

# MANUAL OF PROCEDURE

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PROCEDURE NUMBER: 8030

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PROCEDURE TITLE: Establishing Articulation Agreements

STATUTORY REFERENCE: FLORIDA STATUTES 1001.03, 1004.02, 1007.23,

BASED ON POLICY: N/A

EFFECTIVE DATE: September 15, 1969

LAST REVISION DATE: October 18, 2023

LAST REVIEW DATE: ~~October 18, 2023~~; February 12, 2024


## I. PURPOSE

To establish a process whereby institutions of higher education (IHEs) or Non-Traditional Training Providers (NTTPs) can enter into articulation agreements with Miami Dade College.

## II. PROCEDURE

- A. Articulation Agreements with IHEs or Non-Traditional Training Providers:
  1. Articulation Agreement – Facilitates student transfer and the articulation of credit between institutions, such as outlining the provisions for associate degree transfer to a baccalaureate program.
  2. Affiliation, Educational Partnership, and/or Collaborative Agreement – Formalizes a general partnership, without monetary compensation, between MDC and other party. This type of agreement can also serve as an umbrella agreement for related sub-agreements; such as memoranda of understanding for specific partnership provisions.
  3. Memorandum of Understanding – Creates a partnership between MDC and another party or parties, and outlines the provisions for specific partnership activities, incentives, opportunities, and projects, without monetary compensation.
- B. The development and approval process for new agreements is facilitated by the Office of Articulation and Academic Pathways (OAAP).
- C. Agreements and partnerships can be established by external entities (Colleges, Universities, Institutes) or MDC academic units and programs.
- D. Information regarding the process to establish a partnership can be found [on MDC's Website](#).
- E. The process to develop and execute a new agreement is as follows:
  1. The institution or MDC academic unit submits an [Articulation Interest Form](#) that details the intent of the partnership to OAAP.

2. The Executive Director of OAAP reviews Institutional Information (accreditation, program offerings, costs, retention and graduation rates) using the National Center for Education Statistics (NCES) [College Navigator Database](#).
  3. If approved, the Executive Director of Articulation drafts articulation agreement using the appropriate MDC template in collaboration with the partner institution or external constituent. The partnership agreement typically outlines 5 sections:
    - Parties entering into the agreement
    - Purpose of the agreement
    - Provisions associated with agreement (i.e. MDC graduation requirements, transfer admissions requirements, scholarship incentives, etc.)
    - Collaboration and coordination (marketing, dissemination of information, data collection)
    - Terms of agreement (duration, intent to modify or terminate)
  4. Once terms of the agreement are finalized by MDC and partnering institution, the Executive Director of OAAP submits draft agreement for review and approval to:
    - MDC Legal – approval of form and legal sufficiency
    - Associate Vice Provost of Academic Affairs
    - Vice Provost of Academic Affairs
  5. Upon internal approvals, the Executive Director of OAAP initiates the signing process between MDC and partnering institution.
- F. Once the agreement is fully executed, the Executive Director of OAAP posts information regarding the partnership on [MDC's Transfer website](#) as well as disseminates information to the Campus Directors of Academic Advising.

	02/12/2024
<b>PRESIDENT</b>	<b>DATE</b>