

Title: Transfer Agreements (Major to Major)	Policy No: 1.18
Category: Programs and Curricula	Effective: Fall 2006 Revisions: Fall 2017 Last Reviewed: AY2017

Policy Statement: The appropriate UCO department chair/school director, the dean of the college, the Provost (or designee), and the designated counterparts from the transferring institution must approve each transfer agreement. Each agreement will be effective for a specific academic year and will be reviewed annually.

Background: Previously, transfer agreements have been developed in various formats. UCO is regularly asked to provide a list of its transfer agreements.

Purpose: To bring consistency to the transfer agreement development process, establish a library of agreements, and establish a formal review process.

Implementation: Fall 2006

Procedures:

1. Department chairs/school directors may elect to involve UCO personnel as appropriate, e.g., department faculty, dean, and enrollment services personnel in the development of an agreement. It will often be desirable or necessary to meet with representatives from the transfer institution.
2. The department chair/school director will assure that the agreement meets all state and/or professional accreditation standards, as warranted. The agreement will include the required courses at the transferring institution and at UCO.
3. Prior to an agreement being signed, a technical review team will review the agreement. The team will consist of representation from affected areas, e.g., academic advisor, and the Assistant Registrar for Articulation.
- 4.. The Office of Academic Affairs will notify the university community, specifically, the UCO department chair/school director, college dean, Transfer and Transition Support Services, Office of Undergraduate Academic Advisement, and the designated person(s) from the transferring institution once an agreement is signed by the appropriate parties. The Office of Academic Affairs will maintain the original signed agreement and a master list of approved agreements.
5. The Office of Academic Affairs will initiate the annual review. Upon review, if no changes have occurred in either the UCO or the transfer institution's degree, the agreement may be renewed. If changes have occurred in either degree, either a new agreement may be developed or the agreement will be discontinued.

Coordinating Offices: Office of Academic Affairs, Enrollment Services, deans, department chairs/school directors

Academic Affairs Point-of-Contact: Provost or designee

Policy revision approved by the Provost/Vice President for Academic Affairs on May 16, 2017.

Policy approved by the Provost/Vice President for Academic Affairs on September 5, 2006.