

Checklist for 10-day Review

Sending Institution:

Degree Level:

Program Title:

Receiving Institution:

Program Title:

Proposal Type: Articulation Agreement

Tracking Number:

	<i>Checklist</i>	Ad d r e s s e d	<i>Comments</i>
	Proposal cover letter	<input type="checkbox"/>	Must be from the President or Chief Executive Officer of the Institution.
	Proposal cover sheet	<input type="checkbox"/>	<p>Must be signed by the President or Chief Executive Officer of the Institution.</p> <p>Must be the correct form for the proposal type.</p> <p>Implementation date must be a semester past the 60-day Commission review period.</p> <p>Must have degree level, type, program title, TOTAL number of credits for graduation (correct for the degree level as per COMAR 13B.02.02.16, COMAR13B.02.03.24 and COMAR 13b.02.03.02)</p> <p>If Requiring New Resources is chosen, must have board approval.</p> <p>Institutional contact must be provided.</p>

Corresponding references in COMAR listed below “Criteria for articulation agreement review”			
A.	Purpose and Scope COMAR 13B.06.02.01 COMAR 13B.06.02.02	<input type="checkbox"/>	Statement regarding the articulation agreement between sending institution and receiving institution.
B.	Information for Students COMAR 13B.06.02.05	<input type="checkbox"/>	What student qualifies for eligibility of agreement? Admission of Transfer Students- see COMAR 13B.06.02.06 Curriculum pre-requisite requirements at receiving institution? Program Transfer Agreement Information Credit totals accurate?
C.	Institutional Policies and Responsibilities COMAR 13B.06.02.03	<input type="checkbox"/>	Clear indication of the credits the Receiving Institution will accept towards completion of the program. Sending Institution courses alongside the Receiving Institution course and the credits transferred (chart included) Credit totals accurate? Course Sequence Suggestion included? Transfer Coordinator listed for Sending and Receiving Institutions? Expiration Date of Agreement provided? When will both institutions meet to review the terms of the agreement? Date provided with signatures from both institutions?

D.	<p>Program Transfer Agreement</p> <p>COMAR 13B.06.02.13(C)</p>	<input type="checkbox"/>	<p>Minimum grade requirement accepted for transfer.</p> <p>Number of credits accepted for transfer. (COMAR 13B.06.02.08 ; COMAR 13B.06.02.09)</p> <p>Any additional degree requirements that must be completed at the sending institution? Special Requirements?</p> <p>Receiving institution accepting prior learning credits from sending institution? COMAR 13B.06.02.11</p>
E.	<p>Provisions</p> <p>COMAR 13B.06.02.13(D)</p>	<input type="checkbox"/>	<p>Special program requirements?</p> <p>Information regarding funding</p> <p>Any exceptions?</p> <p>Important details stated here</p>

http://mhec.maryland.gov/institutions_training/Pages/acadaff/AcadProgInstitApprovals/AcademicProgramProposals.aspx

Action:

Complete - Create internal memo and action letter

Incomplete - Notify institution contact