

Jane Marie Souza, PhD
Assistant Provost for Academic Administration
Chief Assessment Officer



In accordance with federal regulation 34 CFR 602.24(e), the Middle States Commission on Higher Education must confirm that institutions appropriately disclose their transfer and articulation agreements. In keeping with this regulation, the Office of the Provost has established a [Compliance](#) webpage where this information is documented for the public. In order to keep this posting current, any articulation agreements entered into by the schools within the University are asked to follow the protocol as described below.

Thank you for addressing any questions or concerns to my attention.

Sincerely,

Jane Marie Souza, Ph.D.
Assistant Provost for Academic Administration
Accreditation Liaison Officer

Protocol for Establishing Credit Transfer Articulation Agreements

- Initiator of the agreement works with assistant provost of academic administration to draft articulation agreement, ensuring proposal meets state and accreditation standards
- Assistant Provost sends draft agreement to appropriate dean(s) for review and approval
- After dean'(s) approval is secured, assistant provost submits articulation agreement to provost for signature
- Assistant provost submits approved agreement to collaborating institution for its provost's signature
- Fully executed articulation agreement is filed in the Office of the Provost and added to the Compliance website per Middle States requirements
- Transfer credit articulation agreement is posted on the appropriate school/departmental webpage