

Articulation Agreement Process for Domestic and International Partnerships

Articulation agreements are an important vehicle for developing academic pathways for transfer students, and an opportunity to build relationships with partner academic institutions. The steps below ensure collaboration with key stakeholders, leading to more comprehensive and effective agreements.

Steps to establishing articulations:

- 1) Verify accreditation and or recognition of potential partner institutions by contacting UNI Office of Admissions and consulting with appropriate leadership team members - Paul Sapp (domestic articulations) or Kristi Marchesani (international articulations)
- 2) Request appropriate curriculum information (i.e. plan of study, major requirements, course descriptions, syllabi) from partner school for any proposed major linkages. Submit materials to the Office of Admissions for review of General Education courses in consultation with the Office of Undergraduate Studies and other appropriate academic departments as necessary.
- 3) Check curricula of partner institution for alignment with major program requirements
- 4) Enter General Education and major course credit evaluation into the UNI Curriculum Worksheets
 - Appendix A - General Education Worksheet
 - Appendix B - Academic Program Worksheet
 - Appendix C - Articulation Credit Summary
- 5) Meet with representatives from the academic department(s), Office of Admissions (or International Admissions for foreign institutions) and Office of Undergraduate Studies to review articulation.
- 6) Finalize UNI Curriculum Worksheets (Appendix A, B and C)
- 7) Submit completed Curriculum Worksheets to the Office of Admissions, who will then initiate the Articulation Agreement DocuSign signature process with UNI and partner institution administrators listed on the Agreement.
- 8) The Office of Admissions will provide copies of agreement to the:
 - Provost's Office
 - Office of the Registrar
- 9) The Office of Admissions staff will create a Transfer Plan of Study based on the final articulation agreement and post to the Office of Admissions website.

Articulation Agreement (this section will be completed through DocuSign)

Between _____ and the University of Northern Iowa

DEGREES:

_____ at _____
_____ at the University of Northern Iowa

This constitutes an agreement between the University of Northern Iowa and _____ concerning requirements for completion of the _____ degree in _____ at the University of Northern Iowa. The agreement is based on an analysis of the program requirements as stated in the institutions' catalogs at the time of the agreement effective date. It is understood that this agreement will be reviewed and, if necessary, modified every five years or when either institution alters the program/ major requirements.

Agreement Effective Date: _____ **Agreement Expiration Date** (if applicable): _____
Date of First Review (maximum of five years after effective date): _____

Implementation of this agreement is effective with the approval of both cooperating institutions as attested to by the following signatures:

University of Northern Iowa

Signed

Date

Signed

Date

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Appendix A – General Education Worksheet

This is the part of the articulation agreement that representatives from the Office of Admissions should review in collaboration with the Office of Undergraduate Studies. Course descriptions and/or syllabi will be needed for full course evaluation.

The table below is a template for proposed General Education articulation as an appendix to an articulation agreement. Following this template is an example of a General Education Articulation.

Proposed General Education Articulation		
UNI Gen Ed (UNIFI) Category	Transfer courses from _____	Completion of Category (add status of category completion as well as additional notes or stipulations)
Written Communication (WC) 3 credits		
Oral Communication (OC) 3 credits		
Quantitative Reasoning (QR) 3 credits		
Human Condition – Domestic (HD) 3 credits		
Human Condition – Global (HG) 3 credits		

Scientific Reasoning (SR) 4 credits		
Human Expression (HE) 3 credits		
Responsibility (RE) 3 credits		
Connect Electives (CE) 12 credits		
	Total: ____ transferring into UNI General Education.	Total: ____ remaining in UNI General Education.

Example of a General Education Articulation

UNI Gen Ed (UNIFI) Category	Transfer course from Kirkwood Community College	Completion of Category (add status of category completion as well as additional notes or stipulations)
Written Communication (WC) 3 credits	COM 723 (Workplace Communication)	Satisfied
Oral Communication (OC) 3 credits	M 744 (Oral Communication in Workplace)	Satisfied
Quantitative Reasoning (QR) 3 credits	AGH 102 (Horticulture Math)	Satisfied
Human Condition - Domestic (HD) 3 credits	Behavioral/Social Science Course (req) Choose one of the following KCC courses to satisfy the Human Condition - Domestic category: <ul style="list-style-type: none"> • Social Problems (SOC 115) • Intro to Sociology (SOC 110) • Intro to Psychology (PSY 111) • American National Government (POL 111) • Popular Culture (HUM 142) • US History to 1877 (HIS 151) • US History Since 1877 (HIS 152) • Intro to Political Science (POL 110) 	Satisfied/Not satisfied 0-3 hr remaining at UNI Note: KCC students are required to take a “Behavioral/Social Science Course” as part of the Parks and Natural Resources AAS degree. Students are advised to select a KCC course that satisfies either the HD or HG categories in UNI’s Gen Ed. In this way, KCC students will have completed 3hr of the required 6hr.
Human Condition - Global (HG) 3 credits	Behavioral/Social Science Course (req) Choose one of the following KCC courses to satisfy the Human Condition - Global category: <ul style="list-style-type: none"> • International Relations (POL 121) • Understanding Cultures: Latin America (CLS 151) • Understanding Cultures: Indigenous Central America (CLS 159) • Understanding Cultures: Modern Japan (CLS 165) • Understanding Cultures: Modern China (CLS 167) 	Satisfied/Not satisfied 0-3 hr remaining at UNI Note: KCC students are required to take a “Behavioral/Social Science Course” as part of the Parks and Natural Resources AAS degree. Students are advised to select a KCC course that satisfies either the HD or HG categories in UNI’s Gen Ed. In this way, KCC students will have completed 3hr of the required 6hr.

Scientific Reasoning (SR) 4 credits	As part of the ERM B.A. degree students are required to take BIOL 2051 and CHEM 1110 which both satisfies SR Category.	<i>Satisfied</i>
Human Expression (HE) 3 credits		<i>Not Satisfied</i>
Responsibility (RE) 3 credits		<i>Not Satisfied</i>
Connect Electives (CE) 12 credits	Any additional KCC courses/electives that a student takes that apply toward a category of UNI's Gen Ed already satisfied by a course listed above can be counted toward Connect Electives (CE) - and deduct from the required 12 hours in this category.	Any additional KCC courses/electives that a student takes that apply toward a category of UNI's Gen Ed already satisfied by a course listed above can be counted toward Connect Electives (CE) - and deduct from the required 12 hours in this category.
	Total: # of credit hours transferring into UNI General Education: 12	Total: # of credit hours remaining in UNI General Education: 21

Appendix B – Academic Program Worksheet

The academic program worksheet lists the required courses for the select major at UNI – and identifies which of those courses are satisfied by coursework from the partner institution. The UNI courses may be satisfied by a course-to-course equivalency – or by a combination of courses from the partner institution. For example, in the example articulation on the following page, UNI GEOG 4260 is satisfied by three courses from Kirkwood, AGN 105, AGN 240, & AGN 248. For international articulations, it may be necessary to list course names if there are no available course numbers.

If a set is complex, explanations should be included. Keep in mind that UNI accepts a maximum of 65 hours of transfer credit from community colleges and two-year institutions.

EQUIVALENCY 1:

This course (or set of courses)
at UNI is satisfied/replaced by

This course (or set of courses)
at _____.

EQUIVALENCY 2:

This course (or set of courses)
at UNI is satisfied/replaced by

This course (or set of courses)
at _____.

EQUIVALENCY 3:

This course (or set of courses)
at UNI is satisfied/replaced by

This course (or set of courses)
at _____.

EQUIVALENCY 4:

This course (or set of courses)
at UNI is satisfied/replaced by

This course (or set of courses)
at _____.

EQUIVALENCY 5:

This course (or set of courses)
at UNI is satisfied/replaced by

This course (or set of courses)
at _____.

EQUIVALENCY 6:

This course (or set of courses)
at UNI is satisfied/replaced by

This course (or set of courses)
at _____.

EQUIVALENCY 7:

This course (or set of courses)
at UNI is satisfied/replaced by

This course (or set of courses)
at _____.

EQUIVALENCY 8:

This course (or set of courses)
at UNI is satisfied/replaced by

This course (or set of courses)
at _____.

EQUIVALENCY 9:

This course (or set of courses)
at UNI is satisfied/replaced by

This course (or set of courses)
at _____.

EQUIVALENCY 10:

This course (or set of courses)
at UNI is satisfied/replaced by

This course (or set of courses)
at _____.

COMMENTS:

Example Academic Program Worksheet

A.A.S. Parks & Natural Resources at Kirkwood Community College

B.A. Environmental Resource Management at the University of Northern Iowa

EQUIVALENCY 1:

This set of UNI courses is replaced by
GEOG 4260

this set of Kirkwood courses.
AGN 105
AGN 240
AGN 248

EQUIVALENCY 2:

This set of UNI courses is replaced by
LYHS 4320

this set of Kirkwood courses.
AGN 235
AGN 250
AGN 270

Comments:

Students are required to take the core requirements (30 hours) and may choose only one of the four specialization tracks (30-32 hours). See UNI course catalog for information on specialization tracks.

Kirkwood courses satisfy 6 of 30 credit hours in the major

Appendix C – Articulation Credit Summary

Articulation Summary:

General Education to be completed at (partner institution): _____

General Education credit hours remaining: _____

Major credit hours to be completed at (partner institution): _____

Major credit hours remaining: _____

Total credit hours to be accepted from _____
(NOT considering elective credits): _____

Total credit hours to be completed at UNI (NOT considering elective credits): _____

Additional notes or addenda:

Individuals Consulted in Preparation of this Agreement:

Development of an articulation agreement should include representation from: the appropriate academic department(s), Office of Admissions (Domestic or International), and Office of Undergraduate Studies, as well as appropriate representation from the other institution. Please include names and email addresses of all individuals.

This agreement was developed by the following representatives from _____ and the University of Northern Iowa: