Curriculum Part 1: Request New Agreement

This document is designed to assist colleges in preparing to complete the [Request New Agreement](https://forms.office.com/r/0azjEGfiWg) form. Submissions must be made using the Microsoft form to be reviewed by the Provost Review Committee.

# Basic Information

1. Your Name:

2. Your MSU Email:

3. Describe your role in initiating or coordinating the agreement.

4. Which MSU academic unit is involved? Please list College, School, Department, and/or Plan Name.

5. Is this unit named in the body of the agreement?

* Yes
* No

6. What is the name of the partner institution? Please include full institutional name, department/unit, and address.

7. Is this a domestic or international institution?

* Domestic
* International

8. What is the goal of this articulation agreement?

9. What academic, transfer, or cooperative purpose does it serve?

10. Is it program-specific (e.g., 2+2, transfer of credits)? Please identify type.

11. Please select the type of agreement.

* Articulation Agreement (transfer of students without dual enrollment)
* Consortium Agreement (includes dual/intermittent enrollment, financial aid implications, etc.)
* Memorandum of Understanding

# Content and Format

12. Does the agreement align with the MSU articulation agreement format?

* Yes
* No

13. Select all sections of the MSU articulation agreement template that the proposed agreement contains.

* Title and preamble
* General purposes and specific activities
* Defined duration and termination clauses
* Funding (if applicable)
* Review and evaluation provisions
* Communication and signatory details

14. Which institution is considered the 'host' school? (The host institution provides the financial aid and is where the student is enrolled in a degree-granting program.)

15. Which institution is considered the 'partner' school? (Not the host institution.)

16. Confirm MSU is the 'host' only for students admitted to MSU programs via Articulation and/or Consortium.

* Yes
* No

17. What programs, courses, or services are involved?

# Approvals and Readiness

18. Are credit-bearing academic elements clearly defined?

* Yes
* No

19. Who awards the credit?

20. Does the agreement ask for an exception to any existing MSU policies? For example, will the consortium agreement ask to share more credits than 30% between an undergraduate and graduate degree?

* Yes
* No

21. Are student support services and learning resources described? Please explain.

22. How will Advising, Libraries, Information Technology (IT) access, etc., be managed?

23. Has this agreement been reviewed and approved internally within the MSU unit?

* Yes
* No

24. Who has reviewed and approved this agreement?

* Department Chair
* Associate Dean
* College Leadership
* The Graduate School

25. Provide the names of approvers and date of any approvals (mm/dd/yyyy)

26. Provide any relevant documentation or supporting materials. Please include draft agreement (editable format), course equivalency tables, if applicable, prior agreements, renewal memos, and/or letters of intent.

27. Is the agreement ready for review by the following offices/units: Office of the General Counsel, Office of the Registrar, Office of the Controller, Office of Financial Aid, Office of Admissions  
Note: this is required for new or substantially updated agreements.

* Yes
* No

# Signatures and Processing

28. Who will sign for the home institution and partner institution? Include name(s), title(s), and institutional role(s).

29. Are primary contacts with details and signatories identified in the agreement?

* Yes
* No

30. What is the desired timeline for signature and implementation?

31. Must the agreement be approved before a specific semester or recruitment cycle?

* Yes
* No

32. Please indicate when:

33. Is the agreement part of a larger initiative (e.g., statewide transfer, International Studies and Programs (ISP) partnership)?

* Yes
* No

34. Should it be flagged for additional review by any other units?

* International Studies and Programs
* Library access or OISS
* Academic Assessment or Enrollment Planning
* None
* Other:

# Academic Rationale

35. Have the academic/learning purposes for the agreement been clearly described?

* Yes
* No

36. Is there a statement about how the agreement advances student learning?

* Yes
* No

37. Are the services to be provided by each party and their justification clearly explained?

* Yes
* No

# Duration and Renewal

38. Does the agreement state the duration (typically 5 years)?

* Yes
* No

39. Does the agreement have a clause stating review and renewal terms?

* Yes
* No

40. Does the agreement have a termination clause that is clearly defined?

* Yes
* No

41. Does the agreement include protection for students in case of early termination?

* Yes
* No

# Roles, Responsibilities, and Review

42. Are the educational courses, programs, and services included in the agreement defined?

* Yes
* No

43. Does it specify which institution awards academic credit?

* Yes
* No

44. Is there a mechanism for faculty review of courses and programs?

* Yes
* No

45. Are student support services and learning resources responsibilities defined?

* Yes
* No

46. Who is responsible for student evaluation?

# Agreement Contents Requirements

47. Does the title clearly name all participating institutions and units?

* Yes
* No

48. Is there a preamble with historical/contextual information?

* Yes
* No

49. Are the general purposes and specific activities outlined?

* Yes
* No

50. Are all MSU units involved named?

* Yes
* No

51. Are parameters set to clarify non-contractual nature?

* Yes
* No

52. Are funding arrangements (if any) defined?

* Yes
* No

53. Is a review and evaluation clause included?

* Yes
* No

54. Are nondiscrimination and communication protocols stated?

* Yes
* No

55. Select which type of agreement this is to determine next steps:

* Articulation
* Consortium
* Memorandum of Understanding

# Financial Aid and Compliance (Consortium Agreements Only)

56. Does the agreement clearly state which institution will disburse financial aid?

* Yes
* No

57. Are student eligibility monitoring and cost of attendance policies addressed?

* Yes
* No

58. Are financial arrangements and accountability mechanisms included?

* Yes
* No

59. Does the agreement meet federal/state aid requirements?

* Yes
* No

60. Does the agreement request a different tuition fee classification? For example - "students under this consortium agreement will be considered in-state for tuition purposes."

* Yes
* No