

OVERVIEW: INTERNATIONAL ARTICULATION AGREEMENTS

OUTREACH

When a new international partnership is initiated, we must contact SUNY Global and inform them of our intentions. This way, SUNY is aware and can provide any additional knowledge re: the partner or country.

INSTITUTIONAL MOUs

Once we have approval to move forward with the partnership, we need to complete two MOUs with the partnering university:

1. *Overall Agreement*: This is an “umbrella” agreement that provides the framework for the partnership.
2. *Sub-agreement*: This is a more detailed summary of the policies and processes for the partnership.

Both the overall and sub-agreements were crafted by SUNY Canton under the guidance of SUNY Global and SUNY Legal Counsel. Both documents have been approved by SUNY Legal Counsel. If new partnerships involve documents other than these templates, SUNY Global and SUNY Legal Counsel need to review them.

SUNY POLICIES AND FORMS

In addition to the above-mentioned processes, we must follow SUNY guidelines for out-of-state location programming. If **50% or more of an existing registered program is offered at an out-of-state location, or through an out-of-state partner**, then the program is subject to the review process for out-of-state academic degree and certificate programs. See <http://system.suny.edu/academic-affairs/acaproplan/app/forms/>.

There are 2 forms used for this purpose: A Full Form (8A) and a Short Form (8B):

- The Full Form, called the [Out-of-State and International Academic Program Proposal Form](#), is required for programs **that deliver SUNY credit** at a location outside NYS and result in the award of an academic degree or certificate.
- The Short Form, called the [Out-of-State Articulation and Partner Institution](#), applies to articulation arrangements with international partner institutions **where no SUNY credit is delivered at the international location**.

This workflow addresses partnerships where no SUNY credit is delivered at the international location.

NOTES:

- When filling out the Short Form, remember that the international partner needs to send proof that it has the authority to exist as an institution (B2) and documentation of its financial stability (C2). Once completed, the form is sent to SUNY for review and processing, along with the two MOUs.
- Process applies to Canadian partnerships as well.
- Primary contact for processing international articulation agreements: Director of International Programs and Special Projects Coordinator (SPC) to the Provost.

ROLES:

- a. *Academic Dean: Details of the Articulation Agreement*
 - Notifies International Office about partnership possibility

- Works out details of the articulation agreement with the partner. (with assistance from SPC)
 - If partnerships meet the 50% rule, fills out relevant sections of the Short Form (specific to the academic program)
- b. *International Office Processes Paperwork*
- Notifies SUNY Global of partnership possibility
 - Prepares MOUs (Overall and Sub-Agreement)
 - Prepares Short Form (requests Parts B2 and C2 from partner)
 - Sends completed forms to SUNY Global

WORKFLOW: INTERNATIONAL ARTICULATION AGREEMENTS

1

Academic Dean of the school seeking the partnership lets International Office and Provost Office know that they are pursuing an articulation agreement with an international partner

- International Office reaches out to SUNY Global with an FYI on potential partnership (James Pasquill, Office of Global Affairs, James.pasquill@suny.edu, Tel: 518.320.1410 Fax: 518.320.1553)

2

International Office asks the Academic Dean:

Is this an articulation in which **50% or more of the program** would be delivered by the international partner (transferring in more than 50% of credit)

- If so, International Office completes the *Overall and Sub-agreements* and the *Short Form: Out of State Articulation Agreement with Partner Institution* (Academic Dean to complete relevant sections)
- Once completed, International Office shares all documents (Overall agreement, Sub-agreement, and Short Form) with the Provost.
- Provost reviews, approves documents, sends documents, along with a cover letter from the Chief Academic Officer (Provost) to program.review@suny.edu Also copy SUNY Global liaison James.pasquill@suny.edu

Is this an articulation agreement in which **less than 50%** of the program would be delivered by the international partner (transferring in less than 50% of credit)?

- International Office completes *Overall and Sub-agreement* and has both parties sign, keeps copies, no further action is needed.