

Academic Program Articulation Process

Community College Academic Program Articulations: Steps to Creating Academic

Note: To maintain uniformity in Articulation Agreements, Curriculum Pathways, Four-year plans, the deadline for updates/changes is **August 1st** of each year.

Program Agreements and Curriculum Pathways:

- Vice Provost for Academic Excellence and Outreach
 - Vice President for Enrollment Management
 - Associate Provost for Student Success
1. Develop/maintain contact lists (community college counterparts, UNT Dallas Community College Articulation Task Force, UNT Dallas advisor contacts, community college advisors, and UNT DALLAS academic department contacts) Individuals on these lists may be contacted in order to facilitate the completion of the academic program curriculum pathway.
 2. Utilize Academic Program Curriculum Pathway Template to begin develop pathway.
 3. Identify viable academic programs that can be aligned with community college programs. (Note: Utilize Community College degree plans online to complete the initial draft)
 4. Identify course equivalencies in community college first-year and second-year degree plan. Review course descriptions to determine course equivalencies.
 5. Identify and coordinate meetings with key community college counterparts (Academic and Administrative)
 6. Coordinate meetings with appropriate Dean and faculty and begin developing the academic program curriculum pathways
 7. Iterative Review Process - modify academic degree program Curriculum Pathways in collaboration with community college counterparts. Note: Process may occur online and in meetings with the program faculty. The development of Curriculum Pathways, along with the resolution of any issues, are coordinated via telephone, email, and direct contact meetings (breakfast/lunch working meetings)
 8. Meetings that may be necessary or required in order to expedite the timely completion of an academic program Curriculum Pathway, and the establishment of a Transfer Articulation Agreement, will be arranged with the appropriate community college and UNT DALLAS representatives.

Community College Campus Representatives

1. Program Dean, Faculty, and Transfer Coordinator – In coordination with Vice Provost UNT Dallas, schedule meeting with campus representatives.
2. Review curriculum pathway draft from UNT Dallas program faculty.
3. Identify course equivalencies in community college first-year and second-year degree plan.
4. Review course descriptions to determine course equivalencies.

Community College Articulation Task Force

1. The task force will be involved in organizing programs and reviewing curriculum pathways.
2. The Community College Articulation Task-Force, Dean, and program faculty reviewing the draft of the community college program articulation and the associated courses, takes into account:
 - Existing course articulations
 - Baccalaureate Core (General Education) requirements
 - UNT DALLAS College Core requirements
 - Major requirements
 - Option requirements
 - Pre-professional and professional requirements
 - Total credit hours
 - Upper division courses at UNT DALLAS (can be included but is not required)
 - Electives (recommended lower division courses)
 - B.A. versus B.S. requirements (if applicable)
 - Any restrictions (electives, transfer credits, test credits, experience, community college professional/technical, etc.)

UNT Dallas/Community College Faculty Program Counterparts

1. Faculty will review the Curriculum Pathway course equivalencies.
Note: All program changes must be approved by the Curriculum Committee prior to finalizing the Curriculum Pathway.
2. The community college academic unit (chair), key transfer representative reviews and approves the curriculum pathway and keeps the VP of Instruction in the informed.
3. The Curriculum Pathway is completed once it has been approved by the community college, UNT DALLAS academic unit, Task Force, and Dean.

Distribution of Approved Academic Program Curriculum Pathway:

- Original: Archived at the UNT DALLAS Office of the Provost.
- Copy: CC VP for Academic Instruction
- Copy: CC department chair
- Copy: UNT DALLAS academic unit (college, school, department, program)
- Copy: UNT DALLAS Office of Admissions
- Copy: UNT DALLAS Office of Advising
- Copy: UNT DALLAS Registrar's Office (articulation agreement only)
- Copy: UNT DALLAS Office of Financial Aid and Scholarship (articulation agreement only)

Programs/Services (VP for Enrollment Management & VP for Marketing)

1. Enrollment Management/admissions counselors, community college advisors, faculty, and administrators begin using the Curriculum Pathways.
2. The UNT DALLAS Office of Admissions codes the courses into the PeopleSoft articulation tables???? Establish exceptions in peoplesoft
3. Undergraduate Admissions adds the Curriculum Pathway to the UNT DALLAS transfer website: Add link to the website. EXAMPLE Criminal Justice
http://www.untdallas.edu/sites/default/files/page_level2/jcf0126/pdf/unt_dallas_criminal_justice_13-14_bs_transfer_guide_0.pdf
4. Academic Program Curriculum Pathways posted on the Transfer Student website will be searchable by:
 - Community college
 - Degree program
5. Coordinate UNT Dallas Programs/Services in accordance with the Memorandum of Understanding (MOU)
 - Coordinate with community college counterparts - special UNT Dallas recruitment events.
 - Financial Aid workshops
 - Transfer Admissions
 - Advising Workshops
6. Reverse Transfer Processes – Identify students that have 60 semester credit hours, disaggregate by community college campus location, and reverse transfer credits back to the home campus for awarding the associate's degree.
7. Establish a student success report in accordance with the DCCCD MOU. (student enrollment, success rates, and data exchange)
8. Coordinate prospective student data exchange with respective community college campus.