at non-US locations.

The Policy for Approval of Academic Collaborations may be found at http://www.clemson.edu/assessment/academic_affairs_policies/acad_collaborations.html

All Affiliation Agreements must be reviewed and approved by Vice Provost/SACSCOC Accreditation Liaison to verify CHE and SACSCOC compliance prior to signature.

All agreements must be reviewed by the Office of General Counsel. After review, if no changes are made to the Affiliation Agreements by the partner institution it must be signed by the President and approved by the Provost, Dean, and Department Chair. Any changes to the agreement must be approved by the Office of the General Counsel.