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Articulation Agreement Guidelines Manual

For Deans and Department/Program Chairs



Goal of reTHINK: To deliver an education that serves more students with better outcomes, while containing costs through curricular innovation, community engagement and effective use of technology.



PREFACE

Portland State University is committed to maintaining a well-designed, effective process for developing and implementing articulation pathways with two and four year institutions to ensure an orderly transfer of academic credit for the students that we serve.

In support of the reTHINK PSU Pathways to Success project, Portland State University solicits partnerships and articulation opportunities that will improve students' success and increase their access to advanced educational opportunities.

These structured pathways for community college students to pursue a PSU degree include the following activities:

- Ensure curricular alignment with key strategic partners
- Design articulation degree maps for transfer students
- Create program-specific articulation agreements with community colleges and other institutions

This Articulation Agreement Guidelines Manual¹ summarizes the key elements of the process and provides guidance to deans and department/program chairs for preparation of agreements to facilitate articulated transfer work.

¹ The Lone Star College System has graciously given permission to Portland State University to utilize their Articulation Agreement Guidelines Manual as a reference and guide in developing our Guidelines Manual. See the Lone Star College System Articulation Agreement Guidelines Manual on their website: http://www.lonestar.edu/departments/universityarticulation/Articulation_Manual_Handbook.pdf

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Articulation Agreement Quick Checklist

- Initiation
 - PSU department contacts Partnering Institution or vice versa
 - Department Chair notifies Dean of intention to create an Articulation Agreement

- Notice of Intent to Develop an Articulation Agreement
 - Dean notifies the Office of Academic Affairs (OAA) and the Registrar's Office (RO) in writing with a [Notice of Intent to Develop an Articulation Agreement](#) following the standard format found in [Appendix A](#)
 - OAA communicates the request to the Academic Leadership Team (ALT) via email

- Development
 - Dean's office or department office uses templates in [Appendix B](#) (Exhibit A or B as appropriate) to draft agreements with the Community College.
 - Prior to seeking approval, review details of the agreement with the RO to ensure course articulations are accurate within DARS.

- Approval
 - Contracting and Procurement Services (contract@pdx.edu)
 - Office of Academic Affairs
 - Partnering Institution
 - Arrange for a press release/signing ceremony (if deemed appropriate)

- Communicate/Disseminate the Agreement
 - Signed copies of the agreement are sent as a PDF to the PSU Contract's Office and the Partnering Institution. The original agreement is kept in OAA.
 - OAA posts agreement to appropriate PSU websites
 - Notify appropriate PSU units
 - Distribute copies of the agreement to University Program representatives, divisional instruction office or office department, and the Director of Transfer Student Services.

- Promotion/Marketing
 - Inform academic advisors and curriculum teams
 - Post transfer guides and degree maps to appropriate departmental websites
 - Consider other venues to promote agreements

**For questions regarding initiation of Articulation Agreements, please contact Randi Harris (rap@pdx.edu, 5-2342).*

**For questions regarding review and approval of Articulation Agreements, please contact Steve Harmon (harmons@pdx.edu, 5-4596).*

What is an Articulation Agreement?

Articulation agreements exist between Portland State University and two-year or four-year institutions to assist students' transfers. Articulation agreements formalize the process of developing and maintaining transfer options for students who wish to pursue a bachelor's degree. Typically they provide students at community colleges with access to, and linkages with, Portland State University. The agreement often includes a minimum GPA requirement for admission and minimum or maximum number of credits hours that will transfer.

Definition:

Articulation is a broad term that relates to various methods by which students can receive transfer credit for specific course work that they have mastered.

Articulation Agreements are agreements between educational institutions for the transfer of course credit taken at one institution to another institution. They are concluded at the institutional level between Portland State University and a two-year 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 at specific program course level.

A **formal articulation agreement** is a written document, signed by representatives of both entities, that permits credits that are earned through another institution's programs to be transferred to Portland State University, and can be applied to a degree, counting either toward the degree major, general education (University Studies) or as elective credit.

Goal:

The goal of an articulation agreement is to increase the number of students completing an associates degree and/or coursework at a community college and going on to earn a bachelor's degree, by ensuring that courses successfully completed at another institution will transfer to PSU. We assist students in reaching their educational objectives by providing information that supports a seamless transfer from a two-year institution to Portland State University.

Procedure:

PSU articulation agreements make it possible to properly advise students, allowing them to make more informed decisions about which courses should be completed at a partner institution, and which courses can be transferred to PSU. Articulation degree maps included in the agreement are beneficial to students. Articulation agreements will be posted on the PSU webpage by OAA. Transfer Guides and Degree Maps will be posted on the Transfer Student Services website (<http://www.pdx.edu/admissions/transfer-degrees-agreements>) reflecting course equivalencies between Portland State University and partner institutions.

Benefits:

Upon following the requirements that articulation agreements stipulate, students can meet the curricular requirements associated with a four-year degree. This allows them to enter a four-year college in the major they have chosen as a junior. Other benefits include,

- Allowing students to make the transition to PSU easier
- If co-admitted, earning an associates degree using reverse transfer
- Having more credit count toward their bachelor's degree requirements
- Preventing students from taking unnecessary courses or repeating courses
- If co-admitted, allowing students access to PSU I.D.s, PSU email and library accounts, university functions, and PSU advising

Requirements:

At PSU, the requirements for an articulation agreement depend on the specific agreement itself, but students must meet minimum grade requirements as outlined in the specific agreement. Most courses that are transferable are core, degree requirements, or general education courses. These help students prepare for higher-level courses that focus on a major. PSU also provides opportunities for Associate of Applied Sciences (AAS) graduates to transfer some or all of their credits to PSU by developing program to program articulation agreement for these graduates.

What Principles should guide Articulation Agreements?

Articulation is a process and relationship involving the vertical and lateral movement of students through a formal education system. The agreement is based upon guidelines, policies and accreditation principles. The agreements are intended to expand and create access for our students.

PSU intends to enter into agreements that:

- Will be created for the purpose of increasing access to and attainment of students' educational/career goals,
- Will ensure alignment of PSU majors with and/or associates degree course offerings,
- Will be established to 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 and initiatives that benefit students,
- Will reduce costs to students,
- Are mutually beneficial to all parties,
- Align with PSU strategic plan/direction.

What is the Value of Articulation Agreements?

Value to Students

Articulation activities maximize the transferability of credits. Students can complete a course of study with assurance their accumulated credits will provide a skill set for their chosen career, will result in a certificate or other degree at the first institutions, and will apply in part or in whole to a bachelor's degree at the next institution. Other student benefits include:

- Making the process of transferring easier,
- Accelerating progress,
- Reducing duplication of instruction,
- The saving of money on tuition, fees, and books for students by eliminating repeats of courses already taken at the first institution,
- Creating the opportunity to continue studies in their chosen subject or discipline,
- Improving job readiness skills,
- Improving job placement potential,
- Earning college credit,
- Offering motivation to continue with schooling.

Value to Educational Institutions

Educational institution benefits include:

- Improved student success,
- Promoting curricular alignment,
- Facilitating communication between educational institutions,
- Facilitating communication between faculty and administrators,
- Reducing duplication of instruction,
- Expanding program content,
- Enhancing public relations,
- Increasing enrollment in articulated courses at the high school and college levels,
- Assisting with recruitment at all levels of education,
- Promoting a more unified educational system.

What are the different types of Agreements and Collaborations?

Agreements Managed by Academic Units	
Type of Articulation Agreement:	How it is developed/implemented:
<p>AAS Program-to-Program Articulation Agreement: Specifies how courses in an Associate of Applied Science (AAS) major at a Community College (CC) will transfer to a specific major at PSU. Generally accompanied by a Transfer Guide and a Degree Map.</p> <p>Example: AAS in Fitness Trainer at Clark College to Physical Activity/Exercise in Community Health at PSU</p>	<p>Generally initiated by departments, this is a formal agreement that must be vetted and signed by the Provost's office as well as by school/college and department. These agreements can allow courses that might not otherwise transfer to PSU (because they are not part of the CC college preparatory transfer curriculum) to be accepted to meet major requirements for a specific major only.</p> <p><i>Use the Articulation Agreement Form and Exhibit A: Articulation and Transfer Criteria found in Appendix B of this document. Include the Transfer Guide and Degree Map from Appendix C.</i></p>
<p>Transfer Articulation Degree Maps: Term-by-term advising maps designed to prepare students to transfer in to a specific major at PSU.</p> <p>These maps should be developed for the AAS program-to-program agreements as described above.</p> <p>They should also be developed to articulate transfer pathways for students completing a college preparatory curriculum at a CC into specific majors at PSU.</p>	<p>Created through partnership of PSU and a CC or other Partnering Institution. Generally initiated by departments, this is a formal agreement that must be reviewed and signed by the Provost's office as well as by school/college and department.</p> <p><i>Use the Articulation Agreement Form and Exhibit B: Transfer Articulation Degree Pathway Criteria found in Appendix B of this document. Include the Transfer Guide and Degree Map from Appendix C.</i></p>
Agreements Managed by Administrative Units	
Other Agreements/Collaboration:	How it is developed/implemented:
<p>Course-to-Course Articulations: Example: PCC = PSU EC 200 = EC LD EC 201 = EC 201 FN 225 = CH 250</p>	<p>Initial evaluation of courses by articulation specialists in the Registrar's office. If how the course should transfer is unclear from the course description, the major department is asked to review and advise on how the course should be accepted.</p>

<p>Statewide Agreements: Associate of Arts Oregon Transfer (AAOT) Associate of Science Oregon Transfer – Business (ASOT-B) Organic Chemistry Agreement</p>	<p>Coordinated, vetted, and administered at the state-level, often through the Joint Boards Articulation Commission (JBAC).</p>
<p>“Memo of Fact” Statements: States what we already do for any student Example: MOU w/Honolulu Community College, Heald College</p>	<p>Memo that verifies that courses that meet academic transfer standards will be accepted in transfer. Must be reviewed by the Registrar’s Office (RO).</p>
<p>Reverse Transfer: Reverse agreements ensure that a community college accepts credits earned after a student transfers to PSU and will apply them toward an associate’s degree.</p>	<p>Initiated by Enrollment Management and Student Affairs (EMSA).</p>
<p>Admission Agreements: (Notice of Educational Collaboration) Guarantees that students who meet certain criteria will be admitted. Does not identify how specific courses transfer. Example: North Island College, Canada – International Admissions agreement</p>	<p>These are generally focused on international students transferring from a community college in the United States. These agreements are generally initiated and signed by the Office of International Affairs, or by the Office of Admissions for domestic schools.</p>
<p>Co-Admission Agreements: Students who apply for co-admission and are admitted to both PSU and a partner community college. These agreements provide many benefits to students including allowing students admitted to the program to continue to take classes at their CC before during or after matriculating at PSU as well as to count credits at both their CC and PSU toward their financial aid load.</p>	<p>Initiated by EMSA. Various departments within EMSA, including admissions processing, communication with partner schools, transcript evaluations, and financial aid, carry out the primary functions of the agreement.</p>

Who can approve an Articulation Agreement?

All articulations, co-admissions, and reverse transfer agreements shall have all applicable administrative reviews completed and be signed by all parties prior to commencement of any duties/actions by the parties as stipulated in the agreement. Agreements do not involve rental or lease of PSU property. An articulation agreement may be a binding legal contract and require review by PSU's Contracting and Procurement Services Office.

Individual PSU schools/colleges are not authorized to enter into an articulation, co-admission or reverse transfer agreement without Office of Academic Affairs approval. Review by PSU's Legal Counsel as well as the Office of Contracting and Procurement may be required. Agreements must be signed by a PSU employee who has the authority to enter into contracts on behalf of the University, e.g. Contracts Officers.

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.

Signed copies of the original agreement and any amendments, changes, extensions or renewals must be kept with the PSU's Office of Contracting and Procurement as well as the Office of Academic Affairs.

Departments and Schools/Colleges can ensure better compliance and faster reviews by using the templates and guidelines in this document.

What is the process for developing an Articulation Agreement?

Articulation agreements for Portland State University follow this process.

*A [checklist](#) is included on page 4 of this document.

Initiation

The request for an articulation agreement may be generated from either an internal or external source.

- Internally- generated from a curriculum team, department or division within Portland State University (PSU).
- Externally- originating from another institution through a PSU contact.

Regardless of the origin of the agreement, all requests to initiate developments of transfer agreements must be communicated in writing to the Office of Academic Affairs and the Registrar's Office.

*A [contact list of Community Colleges](#) and their main point of contact is located in Appendix D of this document.

Notice of Intent to Develop an Articulation Agreement

The Dean's office will coordinate and communicate the request of the "notice of intent to develop an articulation agreement" ([Appendix A](#)) to the following PSU individuals/offices to gain early feedback and to communicate intent:

- Registrar's Office (Cindy Baccar- baccarc@pdx.edu / 5-5533)
- Office of Academic Affairs (Steve Harmon- harmon@pdx.edu / 5-4596)

The notice will follow a standard format, including:

*See [Appendix A](#) for form.

- Name of Program
- Type of Articulation Agreement
- Name of institution with which the agreement will be developed
- Brief rationale to support entering into the agreement
- Portland State University program contact person
- Community College contact person

Development

The development of an agreement may be initiated internally or externally.

- Internally- The Office of Academic Affairs and the Registrar’s Office develop templates and initiates the general institutional agreements. The Dean’s Office or department office where the program is housed, drafts program specific agreements (see [Appendix B](#) for templates and forms). Draft agreements are developed with the following considerations:
 - Complies with the Articulation Agreement Guidelines
 - Provides for input and review from the partnering institution

*Academic Advisors who work closely with the program should be key participants in developing the curricular details of the agreements.

- Externally- The partnering institution may draft an institutional or program specific agreement. The draft agreement is reviewed by the Office of Academic Affairs, Registrar’s Office, Dean’s Office, and appropriate the department/program with the same considerations as an agreement internally developed.

Comments and concerns are considered and brought to the Office of Academic Affairs, Registrar’s Office, and Dean’s Office for discussion with those who drafted the agreement.

Articulation Agreement Content

To ensure quality and consistency of agreements, the following areas should be addressed in all articulation agreements into which Portland State University enters.

1. Purpose of Agreement

This includes a brief statement indicating the reason for forming this agreement. Example: “Portland State University and ... are forming a partnership through this articulation agreement to better serve students and prepare them to enter workforce. Both institutions recognize that working together, their collective efforts are much stronger than their individual efforts”.

2. Description of degrees/programs that are covered in the Agreement

Include any parameters and/or exclusions of the agreement. A general agreement may address general admission to the institution with required GPA’s or other general requirements. A complete list of programs covered in the agreement should be attached with available course lists. Transfer guides and degree maps that support the agreement will be developed and published on the PSU website.

Approval

Portland State University approval occurs in the Office of Academic Affairs.

The department engaging in the articulation agreement will develop, implement, and coordinate the communication and approval from the partnering institution. The

department should send a copy of the pending agreement to the Finance and Accounting Services Team- Contracts & Procurement Services (FAST CAPS) at contract@pdx.edu to have a contract number assigned and a Contract's Officer review and sign-off on the agreement prior to sending it to the partner institution for signing.

Upon approval from both institutions, three originals are created for signatures. The Office of Academic Affairs and/or Enrollment Management and Student Affairs coordinate a signing ceremony, when appropriate.

Signing Ceremony (if appropriate)

Three sets of original documents are brought to the signing ceremony.

Agenda to include:

- Welcome and introductions of each institution's representatives
- Comments by those present
- Signing activity
- Closing remarks and photo coverage for press release

Those invited to attend:

- Agreement development members from both institutions
- Deans and Associate Deans
- Program representative(s)
- Department Chairs
- Provosts
- Vice Provosts
- Presidents
- Appropriate staff

Communicate/Disseminate the Agreement

Following approval of the Office of Academic Affairs and obtaining the appropriate signatures, the original agreement is archived in OAA and posted to the PSU website. Transfer Guides and Degree maps are posted to the Transfer Student Services website (<http://www.pdx.edu/admissions/transfer-degrees-agreements>).

Others receive notification:

- Deans
- Divisional instruction leaders
- Department Chair
- Director of Transfer Student Services and Undergraduate Recruitment
- Academic Advisors

Copies of the agreement are disseminated as a PDF to:

- Contract's Office

- Partnering institution

Copies of the agreement are distributed to:

- University Program representative(s)
- Divisional instruction office or department office

Promotion/Marketing

The Office of Academic Affairs in partnership with Enrollment Management and Student Affairs will coordinate promotion and marketing of transfer articulation agreements to students in several ways:

- Inform academic advisors and curriculum teams of new agreements at departmental meetings, and/or training sessions.
- Ensure that transfer guides are posted on the PSU website by the Director of Transfer Student Services (Celeste Krueger- celeste.krueger@pdx.edu).
- Include a statement on transfer guides that indicates the guide represents an articulation (partnership) agreement between PSU and the partner institution.
- Consider other printed venues to promote agreements, i.e., brochure, college catalog, etc., and appropriate websites.

Promotion/marketing efforts will be monitored to determine the most effective methods of promotion as measured by students' use of transfer articulation agreements.

Annual Review

Pending curriculum changes, the Office of Academic Affairs and the Registrar's office may prompt departments to do an annual review with the transfer institution. Any revisions to the program transfer agreement will be reviewed and approved by:

- Program representatives,
- Office of the appropriate dean.

Each reviewed transfer articulation agreement will be dated to reflect the date of the review and to assist in maintaining the most current agreements.

Articulation Agreement Renewal

Articulation agreements typically expire after four years. Prior to expiration, the Contract's office or Office of Academic Affairs notifies departments that an agreement is about to expire. At this time the department works with the partner institution to review and revise the articulation agreement as appropriate. Departments update the Articulation Agreement forms as well as the Transfer Guide and Degree Map and submit for review and approval following the standard process.

Appendix A: Notice of Intent to Develop an Articulation Agreement



Notice of Intent to Develop an Articulation Agreement

Date:
Name of PSU Program:
Name of Partnering Institution:
Type of Agreement: <input type="checkbox"/> AAS Program to Program <input type="checkbox"/> College Preparatory Curriculum Transfer Articulation Pathway
Brief rationale to support entering into the agreement:
PSU program contact (name, email, phone number):
Partnering Institution contact (name, email, phone number):

Appendix B: Articulation Agreement Forms

Articulation/Transfer Agreement

THIS ARTICULATION AGREEMENT ("Agreement") is entered into and by and between Portland State University ("PSU") and _____ ("INSTITUTION").

Background

Whereas, PSU is a comprehensive research university that serves its students and the people of Oregon, the nation, and the world through the creation and transfer of knowledge in the liberal arts, the natural and social sciences, and the professions; and

INSTITUTION is comprised of the following state-supported institutions:

_____;

Whereas, INSTITUTION and PSU are accredited by the Northwest Commission on Colleges and Universities (NWCCU) an institutional accrediting body recognized by US Department of Education.

It is in the interest of both INSTITUTION and PSU to facilitate the transfer of qualified students from INSTITUTION to PSU.

NOW THEREFORE, the Parties, for good and sufficient consideration, agree as follows:

PSU agrees to accept credits for students transferring from INSTITUTION to PSU, as outlined in Exhibit A, Articulation and Transfer Criteria, and Table A, Credit Transfer guide, which are hereby incorporated and made a part of this Agreement. In the event of a discrepancy between Exhibit A and this Agreement, the language of the Agreement shall take precedence.

Terms and Conditions

A. Term; Termination. This Agreement shall commence on _____ or on the date of the last signature below, whichever is later, and shall terminate on _____ unless terminated earlier as provided herein. This Agreement shall be effective for students who apply to transfer from INSTITUTION to PSU beginning with PSU's _____ term. This Agreement may be renewed for additional terms of any length by the mutual written agreement of the parties. Either party may terminate or suspend this Agreement for

convenience upon sixty (60) days written notice; provided, however, that the parties shall discuss and reasonably attempt to resolve the issues that led to the notice of termination or suspension during the sixty (60) day period. Notwithstanding the termination of this Agreement, any students who have applied for transfer from INSTITUTION to PSU prior to or during the sixty (60) day period shall be treated as if this Agreement continues to be in effect. This Agreement may also be terminated as provided elsewhere in this Agreement.

- B. Admission to PSU Is Not Guaranteed. Students shall apply for admission to PSU in accordance with the then-existing rules, policies, and procedures of PSU. This Agreement does not guarantee admission to PSU. Admission to PSU does not guarantee admission into any specific program or major at PSU. Admission to PSU under this Agreement and to any specific program or major is at the sole discretion of PSU.
- C. Oregon Residency Status. Students must meet the requirements of the residency rules of the Oregon State Board of Higher Education in order to be classified as Oregon residents for purposes of tuition and fees.
- D. General Provisions.

1. Contract Administration. The representatives for purposes of administering this Agreement are:

For PSU:		For INSTITUTION:	
Name:		Name:	
Title:		Title:	
Address:		Address:	
	_____		_____
Phone:	_____	Phone:	_____
E-mail:	_____	E-mail:	_____

2. No Agency Relationship. In carrying out the responsibilities and obligations of this Agreement, neither party shall be acting as the agent or principal of the other with regard to dealings with third parties, including students. Neither party shall have the authority to make any statements, representations, or commitments of any kind or to take any action binding on the other except as provided for herein or authorized in writing by the party to be bound.

3. Termination Due to Non-Appropriation of Funds. If sufficient funds are not provided in future legislatively approved budgets of the Oregon University System ("OUS") (or from applicable Federal, State, or other sources) to permit PSU in the exercise of its reasonable administrative discretion to continue this Agreement, or if OUS, PSU, or any program for which this Agreement was established is abolished, this Agreement may be terminated without further liability by not less than thirty (30) days' written notice to _____.

4. No Third Party Beneficiaries. PSU and INSTITUTION are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

5. Force Majeure. Any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, inability to obtain labor or materials or reasonable substitutes therefore, governmental restrictions, governmental regulations, governmental controls, enemy or hostile governmental action, terrorism, civil commotion, fire or other casualty, and other causes beyond the reasonable control of the party obligated to perform, shall excuse the performance by such party for a period equal to any such prevention, delay or stoppage.

6. Execution and Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

7. MERGER. THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION, OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION, OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year of the last date accompanying the signatures.

Portland State University:

INSERT COMMUNITY COLLEGE

By: (Sign) _____

By: (Sign) _____

Name: (Print) _____

Name: (Print) _____

Title: Provost or Vice Provost

Title:

Date:

Date:

Portland State University:

INSERT COMMUNITY COLLEGE

By: (Sign) _____

By: (Sign) _____

Name: (Print) _____

Name: (Print) _____

Title: Contract Officer

Date:

Title:

Date:

Complete: Exhibit A for AAS Program-to-Program Articulation Agreement

OR

Exhibit B for Transfer Articulation Degree Maps

*Please refer to page 9 for more information about each type of agreement.

Exhibit A

AAS Program-to-Program Articulation and Transfer Criteria

Portland State University

and

_____ Community College

Associate of Applied Science in _____

Portland State University (PSU) and _____ Community College (__CC) agree that students earning an Associate of Applied Science (AAS) degree in _____ from __CC may transfer to Portland State University with the following understandings:

1. This Agreement applies to students majoring in _____ at PSU. (If the Agreement is program-to-program, and the student chooses a different major the courses from the AAS may or may not transfer to PSU.)
2. The intent of this Agreement is to facilitate baccalaureate attainment for students in the _____ AAS program at __CC. The combination of courses required in this AAS have been identified as providing the student with sufficient rigor and content to facilitate their success at PSU.
3. All courses numbered 100-level or above used to complete the AAS in _____ are eligible for transfer to PSU and may be applied as lower division credits toward the minimum 180 credits required to earn a baccalaureate degree. A minimum of 90 eligible credit hours of 100-level or above coursework is required in order to grant the student junior standing at PSU for the purposes of registration only. A grade of C or higher must be earned in courses that would ordinarily transfer as vocational/technical for those courses to be eligible for transfer to PSU. (See Table A Credit Transfer Guide).
4. The courses will transfer as identified in Table A Credit Transfer Guide.
5. As appropriate, courses transferred may fulfill lower division degree, general education, elective, and/or major requirements. See appropriate Advising Guide for requirements that are current as of _____ (**term/year agreement takes effect**). (It is best for the student to work with an academic adviser to determine which catalog rules apply. Students must abide by the PSU seven year catalog eligibility rule, which holds that graduation requirements for a given catalog expire at the end of seven years.)
6. Students may have lower-division requirements to fulfill in addition to the AAS and will

be responsible for completing all graduation requirements for PSU in effect at the time of graduation from PSU in order to earn a baccalaureate degree.

7. Students must meet PSU admission requirements in place at the time they apply for admission to PSU.
8. This Agreement will be in effect beginning _____ **(term/year), or upon date of last signature, whichever is later.** Curriculum changes by either PSU or __CC must be communicated in writing no later than June 30th of any academic year. This agreement will be reviewed every three (3) years to ensure the continued appropriateness and viability of this Agreement.

For questions, please contact the following: *INSERT NAME, TITLE, PHONE NUMBER, EMAIL ADDRESS*

Portland State University:	INSERT COMMUNITY COLLEGE
By: (Sign) _____	By: (Sign) _____
Name: (Print) _____	Name: (Print) _____
Title: Provost or Vice Provost	Title:
Date:	Date:
Portland State University:	INSERT COMMUNITY COLLEGE
By: (Sign) _____	By: (Sign) _____
Name: (Print) _____	Name: (Print) _____
Title:	Title:
Date:	Date:

Exhibit B

College Preparatory Curriculum

Transfer Articulation Degree Pathway Criteria

Portland State University

and

_____ Community College

Students following the transfer articulation degree map in _____ from _____ CC (the “Program”) may transfer to Portland State University in accordance with the following criteria and subject to the terms and conditions of this Agreement:

1. This Agreement applies to students majoring in _____ at PSU. (If the Agreement is program-to-program, and the student chooses a different major the courses may or may not transfer to PSU.)
2. The intent of the Agreement is to facilitate baccalaureate attainment for students at _____ CC. The combination of courses required in the Program have been identified as providing the student with sufficient rigor and content to facilitate their success at PSU.
3. All courses numbered 100-level or above used to complete the 2-year degree in the Program are eligible for transfer to PSU and may be applied as lower division credits toward the minimum 180 credits required to earn a baccalaureate degree. A minimum of 90 eligible credit hours of 100-level or above coursework is required in order to grant the student junior standing at PSU for the purposes of registration only.
4. The courses will transfer as identified in Table A Credit Transfer Guide.
5. As appropriate, courses transferred may fulfill lower division degree, general education, elective, and/or major requirements. See appropriate Advising Guide for requirements that are current as of _____ (**term/year agreement takes effect**). (It is best for the student to work with an academic adviser to determine which catalog rules apply. Students must abide by the PSU seven year catalog eligibility rule, which holds that graduation requirements for a given catalog expire at the end of seven years.)
6. Students may have lower-division requirements to fulfill in addition to the 2-year degree and will be responsible for completing all graduation requirements for PSU in effect at the time of graduation from PSU in order to earn a baccalaureate degree.

7. Students must meet PSU admission requirements in place at the time they apply for admission to PSU.
8. Curriculum changes by either PSU or ___CC must be communicated in writing no later than June 30th of any academic year.

For questions, please contact the following: *INSERT NAME, TITLE, PHONE NUMBER, EMAIL ADDRESS*

Portland State University:	INSERT COMMUNITY COLLEGE
By: (Sign) _____	By: (Sign) _____
Name: (Print) _____	Name: (Print) _____
Title: Provost or Vice Provost	Title:
Date:	Date:
Portland State University:	INSERT COMMUNITY COLLEGE
By: (Sign) _____	By: (Sign) _____
Name: (Print) _____	Name: (Print) _____
Title:	Title:
Date:	Date:

Appendix C: Transfer Guide and Degree Map Templates

Transfer Guide template and Transfer Articulation Degree Map templates for first two years leading to the Associates degree or 2+2 plan and degree map.

Portland State University - *ENTER DEPT NAME*

Transfer Guide and Articulation Degree Map with *ENTER COMMUNITY COLLEGE NAME*

<i>ENTER COMMUNITY COLLEGE NAME</i> Transfer Center (or equivalent office) <i>ENTER ACADEMIC YEAR</i>	Transfer Guide for: Portland State University <i>ENTER MAJOR</i>
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Major Requirements:

PSU Courses	Quarter Credits	CC NAME Course Equivalents	Quarter Credits

Additional Requirements for Major at PSU:
LIST REQUIREMENTS OR TEXT WITH DESCRIPTION

In addition to the departmental requirements listed above, students must also complete coursework for university admission, general education requirements, and BA/BS requirements. Meet with a *INSERT CC NAME* Academic Advisor to develop an effective transfer plan that will meet your individual needs.

General Education Requirements at PSU:

- University Studies- Generally, you will be placed in University Studies based on the number of transferable credits you complete. For more information on University Studies placement and requirements please visit: <http://www.pdx.edu/unst/transfer-students-and-university-studies>
- *INSERT GEN ED COURSES RECOMMENDED AT CC*

BA/BS Degree Requirements at PSU:

INSERT DESCRIPTION ON DEGREE REQUIREMENTS for BA and BS

INSERT COURSES RECOMMENDED AT CC

Required Course	Completed at CC	Completed in PSU Major	Left to Complete

Please refer to *INSERT MAJOR NAME & LINK FOR DEGREE MAP*'s degree map for further information on major and degree requirements at PSU.

**Minimum number of credits taken at PSU (excludes credit by examination): 45 of the final 60 or 165 total*

**Maximum number of credits transferred from regionally accredited two-year institutions: 124*

Four-Year Degree Map- INSERT DEGREE & DATE

**Please note that this document is for planning purposes only.*

First Year

Fall			Winter			Spring			Notes & Milestones
PSU Course	CC Course	Credit	PSU Course	CC Course	Credit	PSU Course	CC Course	Credit	
Total Credits:			Total Credits:			Total Credits:			

Second Year

Fall			Winter			Spring			Notes & Milestones
PSU Course	CC Course	Credit	PSU Course	CC Course	Credit	PSU Course	CC Course	Credit	
Total Credits:			Total Credits:			Total Credits:			

Third Year

Fall			Winter			Spring			Notes & Milestones
PSU Course	CC Course	Credit	PSU Course	CC Course	Credit	PSU Course	CC Course	Credit	
Total Credits:			Total Credits:			Total Credits:			

Fourth Year

Fall		Winter		Spring		Notes
PSU Course	Credit	PSU Course	Credit	PSU Course	Credit	

Total Credits:		Total Credits:		Total Credits:	

Total Credits for Degree: 180

Appendix D: Community College Contact Information

School	PSU Contact	CC Contact	Title	CC Contact Phone	CC Contact Email	Agreements	Status
Out of State							
Santa Barbara City College	Kelly Craig	Angela Warren	Coordinator/Counselor, Transfer Academy	805-965-0581 x8744	warren@sbcc.edu	Transfer Admissions Guarantee Agreement	Active
San Mateo Community College	Chris Anderson	Diane Arguijo	Director, International Education	650-358-6853	arguijod@smccd.edu	INTL Transfer Admissions Guarantee	Active
North Island College	Chris Anderson	Lisa Domae	Vice President, Student and Educational Services and Planning	250-334-5272	lisa.domae@nic.bc.ca	INTL INTL Transfer Admissions Guarantee	Active
Oregon							
Portland Community College	Kelly Craig	Shasta Buchanan	Director of Enrollment Services and Registrar	971-722-7195	shasta.buchanan@pcc.edu	Co-Admission	Active
	Cindy Baccar	Kristin Benson	Manager/Student Records	971-722-7724	kristin.benson@pcc.edu	Reverse Transfer	Active
	Chris Anderson	Jean D'Arc Campbell	Director/International Education	971-722-7148	jeandarc.campbell@pcc.edu	INTL Admissions	Active
	Belinda Zeidler	Kendra Cawley	Dean - Academic Affairs	971-722-4481	kcawley@pcc.edu	Fitness Technology/Community Health	Active; renewal U14
	Ann Marie Fallon					Honors Admission	Active
Mt. Hood CC	Kelly Craig	John Hamblin	Director - Enrollment Management, Admissions,	503-491-7384	john.hamblin@mhcc.edu	Co-Admission	Active

			Records & Registration and Advising				
	Cindy Baccar	John Hamblin	Director - Enrollment Management, Admissions, Records & Registration and Advising	503-491-7384	john.hamblin@mhcc.edu	Reverse Transfer	Will start W14
	Ben Anderson-Nathe					Mental Health/CFS	Active; renewal W15
	Becky Sanchez	Court Carrier	Faculty Adviser	503-491-7486	court.carrier@mhcc.edu	Hospitality/SBA	Routed for Signatures
Clackamas CC	Kelly Craig	Larry Cheyne	Director of the Office of Educational Partnerships	503-594-6000	larry.cheyne@clackamas.edu	Co-Admission	Active
	Ben Anderson-Nathe	Patricia McIlveen	Social Science Instructor	503-594-3209	patriciam@clackamas.edu	Early Childhood Ed/CFS	Active; renewal U14
	Ben Anderson-Nathe	Patricia McIlveen	Social Science Instructor	503-594-3209	patriciam@clackamas.edu	Human Services/CFS	Active; renewal U14
Clark College	Kelly Craig	Michelle Mussen	Program Support Supervisor	360-992-2818	mmussen@clark.edu	Co-Admission	Active
	Ann Marie Fallon					Honors Admission	Active
	Belinda Zeidler	Blake Bowers	Dean of Business and Health Sciences	360-992-2938	bbowers@clark.edu	Fitness Trainer/Community Health	Active; renewal W16
Clatsop	Kelly Craig	Monica Van Steenberg	Recruiting Coordinator	503-338-2417	mvansteenber@clatsopcc.edu	Co-Admission	Active
Chemeketa	Kelly Craig	Melissa Frey/Kathy Campbell	Melissa Frey - Director - Enrollment Services, Student Development and Learning Resources / Kathy Campbell - Dean of Enrollment Services	Melissa Frey - 503-589-7652 / Kathy Campbell - 503-399-	melissa.frey@chemeketa.edu / kathy.campbell@chemeketa.edu	Co-Admission	Active

				2511			
	Chris Anderson	Teter Kapan	Director of International Programs	503-399-5141	teter.kapan@chemeketa.edu	INTL Admissions	Active
	Ben Anderson-Nathe	Deborah Sipe	Accreditation Liaison Officer	503-399-6145	deborah.sipe@chemeketa.edu	Human Services/CFS	CFS Reviewing
	Ben Anderson-Nathe	Deborah Sipe	Accreditation Liaison Officer	503-399-6145	deborah.sipe@chemeketa.edu	ECE/CFS	CFS Reviewing
Columbia Gorge CC		Dan Spatz and Lori Ufford	Dan Spatz - Chief Institutional / Lori Ufford - Chief Academic & Student Affairs Officer	Dan Spatz - 541-506-6110 / Lori Ufford - 541-506-6025	dspatz@cgcc.edu / lufford@cgcc.edu	Co-Admission	Have sent them a draft of the co-admission agreement