



Process Name • Guidelines for Transfer Agreements

Overview of the Guidelines for Transfer Agreements

Purpose: To provide the terms and guidelines necessary to create formal transfer agreements with partnering institutions.

CNM Way Expert: 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.

Guidelines for Transfer Agreements:

What is Transfer?

Transfer is the successful acceptance of credit for a course by the receiving institution as a result of an articulation process.

What are Transfer Agreements?

Transfer Agreements are formal agreements that outline the equivalencies of coursework in relation to Associate degree program coursework and Bachelor's degree program coursework. The purpose of transfer agreements is to identify an efficient academic path for students to effectively transfer their Associate's degree coursework and apply the coursework directly to the Bachelor's degree program requirements.

Types of Transfer Pathways:

Degree Transfer Agreement

The Degree Transfer Agreement is an agreement that illustrates the articulation of courses from a specific degree program and their transferability and applicability to a correlative degree program with the partnering institution.

2+2 Agreement

The "2+2" is a type of transfer agreement where all courses required for the associate's degree are direct equivalents or collectively transfer to fulfill all lower-division graduation requirements in a particular field of study at the receiving 4-year institution. This should allow the student to complete their associate's degree in two years and their bachelor's in an additional two years.

Memorandum of Understanding

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

For partnering institutions inquiring about the proposal of a transfer agreement with Central New Mexico Community College please address the following:

Mission/Vision/Strategic Plan – the agreement is in alignment with the CNM mission, vision, and strategic plan.

Accredited Institution- the degree granting institution will be regionally accredited.

Demand- a substantial number of CNM students have transferred into, are currently enrolled in, or have graduated from the degree granting institution.

Academic Opportunities- the degree granting institution is beneficial to CNM students in terms of program offerings.

Ease of Transfer- the degree granting institution supports the concept of seamless transfer and acknowledges that transfer students have met certain competencies and therefore, will not be required to repeat competencies already achieved.

Outcomes – Graduation and completion success rate of CNM transfer students at receiving transfer institution.

The request for an inquiry for a Transfer Agreement can be sent to:

cnmtransfers@cnm.edu