



# Eastern Kentucky University

## Policy and Regulation Library

Academic Regulation: 4.3.17

Responsible Office(s): Office of the Provost

Effective: November 21, 2022

Next Review Date: Fall 2027

## Academic Regulation: 4.3.17ACR

### Academic Agreements

#### Statement

Eastern Kentucky University (EKU) adheres to the standards and policies set forth by the Commonwealth of Kentucky, the Council on Postsecondary Education (CPE), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) regarding agreements resulting in the issuance of academic credit between EKU and any organization or institution. In addition, all academic agreements comply with applicable laws and regulations related to state authorization (e.g. National Council for State Authorization Reciprocity Agreements (NC-SARA)) and specialized accrediting organizations. This policy provides the processes used at EKU for defining, writing, approving, and implementing agreements between the University and other institutions/organizations that result in the issuance of academic credit on an EKU transcript.

1. All Academic Agreements must reflect the mission of EKU and be approved using the current process maintained by the Office of the Provost.
2. Academic Agreements must be submitted to the Office of the Provost for review. When possible, an Academic Agreement should be prepared as a standalone document. However, it is understood that in certain instances, some Academic Agreements may encompass multiple types of the Academic Agreements described below. As appropriate, the Office of the Provost will coordinate review by University Counsel, the NCSARA Compliance Coordinator, and other relevant offices.
3. When required, EKU will:
  - a. provide all necessary materials to SACSCOC;
  - b. submit notification to SACSCOC; and/or

- c. secure SACSCOC approval in accordance with all pertinent SACSCOC standards, policies, and guidelines. Initiating certain actions (for example, an educational program or instructional site) delivered through academic agreements may require SACSCOC notification and/or approval prior to implementation.
4. Academic Agreements must delineate the responsibility and role of all parties to the agreement. In addition, the Academic Agreement must describe how the parties will ensure the quality of the educational programs and courses covered by such an agreement. All Academic Agreements should include:
    - a. duration of the agreement, with specified end date;
    - b. indication of the responsibilities of all parties to the agreement;
    - c. provision for evaluating the agreement in relation to the mission of ECU;
    - d. provisions for amendments;
    - e. terms for termination of the agreement; and
    - f. signatories, as outlined by the current process maintained by the Office of the Provost.

As appropriate, Academic Agreements may also include, but are not limited to:

- a. specified responsibilities of parties, such as:
  - i. student advisement;
  - ii. documentation of faculty qualification; and
  - iii. review of course syllabi;
- b. documentation that the learning outcomes specified in courses offered by a partner institution satisfy equivalent learning outcomes in similar courses offered by ECU, including descriptions of required proficiency levels and criteria for measurement; and
- c. provision for ensuring the quality of the programs and courses offered through the agreement.

## Entities Affected

- Colleges
- Departments
- University Registrar

## Descriptions of Agreement Types

**Academic Agreement:** An Academic Agreement is a memorandum of understanding, memorandum of agreement, contract, or other written document that establishes a collaborative or cooperative agreement between the University and other

institutions/organizations that result in the issuance of academic credit on an ECU transcript. Below are the most common types of academic agreements.

**Articulation of Academic Credit:** An Articulation of Academic Credit Agreement is an agreement with another institution which lists the courses taught by ECU or another institution and defines how those courses transfer to/from the partner institution, including credit hours, course prefixes, and course names. Articulation agreements may be for course-by-course, program, or institution-level transfer.

Examples of articulation agreements include:

- 2+2 articulation agreements between two-year colleges and ECU; and
- course-level agreements between ECU and high schools, two-year institutions, and/or four-year institutions.

Articulation of Academic Credit Agreements must be reviewed and signed by:

1. Chair or equivalent of academic program
2. Dean or equivalent of academic program
3. Dean, Graduate School (if applicable to graduate credit)
4. University Registrar
5. Provost Office

**Concurrent Enrollment (also referred to as Concurrent Coursework):** Concurrent Enrollment Agreements are used when coursework is taken by a student at ECU, or by an ECU student at a partner institution, while the student is still enrolled in their home institution. Such agreements require approval from each institution, per individual institutional policies and procedures (i.e. registrar, etc.). For purposes of course withdrawals, drops, and refunds, the student is governed by the policies of the institution offering the course. Each student pays current tuition to the home institution for the course(s) selected. Charges for courses that require additional fees (laboratory supplies, etc.) are paid to the institution providing the course.

Students with a non-ECU home institution must be admitted to ECU as visiting students. Final grades are reported via a secure method at the end of the term. ECU students seeking to enroll in a partner institution are responsible for determining their eligibility for this type of agreement and working with the Financial Aid Office in order to receive aid from ECU. The other institution's Registrar submits final grades to ECU's Admissions Processing Unit via a secure method at the end of the term.

Concurrent Enrollment agreements must be reviewed and signed by:

1. University Registrar
2. Director of Student Financial Aid
3. Provost Office

**Cooperative (or Collaborative) Academic Agreements:** Cooperative or Collaborative Academic Agreements are agreements between EKU and partner(s) for the delivery of academic credit recorded as EKU credit. These agreements include both *contractual agreements* and *consortial relationships* and require SACSCOC notification before implementation. Cooperative Academic Arrangements with Non-Title IV Entities require additional SACSCOC compliance measures. Coursework appears on the EKU transcript as EKU credit. EKU is obligated to ensure the quality and integrity of the courses and/or programs offered through such arrangements.

*Contractual Agreements* are agreements related to courses, programs, or parts of such, that are delivered to EKU students via an institution or service provider. Chairs/deans from one or more institutions work together to develop a proposal for a contractual agreement.

*Consortial Relationships* are agreements through which EKU and partner(s) share responsibility in the development and delivery of specific courses or programs that adhere to mutually agreed upon standards and are recorded by EKU as EKU credit.

Cooperative Academic Agreements must be reviewed and signed by:

1. Chair or equivalent of academic program
2. Dean or equivalent of academic program
3. University Registrar
4. Provost Office

**Dual Admission Agreements:** Dual Admission Agreements are agreements between EKU and another entity (for example, a two-year college) to provide guaranteed acceptance to EKU once students successfully complete a *prescribed program of study*. EKU acceptance is to the university and not to any one major or program of study. The current eligibility guidelines for Dual Admission are maintained in the EKU Office of Admissions.

Dual Admission Agreements must be reviewed and signed by:

1. Chair or equivalent of academic program
2. Dean or equivalent of academic program
3. University Registrar
4. Provost Office

**Dual Degree Program (or Dual Academic Award):** Dual Degree Programs are agreements through which students study at both EKU and another institution and program completion credentials are awarded separately, by each institution. *Dual Degree Programs are applicable to degrees at the same credential level only*. The

faculties of participating institutions shall develop the program of study for approval by each institution's academic approval processes. Revisions of the curriculum must be agreed upon by both institutions.

Dual Degree Programs must be reviewed and signed by:

1. Chair or equivalent of academic program
2. Dean or equivalent of academic program
3. University Registrar
4. Provost Office

**Dual Credit (also referred to Dual Enrollment) Agreements:** Dual Credit Agreements are agreements that permit high school students to earn ECU credit for coursework while also earning high school credit that can be used to meet high school graduation requirements. ECU Dual Credit coursework is delivered in an equivalent manner as ECU coursework delivered to all other students, regardless of modality and location, including the level of qualifications of the instructor. Such courses are governed by all ECU policies, including but not limited to, the integrity of the course content and faculty qualifications.

Dual Credit Agreements must be reviewed and signed by:

1. Provost Office

**International Academic Agreements:** International Academic Agreements are academic relationships whereby ECU collaborates with international institutions/organizations to support the exchange of academic credit. These partnerships may include, but are not limited to:

- Student exchanges between institutions at the undergraduate or graduate level,
- Short-term, international programs for students, and/or
- Student research, scholarship, and/or creative endeavor collaborations.

International Credit Agreements must be reviewed and signed by:

1. Director for Education Abroad
2. Provost Office

**Joint Degree Program (or Joint Academic Award) Agreements:** Joint Degree Programs/Joint Academic Awards are agreements whereby students studying at ECU and another institution earn a single program completion credential from each institution. *Applicable to degrees at the same credential level only.* This type of

agreement may be considered a cooperative academic arrangement by SACSCOC policies, depending on the terms.

Joint Degree Program Agreements must be reviewed and signed by:

1. Chair or equivalent of academic program
2. Dean or equivalent of academic program
3. University Registrar
4. Provost Office

## Regulation Adoption Review and Approval

### Regulation Revised

<u>Date</u>	<u>Entity</u>	<u>Action</u>
October 24, 2024	University Counsel	Editorial Revision

### Regulation Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
November 21, 2022	President	Approved