

Clemson University is responsible for ensuring the integrity of its accreditation and of its educational programs when entering into collaborative academic arrangements. Three major areas are to be considered when entering into collaborative academic arrangements: the integrity of the collaborative arrangement, the quality of the credits recorded on the transcript, and compliance with accreditation requirements.

Collaborative academic arrangements include, but are not limited to, dual or joint educational programs, consortial agreements, affiliations, articulations, and/or partnerships in which academic credit or degree program completion credentials occur. A collaborative academic arrangement may progress to a certificate, diploma, degree, or transcript.

Collaborative academic arrangements may occur between institutions that are accredited by United States Department of Education regional accrediting commissions (e.g., SACSCOC) or non-accredited degree-granting institutions throughout the world. The final wording of agreements reflects the accredited-accredited or accredited-non-accredited status of the institutions involved.

All signed agreements must be submitted to the SACSCOC Accreditation Liaison for appropriate communications between the University and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The following arrangements fall into the category of Academic Collaborations:

1. Articulation Agreements—the University enters into an agreement to accept transferred credits from college or university toward a degree program to be awarded by the University.
2. Dual Education Programs—students study at two or more institutions, and each institution awards a separate program completion credential bearing only its own name, seal and signature.
3. Joint Educational Programs—students study at two or more institutions and are awarded a single program completion credential bearing the names, seals, and signatures of each of the participating institutions.

Guidelines—Clemson's Responsibilities

1. Integrity of Collaborative Arrangements
 - a. **All agreements must be developed and evaluated against the mission of the University by the originating department.**
 - b. Undergraduate Students must earn 25 percent or more credits through direct instruction by Clemson; Graduate Students must earn one-third or more credits through direct instruction by Clemson.
 - c. Disclaimer Statement required by SACSCOC if the partner institution is not accredited by SACSCOC in the Agreement and Clemson is responsible for monitoring conformation with the disclaimer.

"Clemson University is accredited by the Southern Association of Colleges and Schools' Commission on Colleges to award the bachelor's, master's, education specialist, and doctoral

degrees. [Name of Partner institution] is not accredited by the Commission on Colleges and the accreditation of Clemson University does not extend to or include [name of Partner institution] or its students. Although Clemson University accepts certain course work in transfer toward a credential from [name of Partner institution], or collaborates in other ways for generation of course credits or program credentials, other colleges and universities may or may not accept this work in transfer, even if it appears on a transcript from Clemson University. This decision is made by the institution subsequently considering the possibility of accepting such credits."

2. Quality of Credits Recorded on Transcript
 - a. Review all courses to be accepted as “transferred” in or transcribed from Partner Institution (name of institution appears on transcript)
 - b. Joint appointments may be used so that courses are taught by Clemson faculty and therefore transcribed as Clemson courses; must be able to demonstrate supervision of the joint appointed faculty
 - c. Assess and monitor courses and components completed through a partner institution—performed by academically qualified persons.
 - d. Ensure faculty qualifications comply with SACSCOC comprehensive standards
 - e. Ensure that curricula decisions involve faculty at both institutions; student learning outcomes from collaborative agreement educational programs are comparable to outcomes of the same major on campus
3. Compliance with SACSCOC Accreditation Requirements
 - a. Substantive Change
 - i. Dual Enrollment requires prior notification
 - ii. Joint Educational Program varies with partner institutions
 1. Category One—partner institution is SACSCOC accredited
 2. Category Two—at least one partner institution is accredited by regionally accrediting body (e.g., Mid Atlantic)
 3. Category Three—partner is not accredited by a regionally accredited body.
 - b. Please discuss in detail with SACSCOC Accreditation Liaison
4. Review of Agreements
 - a. **All collaborative agreements must include a specific time period for review. The department and college are responsible for initiating a five year review cycle.**
 - b. **Reviews of agreements should include a statement related to the relationship between the agreement and the University’s mission.**
5. Reflect Collaborative Arrangements in Published Documents
 - a. Undergraduate Announcements
 - b. Specified websites

Revisions approved 8/1/14

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 Office of Global Engagement 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 Global Engagement, who will coordinate with General Counsel for legal and tax implications in other countries.
4. **Review** sample Memorandum of Agreement/Understanding as well as relevant operational agreements. Templates for International Agreements are available from the Office of Global Engagement.
5. **Define financial arrangements and seek approvals if necessary.**

STEP 3

1. Draft MOU/MOA
2. Review of international agreements should be coordinated by Office of Global Engagement.
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 and physical address.**

Routing and Signatures

Clemson

1. Associate Dean and/or Department Chair
2. Collegiate Dean
3. Vice Provost of Global Engagement (if international)
4. Provost
5. President
6. 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

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.

Sample Articulation Agreement

Between

Clemson University through its _____ Department and

_____ College

(All Agreements must be reviewed and approved by the Office of Institutional Effectiveness and the Office of the General Counsel prior to finalization)

Parties: The parties to this Agreement are Clemson University (hereinafter Clemson) and _____ College (hereinafter _____).

Programs: _____ College Degree Program:

Clemson University Degree Program:

Terms:

This Agreement defines the terms agreed to by the parties regarding holders of an _____ Degree (if appropriate) from _____ College and their eligibility to transfer to Clemson University. It is agreed that those individuals who receive a _____ College's _____ Degree and meet all of the criteria listed below will be accepted without further review of academic credentials, with junior standing at Clemson University into the _____ degree program. However, final admission to Clemson University is still subject to a review of the applicant's _____ background This program to program arrangement will be referred to herein as the PROGRAM.

- I. CRITERIA The criteria that shall be met by students seeking to participate in the PROGRAM are as follows:
 - a. The student will have received the _____ Degree from _____ College on or after the effective date of this Agreement.
 - b. The student will have taken all of the required courses listed in Appendix A and incorporated herein by this reference.
 - c. The student's cumulative grade point ratio at _____ must be _____ or higher.
 - d. A grade of "C", or better, is required in all courses to be applied toward the bachelor's degree.
 - e. Each student at _____ College who intends to participate in this program must sign the "Intent to Participate" form before completing thirty (30) credit hours of the requirements at _____ College. A copy of the "Student Agreement" is attached hereto as Appendix B and incorporated herein by this reference.
 - f. Students opting to participate in this program will be required to meet all Clemson University transfer credit requirements, including general education courses at the freshman and sophomore levels, in effect at the time of the

student's most recent enrollment at _____ College. Admission to Clemson University is still subject to a review of the student's

- g. Students participating in the PROGRAM must apply to Clemson University.
- h. Formal application to Clemson is recommended at least 1 full semester in advance of intended enrollment.

II. BOTH PARTIES Both _____ College and Clemson University agree to the following responsibilities:

- a. Both parties may inform potential students about the program. Examples of possible informational activities may include, but are not limited to, media announcements, brochures or fliers, information sessions for students at _____ College.
- b. An individualized advising plan will be developed by Clemson University and _____ College for each student interested in Clemson's _____ degree in _____. Students participating in the Program will use the Clemson University Undergraduate Announcements in effect at the time of their most recent entry into _____ College.
- c. Students opting to participate in this Program will be required to meet all of the Clemson University transfer credit requirements, including general education courses at the freshman and sophomore levels, in effect at the time of their most recent enrollment at _____ College.
- d. This Agreement will be construed in accordance with the laws of the State of South Carolina.
- e. The parties identify the following contacts for the program:

III. CLEMSON Clemson University through its _____ Department agrees:

- a. Will accept all courses as outlined in Appendix A with a grade of "C" or better, as part of the _____ Degree from _____ College.
- b. Will enroll students into the degree plan for _____ using the Clemson University Undergraduate Announcements in effect during the student's most recent enrollment at _____ College. Transfer credits (C or higher) from _____ College will be used to meet the graduation requirements outlined in Appendix A. (Appendix A will be revised annually, or as necessary to reflect curriculum changes.)

IV. _____ COLLEGE agrees as follows:

- a. It will no longer distribute Intent to Participate forms to students upon receipt of notice of early termination by Clemson.

V. MISCELLANEOUS:

- a. **Effective Date and Term:** This Agreement goes into effect on _____, __, ____ (Month, Day, Year). The term of this Agreement shall be 5 years from the effective date. The parties can renew this agreement by mutual written agreement for additional 5 year terms. Either party can terminate this agreement for any reason with 30 days prior written notice. The Agreement will continue in effect until it is modified by mutual written agreement or terminated by either party. Any "Intent to Participate" form that is signed prior to modification, termination or ending of the term of the Agreement will be honored by the parties.
- b. This Agreement shall be construed in accordance with the laws of the State of South Carolina. Any dispute arising out of this Agreement shall be filed in a state or federal court within the State of South Carolina.

Signatures: The signatures of the authorized representatives identified below indicate agreement to the terms set forth herein.

President
Clemson University
Date:_____

Provost and Vice President
For Academic Affairs
Clemson University

Dean
College of _____

Department Chair,
Department of Biological Sciences
Clemson University
Point of Contact: Physical Address

President
_____ College
Date:_____

Vice President for Academic Affairs
_____ College

Dean
College of _____

Department Chair

Appendix A-SAMPLE

(Should include a list of required courses to be taken at the institution-see example below)

APPENDIX A Accelerated BS in Microbiology-Biomedicine			
Clemson Course Credit	TCTC #	TCTC Course Title	Credit Hrs
ENGL 103	ENG 101	English Composition 1	3
	& ENG 102	English Composition 2	3
	or ENG 103	Accelerated Composition	3
Arts & Humanities (Non-lit requirement)		Choose one course that corresponds with the non-literature list under General Education in the Clemson announcements (see note)	3
Literature requirement		Choose one course that corresponds with the literature list under General Education in the Clemson announcements	3
PSYCH 201	PSY 201	General Psychology	3
non-PSYCH Social Science	non-PSY	Choose one course (excluding psychology) that corresponds with the the social science list under General Education in the Clemson announcements (see note)	3
BIOL103/105 or BIOL 110	BIO 101 or BIO 113	Biological Science I or Principles of Biology I	4 5
BIOL 104/106 or BIOL 111	BIO 102 or BIO 114	Biological Science II or Principles of Biology II	4 5
CHEM 101	CHM 110	College Chemistry I	4
CHEM 102	CHM 111	College Chemistry II	4
CHEM 223/227	CHM 211	Organic Chemistry I	4
CHEM 224/228	CHM 212	Organic Chemistry II	4
COMM 250 or COMM 150	SPC 205 or SPC 200	Public Speaking or Intro to Speech Communications	3 3
MTHSC 106	MAT 140	Analytical Geometry and Calculus I	4
MTHSC 203	MAT 120	Probability and Statistics	3
Genetics Requirement	BIO 203	General Genetics	4
Biochemistry Requirement	CHM 213	Principles of Biochemistry	3
General Microbiology Req	MLT 105 & MLT 205	Medical Microbiology Advanced Microbiology	4 4
Biomedicine Requirement	MLT 210 & MLT 230	Advanced Hematology & Advanced Clinical Chemistry	4 4
Micro 101	MLT 101	Introduction to MLT	2
Electives	Any course at the 100 level or above		12
Note: One course must satisfy the Clemson STS requirement and one the Clemson CCA requirement.			

Sample Appendix B

Intent to Participate Form

By signing below, I _____ - indicate my intent to participate in the

_____ program (hereinafter PROGRAM). I understand that I must meet the following student criteria in order to participate in the PROGRAM:

- a. The student will have received the _____ Degree from _____ College on or after _____.
- b. The student will have taken all of the required courses listed in Appendix A and incorporated herein by this reference.
- c. The student's cumulative grade point ratio at _____ must be _____ or higher.
- d. A grade of "C", or better, is required in all courses to be applied toward the bachelor's degree.
- e. I must complete this form before completing thirty (30) credit hours of the requirements at _____ College.
- f. Students opting to participate in this program will be required to meet all Clemson University transfer credit requirements, including general education courses at the freshman and sophomore levels, in effect at the time of the student's most recent enrollment at _____ College. Admission to Clemson University is still subject to a review of the student's _____.
- g. Students participating in the PROGRAM must apply to Clemson University.
- h. Formal application to Clemson is recommended at least 1 full semester in advance of intended enrollment.
- i. I understand that even if I meet all of the academic criteria noted above, my _____ background must still be reviewed and accepted by Clemson University prior to admission being granted.
- j. By signing below, I agree that all of my academic and discipline records from _____ College can be shared with Clemson University for the purpose of being advised about the PROGRAM. This Agreement to allow for the disclosure of my academic and discipline records will remain in effect until _____. I understand that I may receive a copy of any records disclosed upon my request.

Student Name: _____

Student Signature: _____

Date: _____