Request New Agreement

This checklist applies to Articulation Agreements, Consortium Agreements, or Memoranda of Understanding (MOU). See below for more information about what decisions must be made before marketing in colleges can begin.

# **New Agreement Request Process**

* **College** reviews and completes a [Request New Agreement](https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=MHEXIi9k2UGSEXQjetVofauWH2rdIJJLrEYjZMsoDmtUMEczQlhZMUhKQ1JQQ0RXN1Y1NVJBRjhGQi4u&Token=64e6afe19c8f45b9859081c8f4c79443) form.
* **Provost and PRC review request form.**
* If endorsed by the PRC, **AACC** notifies the General Counsel for agreement review.
* **AACC notifies College.**
* **AACC sets up e-signature process.**
* Once signed, **AACC** adds **articulation and consortium agreements to the** [AACC Articulation and Consortium Agreement webpage](https://aacc.msu.edu/ucc/curriculum/articulation-consortium-agreements), **as required by HLC.**
* **College may begin marketing and notify Admissions.**

## Glossary

[AACC](https://aacc.msu.edu/) Responsible and coordinating office for HLC approval (Stacia Moroski-Rigney), lead for the Provost Review Committee (Stacia), and University Curriculum Administrator (Joy Davis)

[ED](https://www.ed.gov/) US Department of Education

[EPMO](https://evpa.msu.edu/about/epmo/what-we-do) Enterprise Project Management Office, Executive Vice President of Administration

[FS](https://acadgov.msu.edu/facultysenate) Faculty Senate

[HLC](https://www.hlcommission.org/institution/1346/) Higher Learning Commission, MSU's institutional accrediting agency

[OFA](https://finaid.msu.edu/) Office of Financial Aid

[OOI](https://research.msu.edu/acronyms/ooi) Institutional Research (Organization of Interest) application that is the system of record for all organizations and their org codes, and their placement in the hierarchy of Colleges/MAUs, or VP groupings

[OPM](https://ctli.lib.msu.edu/opm) Online Program Manager

PRC The new Provost Review Committee is a standing group of experts in their areas of budget, CIP Codes, International Education, Professional Licensure, Financial Aid, and others who review submitted applications to the UCC+ Processes Intake Form to prevent unfunded, duplicative, inaccurate, and/or non-compliant applications from reaching the UCC

[RBI](https://finance.msu.edu/financial-strategy) Revenue-based Initiative

[RO](https://reg.msu.edu/) Office of the Registrar

[SIS](https://student.msu.edu/splash.html) Student Information System

[TEC](https://education.msu.edu/te/) The Teacher Education Council reviews curriculum related to teacher certification

TPS Third Party Servicers

[UCGS](https://acadgov.msu.edu/UCGS) The University Committee on Graduate Studies has authority on grading policy for graduate and graduate-professional students. The committee reviews changes in graduate and professional academic programs and recommends approval or rejection to the University Committee on Curriculum.

[UCUE](https://acadgov.msu.edu/ucue) The University Committee on Undergraduate Education exercises the faculty’s delegated authority on all changes in undergraduate academic programs proposed by academic units and recommends their approval or rejection to the University Committee on Curriculum.