



Process Name • Program Specific Transfer Agreement Process

Overview of Program Specific Transfer Agreement Process

Purpose: To develop formal transfer agreements with partnering institutions that identify a path to degree attainment by specifying which and how courses apply to degree program requirements.

CNM Way Expert: The Program Specific Transfer Agreement Process will be coordinated by the Director of Transfer Pathways in the Office of Academic Affairs at Central New Mexico Community College.

Functional Units Involved: Vice President for Academic Affairs office, Transfer and Articulation, academic schools.

Beginning of Process: Initiate – Transfer Agreement requests may be initiated by a department or school within CNM or from another college or university.

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

Definitions:

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 and credit hour 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 credit hour, 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, foreign, remedial, or dogmatic in nature.

Appendices:

- A. Transfer Agreement Guidelines
- B. Common Definitions of Transfer

Related Documents and Forms:

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

Partnering institutions are welcome to duplicate the agreed upon.

Process:

Initiate – The request for transfer agreement may originate from either an internal or external representative.

- **Internally** - The request for a transfer agreement may be generated from a department or school within CNM.
- **Externally** - The request may originate from another institution through a CNM contact or directly contacting CNM's Director of Transfer Pathways.

Regardless of the origination of the agreement, all requests to initiate the development of a transfer agreement must be communicated in writing to the Director of Transfer Pathways. Transfer Agreements will be coordinated, tracked, and maintained by the Office of Academic of Affairs.

The Director of Transfer Pathways will communicate the transfer agreement request to the appropriate CNM key representatives to include: School Dean, Director of Advisement, and Vice President for Academic Affairs.

Program Specific Transfer Agreements

Either the partnering institution or the School Dean where the program is housed collaborates with the Director of Transfer Pathways in drafting and implementing program specific transfer agreements.

- 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 Director of Transfer Pathways gathers and includes input from the School Dean, school faculty, advisement, and the partnering institution. The Director of Transfer Pathways will make the necessary revisions to the final draft of the agreement.

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

Signature Collection:

Signatures 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 agreements website. Others receiving notice are:

- School Dean and Associate Deans
- Faculty Chair
- CNM Connect: Advisement and Achievement Coaches
- Registrar

Original documents of the agreement are distributed to:

- Academic Affairs Office, which maintains all signed original documents
- CNM School sponsoring Transfer Agreement
- 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 Director of Transfer Pathways will coordinate promotion and marketing of transfer agreements to students in several ways, to include:

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

Activity Tracked/Results:

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 the School represented 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

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

Last Reviewed/Improvements made: Updated format and title.