

Massachusetts Bay Community College

Articulation Guidelines

This document provides procedures and guidelines to Faculty, Deans, and other appropriate members of Massachusetts Bay Community College for developing articulation agreements with other regionally accredited institutions within our general service area.

It is suggested that all parties review these given guidelines prior to submitting a *Notice of Intent to Develop an Articulation Agreement* form. For support, parties may contact their Academic Dean of the Coordinator of Transfer Affairs and Articulation

Institution Profile

Name:

- Please provide the full legal name of the partner institution for this articulation agreement

Address:

- Please provide the full physical address of the partner institution

Public or Private

- Is this a public (state funded) or private (non-state funded) institution?
 - If the partner institution is a public institution in Massachusetts, this articulation agreement should be administered within the MassTransfer portal as a traditional agreement, or an Additional Transfer Agreement (ATA)

Proximity

- Is the partner institution within 25 to 50 miles of MassBay Community College?
 - National Clearinghouse data shows that most MassBay students transfer to public institutions throughout the state or to private institutions within our traditional service area. In order for the articulation agreement to serve students, the partner institution must be accessible to our students.
 - *Exceptions to this would include distance education / online programs, international / study abroad programs, and agreements for specialty programs (automotive, radiological technology, etc.) not available within our service area.*

Accreditation

- Does the partner institution currently have valid regional accreditation?
 - To ensure we're partnering with institutions that are held to the same academic standards we're accustomed to, and to protect the interests of our students, MassBay Community College will only entertain articulation agreements from regionally accredited institutions.

Primary Contacts

- Who will serve as the primary academic and admission contacts at the partner institution?
 - It is important that parties from Academic Affairs and Undergraduate Admission work together to address all concerns when creating a transfer agreement.

Academic Dean / Program Chair / Faculty Member Contact
Undergraduate Admission Contact

Academic

Academic

- What program(s) between MassBay and the partner institution will be linked through this agreement?

Rational

- Please provide a general statement regarding the rational of creating this specific transfer agreement.

Demand

- Demonstrate demand for agreement / baccalaureate degree

Type of Agreement

- What type of articulation agreement does the partner institution want to pursue?
 - **General / Joint Admission**
A General / Joint Admission agreement would give graduates from MassBay guaranteed admission to the partner institution if certain requirements are fulfilled. Partner institutions often match MassBay academic programs, with their own baccalaureate programs.
 - **Program Specific**
A Program specific agreement focuses on one academic program at MassBay, clearly identifying how required courses and electives will fit into a program at the partner institution.
 - **Multiple Programs**
A single articulation agreement that matches multiple programs between MassBay and the partner institution.
 - If this type of agreement is desired, a full course to course equivalency must be provided by the partner institution. This requirement is to aid in the articulation process and to assist current, perspective students, and academic counselors with course selection and academic planning.

Program Flow sheet

Provide a Program Flow sheet clearly identifying how each course and elective from MassBay will transfer into the academic program(s) at the partner institution. A plan of study to complete the baccalaureate degree should also be provided. Partner institution should also identify any substitutions that are being made to accommodate this agreement. (For example, course substitution, general education substitutions etc.)

- If this is a simple Joint Admission agreement, a course of study doesn't have to be provided as long as the student can complete the baccalaureate degree within 2 years of full-time study.
- If the associate degree is being accepted as a "block transfer", then only a course plan for baccalaureate degree completion needs to be provided.

Transfer Credit Policy (of partner institution)

- Please share the general Transfer Credit Policy of the partner institution.
 - Transfer Credit Policy can be found in the college catalog or on undergraduate admissions / registrar website.
- For this agreement, will any exceptions be made to the transfer credit policy? Do incoming students need a higher grade in program specific courses?
 - Some academic programs require a higher grade than the general transfer credit (typically C or higher) to progress in the major. Statements regarding this should be addressed here.
 - Some academic programs at private institution will guarantee the full MassTransfer General Education Foundation, upholding the transfer credit policy of MassTransfer. If offered, this should be explicitly stated in the agreement.

Credit by Examination (AP, CLEP, MassBay Challenge Exams)

- Does the partner institution accept transfer credit through AP, CLEP, and institution Challenge Exams? If not, will they be considered for this agreement?
 - Many MassBay students earn credit through these exams and it's our expectations that partner institutions will honor transfer credit earned by these means. All exams accepted at MassBay are vetted and reviewed by academic deans and faculty.

Course Substitutions

- Some MassBay students have course substitutions that are approved by academic deans. How will the partner institution honor these course substitutions in regard to this agreement?

Admission

Application

- What type of application will a potential student fill out for this agreement?
 - **Simplified Transfer Application**

A simplified application typically has no cost to the student, doesn't require recommendations, and doesn't require a personal essay or statement. Student will fill out a simple application provided by the partner institution and official transcripts at the time and of application, and after the degree has been verified by MassBay
 - **Regular Transfer Application**

A student would submit all required documents expected of any transfer applicant to the partner institution. (Common Application, web-application) This normally includes the application itself, a personal essay / statement, recommendation, and other required forms. It's expected that the application fee will be waived for MassBay students.

Minimum Grade Point Average for admission

- For this agreement, what is the minimum grade point average needed for admission?
- Will student with a lower grade point average still be considered for admission?

Financial Aid

- What forms does the partner institution require from the student for financial assistance?
 - FAFSA
 - Institutional Application
 - CSS Profile
 - Other Required Forms

Scholarships / Grants Opportunities

- What specific scholarship and grant opportunities does the partner institution provide for transfer students?

Marketing

All approved articulation agreements will be listed on the MassBay Transfer Advising website and posted in the advising center on the Wellesley Hills campus.

- In addition to the methods above, what other initiatives will both MassBay and the partner institution take to further promote this agreement?

Advising

- Please share a general statement regarding how potential students will be advised towards this agreement by faculty and admissions staff at both institutions?