

<b>Policy Number</b>	101.001 Academics
<b>Policy Title</b>	CONSORTIAL AND CONTRACTUAL AGREEMENTS
<b>Responsible Officers</b>	Provost
<b>Responsible Offices</b>	Provost
<b>Summary</b>	A consortium (contractual or cooperative agreement) defines the purpose of the agreement, identifies course availability and limitations, identifies procedures for admission, registration and records, clarifies Financial Aid responsibilities, and identifies other elements such as matriculation status, use of library resources, promotion, and payment. A complete listing of active and historical articulation agreements are housed in the Office of the University Provost.
<b>Definitions</b>	<p>Consortial relationship – a formal arrangement between the University and one or more other institutions of higher education to share in the responsibility to deliver courses or programs meeting mutually agreed upon academic quality standards.</p> <p>Contractual agreement – a formal arrangement between the University and another institution for admission, receipt of courses, programs, or other academic credit delivered by the other institution.</p>
<b>Approving Body</b>	The Academic Council; The Administrative Council
<b>Approval Date</b>	<b>101.000</b> April 22, 2002 portions approved by University faculty as part of the University Transfer Policy; additional detail approved in a policy named “Joint Curricular Ventures” by Higher Education Cabinet in April 2007. Combined into one policy in the November 2016 revision. <b>101.001</b> <i>Renewed</i> – Aca C (03.07.2022); Admin C (02.25.2022)
<b>Last Revision</b>	November 7, 2016
<b>Re-evaluation Date</b>	Fall 2025
<b>Departmental Impact</b>	Office of the Provost, Office of the University Registrar; Academic Deans’ offices, Admissions office, Financial Aid, Accounting

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### Policy Statement

Columbia International University enters into joint curricular ventures when such ventures provide added value to the CIU educational experience. CIU ensures the quality of all coursework offered through consortial relationships or contractual agreements and takes responsibility for the quality of the program delivered.

### Approval Criteria:

Specific criteria are used when reviewing proposed and renewal agreements to assess the connection to the CIU's academic mission, quality, and educational advantage for CIU students. The criteria include:

- the compatibility of institutional mission;
- the clear demonstration of educational benefit for CIU students;
- the possibility for substantive collaboration;
- the caliber of the partnering college or institution;
- the quality of the instruction at the partnering institution;
- relevance of the available coursework to a student’s program;
- the administrative support and facilities available for students at the partnering institution;
- the partnering institutions demonstrates ability to meet CIU’s standards for campus safety and security;
- the compatibility between the academic calendar of the partnering institution and CIU’s academic calendar; and
- the ability of students from partnering institutions to meet admission requirements.

Additional examination is necessary for agreements made with non-regionally accredited institutions and international institutions.

### Required Approvals:

New proposed or renewal agreements may be initiated by an administrator or academic dean, and must be approved by the Academic Council, Administrative Council, and the University Provost.

If the proposed or renewal agreement is related to a new academic program or degree, the academic dean must also follow

the procedures outlined in University policy on the creation and revision of academic programs to ensure compliance with institutional accreditors.

#### *Existing Program Review, Renewal, and Tracking*

The Provost's office is responsible for maintaining the official list of University agreements and programs. The Office of the Provost will evaluate all academic agreements and contracts against the purpose of the institution every five years or when subject to renewal. The evaluation will consider the following factors: consistency with University mission, agreement activity, appropriateness of administration, academic soundness, and ongoing viability.

#### **Implementation/Procedures:**

Agreements will have five year terms unless otherwise stated in the agreement.

The Provost's office will initiate and coordinate a review of the agreement or program activity in the last year of each term, following the same approval steps as if it were a new proposal. If there has been no activity for the previous five years, then the program and agreement will be terminated and a review for renewal is not required.

Programs established under agreements specifying automatic renewal should be contacted by Provost's office at the end of the fourth year, and a review conducted during the fifth year to ensure that the programs are reviewed before the automatic renewal occurs.

Most agreements define at least one of the following purposes: to permit cross-registration, to identify course equivalencies for transfer, or to establish special credit transfer rates on behalf of the student. Within each of these types, specifically negotiated points of agreement are established to provide the best possible service to the student within both institutions' governing policy criteria. These points of agreement acknowledge flexibility and the ability to make each agreement unique.

The agreement should stipulate student qualifications for participation, procedures for enrollment, complete or partial course availability, clarification of financial aid responsibilities, matriculation status changes, financial considerations, promotion of courses, use of educational resources, procedures for grade notification, limitations upon participant enrollment, and terms for renewal or cancellation of the agreement.

#### *Type 1: Cross-registration*

Cross-registration does not require additional credentials or admission processing because courses are recorded as the home school's own course work. Credits earned by CIU students registered for a course taught from the partnering institution are not treated as transfer credit *i.e.*, grades will be accepted below "C," will be calculated into the GPA, will be acceptable for Financial Aid and VA Benefits, and may be applied toward residency requirements.

For another institution's students, CIU will print "Consortium student from <school>" in the transcript header of the CIU transcript. CIU will issue a grade report to the other school; likewise, CIU would expect partner institutions' registrars to issue grade reports for cross-registered CIU students. Should a seminary student enrolled at a partnering school enroll in a CIU program after applying those credits toward his/her earned degree, those credits may not be re-applied toward the second (CIU) degree to ensure the same course is not counted toward residency twice from both schools; different credits must be used to satisfy ATS dual-degree program limitations.

#### *Type 2: Equivalent Courses*

The agreement may identify parallel courses capable of satisfying prescribed curricular requirements at either institution. Such identification provides consistent academic advising to the student. An equivalent course is still a transferred course but may substitute for the curricular requirement of the student's program.

#### *Type 3: Establish Rate of Transfer*

The agreement may formalize a consistent transfer credit ratio or a consistent substitution of selected courses from institutions with whom programs are related or special relationships are approved.

#### *Type 4: Program Admission*

The agreement may formalize a consistent admission allowance from an institution (typically international/non-regionally accredited).

#### **Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)