# Instructions for Fill-in

1. Review sample document to determine if articulation will be directionally TO or FROM Bellevue College, then select the appropriate template under Table of Contents to build own draft contract.
2. Use “Find/Replace” function under the ‘Editing’ on ‘Home’ tab to replace the highlighted fields for population throughout document. Review document for inconsistencies and errors.
3. Under Section 1, add courses relevant to Agreement into crosswalk as needed.
4. Under Section 3, update highlighted area to the correct, related degree acronyms are related to this agreement (ex. AAS-T to BAS, BAS to MS, etc.).
5. Under Sections 8 and the Signatures page, update information according to the specific partner institution contacts.

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# Articulation **From** Bellevue College

# 

Insert Partner College Logo

# Final Degree Subject/Department

# Articulation Agreement Between

# College Name

# &

# Bellevue College

This Articulation Agreement (the “Agreement”) is entered into by and between Bellevue College (hereafter referred to as “**BC**”) and College Name (hereafter referred to as “**Partner Institution**”), each individually a “Party” and collectively the “Parties”. This Agreement shall have an effective date (“Effective Date”) as of the last signature received.

The Parties wish to collaborate in order to facilitate the transfer and degree completion of students earning the Degree1 at **BC** to the Degree2 at **Partner Institution** . This Agreement will increase flexibility and educational opportunities for students, allow for the maximum transfer of credit between the schools, aid in a transition from one program to another, and uplift enrollment for **BC** and **Partner Institution** . The Parties enter into this Agreement in the spirit of cooperation and mutually recognize each other as quality, postsecondary institutions.

NOW, THEREFORE, the Parties agree as follows:

1. **Transfer Credit. Partner Institution** and **BC** agrees to transfer credit using the criteria outlined below:

|  |  |  |  |
| --- | --- | --- | --- |
| **College Name** | **CR** | **Bellevue College** | **CR** |
| XXX 123 – Class Title | 5 | XXX 120 – Class Title | 5 |
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1. **Admission to Partner Institution .** It is agreed that those students who receive Degree1 at **BC** and meet all of the criteria listed below will be accepted, contingent upon completing program requirements at **Partner Institution** into the Degree2 program. Final admission to **Partner Institution** will also be dependent on the **BC** student’s timely submission of all required application materials, including proof of completed program prerequisites.
2. **Participant Criteria.** The criteria that shall be met by students seeking to participate in the Agreement are as follows:

* Students must meet all program requirements prior to transfer into the above mentioned AAS and BAS degrees. **BC** students are eligible upon completion of the Degree1 with a grade point average of 2.0 or higher in all required courses. All prerequisites must attain a grade of 2.0 or C.
* All students must fill out the suitable Partner Institutionapplication by the institution’s prescribed deadline to be reviewed for admission. Additional **BC** students who are eligible may be granted acceptance on a space available basis after the application deadline.
* Students who elect to pursue a different degree program at Partner Institutionwill be subject to re-evaluation of transferrable credits and will forfeit any credits not transferrable to **Partner Institution** outside of this agreement per standard policies on credit transfer.

1. **Partner Institution ’s Obligations. Partner Institution** agrees to use reasonable efforts to:

* Make promotional materials and information available to its students regarding the Degree1program at **BC**, including flyers, invitations to campus events, application information, and advising contact information.

1. **BC’s Obligations. BC** agrees to use reasonable efforts to:

* Make promotional materials and information available to its students regarding the **Partner Institution** Degree2 program, including flyers, invitations to campus events, early admissions plan letter, application information, and advising contact information.
* Provide opportunities for a representative from **Partner Institution** to interact with potential students.

1. **The Parties’ Joint Obligations. Partner Institution** and **BC** agree to use reasonable efforts to:

* Encourage and maintain a high degree of cooperation between their staff members in the implementation of the terms and provisions of this Agreement. This may include the exchange data and documents in compliance with all FERPA and other privacy guidelines that will contribute to the maintenance and improvement of this articulation agreement and promote effective cooperation between the two institutions.
* Communicate the conditions of this Agreement to their respective stakeholders - external and internal.
* Provide links on their institutional websites indicating the existence of this agreement.
* Undertake a three (3) year evaluation of the partnership supported by this Agreement and use the findings to improve the transfer process for students.
* Maintain their respective individual accreditation with the understanding that this MOU shall be binding only so long as accreditation is maintained by both Parties.
* Make reasonable provisions that each respective party gives their approval prior to the publishing and distribution of any written materials by **BC** and/or **Partner Institution** which specifically references this Agreement or makes any general representation of each other’s institution.

1. **Review & Termination.** The term of this Agreement shall be for **three (3) years**, beginning on the “Effective Date”. The Parties agree to review this Agreement and the program once during this period at a time mutually convenient for the Parties, but aiming for during the 2nd year of this agreement’s term. Notification of revisions to **BC**’s current and anticipated course offerings will also be sent to the other college during the above review period. A Letter of Review will be sent between 30 and 60 days prior to contract expiration to ensure both parties can continue to fulfill the terms of this agreement or if contract revisions may be required. This Agreement can be terminated by either party by giving written notice to the other party’s designated representative at least 60 days prior to the commencement of a new academic quarter.
2. **Notices**. All notices concerning this memorandum of agreement and understanding shall be in writing, and will be considered to have been given at the time of receipt of notice by the other Party.
   1. Notices to **Partner Institution**:

**Contact1**

Job Title (Lead), Division

College Name

**Contact2**

Job Title, Division

College Name

* 1. Notices to **BC**:

**Rebecca Cory**

Dean of Curriculum & Assessment (Academic Affairs)

Bellevue College

**Contact3**

Job Title, Division

Bellevue College

1. **Indemnification and Insurance.** The Parties agree to defend, indemnify, and hold each other harmless from and against any loss, claim, or damage, including without limitation the cost from any reasonable attorneys’ fees and/or litigation, to the extent it arises or is alleged to arise from the negligent acts or omissions of their respective officers, employees, students or agents in the performance of their duties under this agreement. The Parties agree to provide each other proof of insurance upon request.
2. **Independence of the Parties.** The Parties are independent contractors. Nothing contained in this Agreement will constitute either Party the agent, partner, or legal representative of the other Party for any purpose, or constitute the Parties as partners. Neither Party has any right, power, or authority to create any obligation or responsibility on behalf of the other.

The Parties have signed below to indicate their acceptance of the terms of this AGREEMENT.

**Signatures:**

**Signature Authority1 Name** Date

Job Title, Division, College Name

**Name** Date

Job Title, Division, College Name

**Signature Authority2 Name**  Date

Chief Academic Officer, Bellevue College

**Name** Date

Job Title, Division, Bellevue College

# Articulation To Bellevue College

# 

Insert Partner College Logo

# Final Degree Subject/Department

# Articulation Agreement Between

# College Name

# &

# Bellevue College

This Articulation Agreement (the “Agreement”) is entered into by and between Bellevue College (hereafter referred to as “**BC**”) and College Name (hereafter referred to as “**Partner Institution**”), each individually a “Party” and collectively the “Parties”. This Agreement shall have an effective date (“Effective Date”) as of the last signature received.

The Parties wish to collaborate in order to facilitate the transfer and degree completion of students earning the Degree1 at **Partner Institution** to the Degree2 at **BC**. This Agreement will increase flexibility and educational opportunities for students, allow for the maximum transfer of credit between the schools, aid in a transition from one program to another, and uplift enrollment for **BC** and **Partner Institution**. The Parties enter into this Agreement in the spirit of cooperation and mutually recognize each other as quality, postsecondary institutions.

NOW, THEREFORE, the Parties agree as follows:

1. **Transfer Credit. Partner Institution** and **BC** agrees to transfer credit using the criteria outlined below:

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| **College Name** | **CR** | **Bellevue College** | **CR** |
| XXX 123 – Class Title | 5 | XXX 120 – Class Title | 5 |
|  | 5 |  | 5 |
|  | 5 |  | 5 |
|  | 5 |  | 5 |
|  | 5 |  | 5 |

1. **Admission to BC.** It is agreed that those students who receive the Degree1 at **Partner Institution** and meet all of the criteria listed below will be accepted, contingent upon completing program requirements at **BC** into the Degree2 program. Final admission to **BC** will also be dependent on the **Partner Institution** student’s timely submission of all required application materials, including proof of completed program prerequisites.
2. **Participant Criteria.** The criteria that shall be met by students seeking to participate in the Agreement are as follows:

* Students must meet all program requirements prior to transfer into the above mentioned AAS and BAS degrees. **Partner Institution** students are eligible upon completion of the Degree1 with a grade point average of 2.0 or higher in all required courses. All prerequisites must attain a grade of 2.0 or C.
* All students must fill out the suitable **BC** application by the institution’s prescribed deadline to be reviewed for admission. Additional **Partner Institution** students who are eligible may be granted acceptance on a space available basis after the application deadline.
* Students who elect to pursue a different degree program at **BC** will be subject to re-evaluation of transferrable credits and will forfeit any credits not transferrable to **BC** outside of this agreement per standard policies on credit transfer.

1. **Partner Institution’s Obligations. Partner Institution** agrees to use reasonable efforts to:

* Make promotional materials and information available to its students regarding the Degree2 program at **BC**, including flyers, invitations to campus events, application information, and advising contact information.
* Provide opportunities for a representative from **BC** to interact with potential students.

1. **BC’s Obligations. BC** agrees to use reasonable efforts to:

* Make promotional materials and information available to its students regarding the **Partner Institution** Degree1 program, including flyers, invitations to campus events, early admissions plan letter, application information, and advising contact information.

1. **The Parties’ Joint Obligations. Partner Institution** and **BC** agree to use reasonable efforts to:

* Encourage and maintain a high degree of cooperation between their staff members in the implementation of the terms and provisions of this Agreement. This may include the exchange data and documents in compliance with all FERPA and other privacy guidelines that will contribute to the maintenance and improvement of this articulation agreement and promote effective cooperation between the two institutions.
* Communicate the conditions of this Agreement to their respective stakeholders - external and internal.
* Provide links on their institutional websites indicating the existence of this agreement.
* Undertake a three (3) year evaluation of the partnership supported by this Agreement and use the findings to improve the transfer process for students.
* Maintain their respective individual accreditation with the understanding that this MOU shall be binding only so long as accreditation is maintained by both parties.
* Make reasonable provisions that each respective party gives their approval prior to the publishing and distribution of any written materials by **BC** and/or **Partner Institution** which specifically references this Agreement or makes any general representation of each other’s institution.

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College Name

**Contact2**

Job Title, Division

College Name

* 1. Notices to **BC**:

**Rebecca Cory**

Dean of Curriculum & Assessment (Academic Affairs)

Bellevue College

**Contact3**

Job Title, Division

Bellevue College

1. **Indemnification and Insurance.** The Parties agree to defend, indemnify, and hold each other harmless from and against any loss, claim, or damage, including without limitation the cost from any reasonable attorneys’ fees and/or litigation, to the extent it arises or is alleged to arise from the negligent acts or omissions of their respective officers, employees, students or agents in the performance of their duties under this agreement. The Parties agree to provide each other proof of insurance upon request.
2. **Independence of the Parties.** The Parties are independent contractors. Nothing contained in this Agreement will constitute either Party the agent, partner, or legal representative of the other Party for any purpose, or constitute the Parties as partners. Neither Party has any right, power, or authority to create any obligation or responsibility on behalf of the other.

The Parties have signed below to indicate their acceptance of the terms of this AGREEMENT.

**Signatures:**

**Signature Authority2 Name**  Date

Chief Academic Officer, Bellevue College

**Name** Date

Job Title, Division, Bellevue College

**Signature Authority1 Name** Date

Job Title, Division, College Name

**Name** Date

Job Title, Division, College Name