**ACADEMIC PROGRAM ARTICULATION AGREEMENT BETWEEN**

**[INSERT SENDING SCHOOL]**

**AND**

**[INSERT RECEIVING SCHOOL] REGARDING TRANSFER FROM [INSERT PROGRAM NAME(S) OF THE SENDING SCHOOL] TO [INSERT PROGRAM NAME(S) OF THE RECEIVING SCHOOL]**

This Academic Program Articulation Agreement (“Agreement”) is entered into by and between [School Name] (the “Sending Institution”) and [School Name] (the “Receiving Institution”) (collectively, the “Institutions”) to facilitate the transfer of academic credits from [Name of Program(s), including degree, HEGIS, and CIP code at Sending Institution] for the completion of [Name of Program(s), including degree, HEGIS, and CIP code at Receiving Institution] (the “Program(s)”).

1. **Qualifying Students**

This Agreement pertains to the transfer of “Qualifying Students”, *i.e.*, those students who:

1. Have successfully completed the program at the Sending Institution;
2. Are enrolled in the Sending Institution, in good standing; and
3. Are accepted for admission to the Receiving Institution
4. [Insert other pertinent qualifications].
5. **Responsibilities of the Institutions**

The Institutions agree to implement the transfer of Qualifying Students in accordance with applicable law and the following requirements and protocols:

1. A Qualifying Student may transfer into from the Transferring Institution into the Receiving Institution for the completion of the Program.
2. Courses that the Receiving School will accept credits for towards completion of the Program include:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sending Institution Course** | | | **Receiving Institution Comparable Course** | | | |
| **Course Number** | **Course Name** | **Credits** | **Course Number** | **Course Name** | **Credits** | **Applied to\*** |
| [Complete Table] |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*Receiving Institution must indicate if course is applied to General Education, Program/Major requirements, or General Elective.

1. [Insert any additional pertinent provisions regarding the transfer of credits, e.g., residency requirements at the Receiving Institution.]
2. The Receiving Institution shall designate, and shall provide to the Sending Institution, the contact information for a staff person at the Receiving Institution who is responsible for the oversight of the transfer of Qualifying Students. The Sending Institution shall designate, and shall provide to the Receiving Institution, the contact information for a staff person at the Sending Institution who is responsible for the oversight of the transfer of Qualifying Students.

|  |  |  |
| --- | --- | --- |
|  | Sending Institution | Receiving Institution |
| Name of staff person responsible for oversight | [Complete Table] |  |
| Title of staff person |  |  |
| Email address |  |  |
| Telephone Number |  |  |

Should the staff person or position change, the institution will promptly provide new contact information to the partner institution and inform the Maryland Higher Education Commission of the change.

Additional contact information:

|  |  |  |
| --- | --- | --- |
| [Role & Responsibilities of persons listed here] | Sending Institution | Receiving Institution |
| Name of person | [Complete Table] |  |
| Title of person |  |  |
| Email address |  |  |
| Telephone Number |  |  |

1. If the Qualifying Student is using federal Title 38 VA Education Benefits (GI Bill® Education Benefits), the Institutions shall adhere to all applicable U.S. Department of Veterans Affairs’ regulations, including the regulations governing the awarding prior credit, as regulated under Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(c)(4).
2. Each Institution shall adhere to all applicable transfer requirements set forth in the Annotated Code of Maryland and the Code of Maryland Regulations.
3. Each Institution shall advise students regarding transfer opportunities under this Agreement, and shall advise students of financial aid opportunities and implications associated with the transfer.
4. Should either Institution make changes to program requirements, the institution will inform the partner institution immediately. The articulation agreement should be updated to reflect the changes and forwarded to the Maryland Higher Education Commission.
5. **Term and Termination**
6. This agreement shall be effective on the date that it is signed by the appropriate and authorized representatives of each Institution.
7. Either Institution may, at its sole discretion, terminate this Agreement upon delivering [ ] days written notice to the other Institution and the Maryland Higher Education Commission.
8. Both Institutions agree to meet once every [ ] year(s) to review the terms of this agreement.
9. **Amendment**
10. This Agreement constitutes the entire understanding and agreement of the Institutions with respect to their rights and obligations in carrying out the terms of the Agreement, and supersedes any prior or contemporaneous agreements or understandings.
11. This Agreement may be modified only by written amendment executed by both Institutions.
12. **Governing Law**

This Agreement shall be governed by, and construed in accordance with, the laws of the State of Maryland.

1. **Counterparts**

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

1. **Notice of Agreement**
2. The Institutions agree to provide a copy of this Agreement, with any amendments, to the Maryland Higher Education Commission.
3. The Institutions agree to provide copies of this Agreement to all relevant individuals and departments of the Institutions, including but not limited to students, academic department chairs participating in the transfer, offices of the president, registrar’s offices, and financial aid offices.
4. **No Third-Party Beneficiaries**

There are no third-party beneficiaries to this Agreement.

1. **Representations and Warranties of the Parties**

Both Institutions represent and warrant that the following shall be true and correct as of the Effective Date of this Agreement, and shall continue to be true and correct during the term of this Agreement:

1. The Institutions are and shall remain in compliance with all applicable federal, state, and local statutes, laws, ordinances, and regulations relating to this Agreement, as amended from time to time.
2. Each Institution has taken all action necessary for the approval and execution of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

|  |  |
| --- | --- |
| [Institution Name]  By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  President or Chief Academic Officer  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | [Institution Name]  By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  President or Chief Academic Officer    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

[In addition to the President or Chief Academic Officer, other appropriate signatories may be added.]