

Process: Non – Program Specific Transfer Agreement and Memo of Understanding (MOU) Process

Overview

Purpose: To develop formal transfer agreements and memos of understanding (MOU) with partnering institutions that document an interest in working together on a pathway to achieve a common academic goal for students.

Coordination: The Non-Program Specific Transfer Agreement and Memo of Understanding (MOU) Process will be coordinated by the Transfer Articulation Analyst in the Office of Academic Affairs at Central New Mexico Community College.

Beginning of Process:

Initiate – The request for a Non-Program Specific Transfer Agreement or Memo of Understanding (MOU) may be generated from either an internal or external source.

- **Internally** - The request may be generated from a department or School within CNM.
- **Externally** – The request may originate from another institution through a CNM contact.

End of Process:

Upon acceptance from both institutions, the agreement will be posted on the CNM Transfer Agreements website and notification will be sent to the school Deans, Associate Deans, program Faculty Chairs and Academic Advisors.

Definitions:

Memo of Understanding (MOU)

A Memo of Understanding is a written resolution between two institutions in the form of a legal document that expresses an interest in working together to achieve a common academic goal for students. A memorandum of understanding must include, but is not limited to:

- A. Purpose of partnership
- B. Transfer admission practices
- C. Terms of transfer
- D. Process of implementation
- E. Signatory authority

Transfer Agreement:

Transfer Agreements are formal agreements that outline the equivalencies of coursework in relation to the transferability and applicability of a sending institutions coursework to a receiving institutions degree program requirements. The purpose of the transfer agreement is to identify an effective and seamless transfer pathway.

Direct Equivalent Course

A Direct Equivalent Course is a transfer course that is considered by the receiving institution to have fundamentally the same course content as a specific course and satisfies subject matter requirements at the receiving institution.

Generally Transferable Course

A Generally Transferable Course is a course taken at one college or university and received by another college or university and used for unit, but does not have a direct equivalent.

Non-Transferable Course

A Non-Transferable Course has been evaluated by the receiving institution and deemed unable to transfer for reasons such as, but not limited to, being unaccredited, vocational, foreign, remedial or dogmatic in nature.

Appendices:

1. Transfer Agreement Guidelines:

http://www.cnm.edu/depts/academic-affairs/documents/transfer-agreements/Transfer_Agreement_Guidelines.pdf

2. Common Definitions of Transfer

Forms:

Transfer Agreements that include CNM coursework will be represented on CNM Institutional standardized template. (*Transfer Agreement template can be found on the Transfer Agreements website*)

Partnering institutions are welcome to transfer the agreed upon terms and conditions of the final document to their standard institutional transfer agreement document.

Process:

1. **Initiate** – The request for a Non-Program Specific Transfer Agreement or Memo of Understanding (MOU) may be generated from either an internal or external source.
 - **Internally - The request may** be generated from a department or School within CNM.
 - **Externally** – The request may originate from another institution through a CNM contact.
2. Regardless of the origination of the agreement all requests to initiate the development of a transfer agreement must be communicated in writing to the Transfer Articulation Analyst. Transfer Agreements will be coordinated, tracked, and maintained by the Office of Academic Affairs.

3. The Transfer Articulation Analyst will communicate the transfer agreement request to the appropriate CNM key representatives to include: School Dean, Executive Director-CNM Connect, Registrar, and Vice President for Academic Affairs.
4. Either the partnering institution or the Transfer Articulation Analyst drafts non-program specific agreements and/or MOUs. Draft agreement and MOUs are developed with the following considerations:
 - Complies with the Transfer Agreement Guidelines (*Guidelines can be found on the Transfer Agreements website*)
 - Partners will provide input and review from Registrar, Advisement, Schools, and Academic Affairs.

The Transfer Articulation Analyst gathers and includes input from school dean, school faculty, advisement and the partnering institution. The Transfer Articulation Analyst will make the necessary revisions to the final draft of the agreement.

5. Once complete the final transfer agreement is submitted to the Transfer Articulation Analyst for approval by the Vice President for Academic Affairs. Once approved by the VPAA, the Transfer Articulation Analyst will coordinate the communication and approval from the partnering institution. Upon approval from both institution, original copies will be created and disseminated to all key representatives for signature.

Signature Collection

Signature of Key representatives from CNM and partnering institutions include, but are not limited to:

- Vice President for Academic Affairs
- School Dean

Form Distribution

Communicate/Disseminate – Following approval in the Academic Affairs Office, and signatures, the signed agreement is posted on the Transfer Web Page. Others receiving notice are:

School Dean and Associate Deans

Faculty Chair

- CNM Connect: Advisement and Achievement Coaches
- Registrar

Original copies of the agreement are distributed to:

Academic Affairs Office, which maintains all signed original documents

- Partnering institutions
 - It is the partnering institutions responsibility to distribute copies of the agreement to appropriate departments within its organization: which include, but are not limited to, the Registrar and Advisement Office.

Promotion/Marketing

The Transfer Articulation Analyst will coordinate promotion and marketing of transfer agreements to students in several ways, to include:

- Place agreement on CNM Transfer Website
- Electronically inform CNM Connect of new agreements
- Consider other web-based venues to promote agreements

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

Activity Tracked

Annual Review – The Academic Affairs office will initiate an annual review of a transfer agreement with the partnering transfer institution. Transfer Agreements under annual review will follow the same considerations as new transfer agreements:

- Coursework is adjusted according to Associate and Bachelor degree program curriculum changes made each catalog year.
- Complies with the Transfer Agreement Guidelines
- Provides for input and review from School representative and corresponding Faculty
- Provides for input and review from Advisement
- Provides for input and review from the partnering institution

Upon completion of revision changes, a statement reflecting the revisions will be sent by the Academic Affairs Office to the transfer institution. Approved revisions will be disseminated to:

- School Dean and Associate Dean(s)
- Program Director
- Department Chair
- Academic Advisors
- Senior Director for Enrollment Services

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

End of Process