



Academic Agreements	
Responsible Official: Provost	Responsible Office: Provost

Policy Purpose

The purpose of this policy is to ensure the quality and integrity of educational programs or courses offered through various types of academic agreements.

Policy Statement

- I. All academic agreements must support the mission of ETSU and ensure compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policies and standards. Further, agreements must comply with all applicable program-accrediting agencies.
- II. A signed written agreement document that delineates the responsibility and role of all parties to the agreement is required to ensure the quality of the educational programs and courses covered by such an agreement. This document should include as appropriate:
 - duration of the agreement;
 - clear indication of the responsibilities of all parties to the agreement, including:
 - student advisement;
 - documentation of faculty credentials; and
 - review of course syllabi;
 - competencies indicating that the learning outcomes specified in courses offered by any partner institution satisfy learning outcomes in similar courses offered by ETSU and descriptions of required proficiency levels and criteria for measurement;
 - provision for ensuring the quality of the programs and courses offered through the agreement;
 - provision for evaluating the agreement in relation to the mission of ETSU;
 - renewal dates;
 - provisions for amendments, if needed; and
 - terms for termination of the agreement.
- III. When required, ETSU will 1) provide all necessary materials to SACSCOC; 2) submit notification to SACSCOC; and/or 3) secure SACSCOC approval in accordance with all pertinent SACSCOC standards, policies, and guidelines. Initiating a program or courses delivered through academic agreements may require SACSCOC notification and/or approval six months or more prior to implementation.

IV. Definitions and additional requirements by type of agreement

Articulation Agreement	<p>Formal agreements between ETSU and at least one other institution documenting the transfer policy for a specific academic program or degree. Articulation agreements specify courses taken at another institution count toward baccalaureate degree requirements.</p>
Combination Degree	<p>Formal agreement in which ETSU awards more than one degree from an overlapping course of study. Combination degrees (internal articulation degrees) often allow a shorter time for completion due to “double counting” of some coursework. ETSU is obligated to explain how the quality and requirements of each degree are maintained.</p> <p>Students may also be awarded more than one degree if they meet all the requirements (without a formal agreement) for each degree. This action is referred to as a dual major.</p>
Concurrent Coursework	<p>Coursework taken at an institution other than the student’s home institution while the student is also registered for coursework at their home institution.</p> <p>Registration in a concurrent enrollment course must be approved by both the student's home institution and the registrar at the institution offering the course.</p> <p>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.</p>
Cooperative Academic Arrangement	<p>An agreement between ETSU and another entity (or entities) to deliver program content transcribed by ETSU as its own. ETSU is obligated to ensure the quality and integrity of the courses and/or programs offered through such arrangements. Cooperative academic arrangements require SACSCOC notification. A copy of the signed agreement must be submitted to SACSCOC prior to initiation. Contractual agreements and consortial relationships are types of cooperative academic arrangements.</p>
Contractual Agreement	<p>An agreement for receipt of courses/programs or portions of courses or programs (e.g., clinical training internships) delivered by another institution or service provider. These agreements provide opportunities for students not available at ETSU, and therefore, expand student access to unique course offerings and to libraries and holdings.</p>

Consortial Relationship	An agreement in which ETSU and at least one other institution share in the responsibility of developing and delivering courses and programs that meet mutually agreed upon standards of academic quality. Examples include TN eCampus, TnCIS (Tennessee Consortium for International Studies), Washington Center, and joint academic awards.
Dual Admission Agreements	Agreement between ETSU and a community college to provide guaranteed acceptance to ETSU for students who fulfill the requirements of the Dual Admissions Program.
	The guaranteed acceptance is to the university and not to any one major or program of study.
	<p>In order to be eligible for dual admission, a student must:</p> <ul style="list-style-type: none"> • Plan to pursue both an associate’s degree and a bachelor’s degree. • Complete an application for dual admission and a non-binding intent-to-enroll form that includes authorization for the exchange of all application and academic information between the community college and ETSU. • Meet current admission criteria for the community college. • Have earned 29 or fewer college-level semester credits and an established cumulative college GPA required per the agreement.
	Upon graduation from the community college with an associate’s degree, ETSU reaffirms the information on the original application. Residency classification with regard to fee payment is determined by ETSU at the time the application for admission is submitted to ETSU.
Dual Degree Program (or Dual Academic Award)	A program in which students study at ETSU and another institution, with each institution awarding a separate program completion credential bearing its own name, seal, and signature.
Dual Enrollment Program	A program in which a high school student earns ETSU credit for courses that also satisfy high school requirements. ETSU is fully responsible for the quality and integrity of any ETSU credit awarded to high school students. Dual enrollment students are only allowed to take 1000 and 2000 level courses.
International University Agreements	<p>Official cooperative relationships involving ETSU faculty, staff, and/or administrations with personnel at an overseas institution to establish an academic link for students and faculty through:</p> <ul style="list-style-type: none"> • exchange of graduate and/or undergraduate students between the two institutions; • potential exchange of faculty between the two institutions; and • development of short-term programs for faculty, staff, and students.

Joint Degree Program (or Joint Academic Award)	A program in which students study at ETSU and at least one other institution and are awarded a single program completion credential bearing the names, seals, and signatures of each participating institution.
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Possible Agreements	Other agreements identified by SASCSCOC that would be included in the ETSU policy if needed.
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Authority:

- SACSCOC Principles of Accreditation
- SACSCOC Policy: Agreements Involving Joint and Dual Academic Awards: Policy and Procedures
- SACSCOC Policy: Dual Enrollment
- SACSCOC Policy: Substantive Change for SACSCOC Accredited Institutions
- THEC Academic Policy A1.0: New Academic Programs

Policy History

Effective Date: March 24, 2017

Revised Date:

Procedure (s)

Individuals and/or programs initiating academic agreements confer with ETSU’s Accreditation Liaison early in the planning phase in order to ensure that all required materials are provided to SACSCOC and that deadlines for SACSCOC notification and/or approval are met.

Type of Agreement	Procedure
Articulation Agreement	ETSU and a potential partner review the curriculum and level of instruction and agree on how courses completed at another institution will satisfy course requirements for a baccalaureate degree. The two or more institutions work together to draft the agreement. The agreement includes details on what courses should be taken to satisfy degree requirements. The deans and/or chairs of each department of both institutions agree on the articulation agreement. The presidents or provosts or leadership of academic affairs of both institutions sign the articulation agreement. Courses from the partner institution appear on the ETSU transcript as transfer credit.
Combination Degree	The participating undergraduate degree programs submit an internal articulation agreement that is approved by program faculties, college and university level curriculum committees, and Academic Council. Each participating degree program monitors the progress of its students who are enrolled in the internal “articulation” agreement between programs that has been approved by the institution. Because the combination degree consists of ETSU coursework from more than one program, courses are transcribed as native (ETSU) credit.

Concurrent Coursework	<p>For other institution’s students, their Registrar submits the authorization form to ETSU for approval. The ETSU Records Office submits the form to the appropriate college department for approval. Upon approval, the ETSU Records Office contacts Information Technology Services (ITS) to create a D2L login for the student. Final grades are reported to the other institution via secure email at the end of the term.</p> <p>For ETSU students, the student submits the other institution’s Course Request Form to the ETSU Records Office for approval. The Records Office sends the form to the other institution’s Registrar with the approval signature. The other institution’s Registrar submits final grades to the ETSU Records Office via secure email at the end of the term. Courses from the other institution appear on the ETSU transcript as transfer credit.</p>		
Cooperative Academic Arrangement	<p>Contractual agreements and consortial relationships are types of cooperative academic arrangements. Coursework appears on the ETSU transcript as native (ETSU) credit.</p>		
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Dual Admission Agreements	<p>The community college forwards applications and intents-to-enroll forms to ETSU and, at the end of each semester, provides ETSU an official transcript for each participant. This work is posted as transfer credit in the student information system at ETSU provided the authorization for exchange between institutions is approved by the student. Both institutions identify dual admission students in their respective student information systems. Courses from the community college appear on the ETSU transcript as transfer credit.</p>		
Dual Degree Program (or Dual Academic Award)	<p>The faculties of participating institutions develop the program of study for approval by each institution’s academic approval processes. A Memorandum of Understanding (MOU), which adheres to the SACSCOC requirements for a dual program, regarding the implementation of the program is included in the program proposal. Revisions of the curriculum or MOU are agreed upon by both institutions.</p>		
Dual Enrollment Program	<p>Students who have a minimum of 3.0 GPA and at least a 19 composite and sub-scores on ACT and comparable SAT, who are either entering high</p>		

school juniors or seniors are eligible to participate in dual enrollment. Students submit an admission application, transcript, and test scores along with a completed dual enrollment packet signed by student, parent, and high school counselor/principal. Students register for their dual enrollment classes once approved and admitted. Courses appear on the ETSU transcript as native (ETSU) credit.

International University Agreements

A faculty or staff member who wants to establish a partnership with an international institution contacts the International Programs and Services Office (IPSO) with a draft proposal (template available) that outlines goals of the partnership, the groups and types of activities involved (faculty, staff, students; student exchange, research, etc.), and any associated costs. If a partnership proposal is from an international institution, IPSO conducts the initial review and distributes the proposal to all parties involved. The originator routes the agreement for signature by the Provost. Courses completed at the international partner institution appear on the ETSU transcript as transfer credit.

Students may apply for exchange in two ways: (1) exchange through an ETSU-approved Bilateral Partner institution, whereby ETSU reciprocates by enrolling an even number of the partner institution's students on the ETSU campus or (2) exchange through International Student Exchange (ISEP) Organization, a non-profit organization with over 300 programs. IPSO consults with appropriate units (i.e., legal, Admissions, School of Graduate Studies) and returns the proposal to the originator if needed.

Joint Degree Program (or Joint Academic Award)

One or more institutions develop a single proposal for a joint degree program, which is vetted through all campuses involved. The presidents of the participating institutions approve and sign the proposal. THEC reviews the proposal according to its Academic Policy. THEC is the final state approver of a joint degree. Courses appear on the ETSU transcript as native (ETSU) credit.

Procedure History

Effective Date: March 24, 2018
Revised Date: June 4, 2020

Related Form(s)

N/A

Scope and Applicability

Primary: Academics