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
2. Quality of Credits Recorded on Transcript
   a. Review all courses to be accepted as “transferred” in or transcripted 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 transcripted 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](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 __________________________ College.
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)

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

**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:______________________