

BLUE MOUNTAIN COLLEGE

POLICIES AND PROCEDURES

AREA: Academic Affairs

NUMBER: Policy 2.35

SUBJECT: Academic Affiliation Agreements

Academic Affiliation Agreements are contracts between Blue Mountain College (BMC) and external entities which involve academic experiences for BMC students at off-campus locations. In general, if a BMC student will fulfill any part of a degree or non-degree program at other public or private institutions, an agreement is required prior to the experience. The Office of Academic Affairs oversees college-wide academic agreements. BMC complies with the *Agreements Involving Joint and Dual Academic Awards: Policy and Procedures*, established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Academic Affiliation Agreements at Blue Mountain College include Consortial, Contractual, and Articulation Agreements as well as Academic Joint and Dual Degree Programs. However, dual enrollment programs whereby high school students take college courses for concurrent credit are not included in this policy.

Blue Mountain College will enter into Academic Affiliation Agreements after giving careful attention to the scope of the arrangement and to the appropriateness of the collaborative partner(s). The goal of such arrangements is to preserve and enhance the quality of the College's academic offerings to students. The courses/programs involved in the Academic Affiliation Agreements must be consistent with the Blue Mountain College mission and purposes. Blue Mountain College is responsible for ensuring the integrity of the arrangement, the quality of all such coursework included on the student transcript as credit earned from the institution and for ensuring the compliance with accreditation requirements.

A. Types of Academic Affiliation Agreements

1. **Consortial, Contractual, and Articulation Agreements:** An agreement between the College and another institution or organization that establishes an institutional relationship to pursue joint initiatives or general areas of collaboration in areas such as research, exchange of information and student mobility. The agreement may involve an articulated transfer of credit from one institution to another and may include bridge programs that involve non-credit study prior to course work for academic credit. This agreement may also facilitate the participation of students on international study programs where students receive Blue Mountain College credit for equivalent courses taken abroad.
2. **Academic Joint and Dual Degree Programs:** An agreement to offer a joint or dual degree with another institution. A *dual educational program* is one whereby students study at two or more institutions, and each institution awards a separate program completion credential bearing only its own name, seal and signature. A *joint educational program* is one whereby students study at two or more institutions and are awarded a single program completion credential bearing the names, seals and signature of each of the participating institutions. New and modified academic programs must follow the approval process outlined in this policy as well as in Policy 2.31: Curriculum and Program Approval and

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Program Closure.

B. Required Approvals

1. Departmental Faculty Approval
2. Review by the Academic Dean's Council or Graduate Council
3. Approval by the Academic Dean's Council or Graduate Council
4. Communication with and approval by the President
5. Communication with the Strategic Planning Steering Committee and the President
6. Approval by the General Faculty
7. Approval by the Board of Trustees for joint and dual degree programs
8. Communication with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) if necessary.

Entering into an Academic Affiliation Agreement that is a dual educational program is a substantive change that requires prior notification of SACSCOC but not prior approval. The required documentation includes:

- A notification letter that includes a statement of intent, the anticipated beginning date, a description of the agreement, the complete address/location of the parties involved in the agreement, and complete contact information for the lead person(s) at each institution; and
- A copy of the final signed agreement.

[Cross Reference with Policy 2.31: Curriculum and Program Approval and Program Closure.]

C. Approval Criteria

Specific criteria are used when reviewing proposed and renewal agreements to assess the connection to the mission of Blue Mountain College, institutional interest, and potential for success. The criteria include:

- the perceived level of demand for the proposed program or record of demand for an existing program requesting renewal;
- the prospects for substantive collaboration to occur;
- the caliber of the partnering college;
- the compatibility of institutional mission;
- the existence of agreements with other partnering institutions that may compete with or duplicate proposed agreement;

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- whether the partnering institution has relevant coursework that the student can take; and
- the ability of students from partnering institutions to meet admissions requirements.

D. Requirements for Periodic Review

All Academic Affiliation Agreements are required to have formal, periodic reviews within a five-year interval. A document will be created at the time of the review which contains the contact information for each institution, the mutually agreed upon changes in the agreement (if any changes have been made), dates, and signatures of the President or VPAA at each institution.

SOURCE: Board of Trustees: October 02, 2015; February 24, 2012
EDITORIAL CHANGE: October 16, 2013

ACCOMPANYING DOCUMENTATION:

1. Procedures