



# POLICY AND PROCEDURE

---

|               |                                         |
|---------------|-----------------------------------------|
| <b>TITLE:</b> | <b>Transfer Articulation Agreements</b> |
|---------------|-----------------------------------------|

## **POLICY STATEMENT:**

In the pursuit of relationship-building with other collegiate institutions, and to provide students with the opportunities for academic growth, Goodwin University will enter into articulation agreements with neighboring collegiate institutions that outline the terms and conditions for students with earned degrees to enter into advanced degree programs at Goodwin University.

Goodwin University seeks to strengthen its relationships with local institutions of higher-education and to provide students with opportunities for academic growth through the creation and implementation of articulation agreements. Articulation agreements allow students who hold degrees from select institutions to transition easily into related advanced-degree programs at Goodwin University. Through articulation agreements, collegiate institutions enter into a mutually beneficial relationship whose primary aim is to promote the academic success of individual students.

## **PROCEDURE DETAILS:**

Students are required to submit official transcripts to the Registrar's Office. These transcripts are scanned and uploaded to students' records in Colleague. Transcripts are manually evaluated by the Registrar's Office and all credits meeting transfer parameters are entered onto students' records in Colleague. Concurrently, the Registrar's Office maintains equivalency records in both the Transfer Evaluation System (TES) and Colleague. Once the evaluation of credit is complete, the Registrar's Office verifies accuracy on the student's degree audit. Articulation agreements are reviewed every three years.

The Registrar's Office:

1. Uploads transcripts to student records in Colleague and checks all appropriate boxes pertaining to receipt of transcript, graduation date (if any), degree awarded (if any) and the Institute of Articulation box.
2. Enters transfer credit into Colleague on the student's record
  - a. Substitution credit may be granted for electives that are closely aligned with the course objectives for Goodwin courses but are not directly equivalent. The Registrar's Office works in conjunction with the Academic Schools responsible for the content area in question.
3. Creates equivalency records in Colleague and the TES
  - a. If there is not a direct equivalent but the student's work is clearly University level and is related to course content offered at Goodwin, then the Registrar's Office, upon conferring with the Academic Schools, may enter a generic content elective (i.e. 1XX, 2XX, 3XX, 4XX).
4. The Registrar's Office verifies all courses pertaining to the articulation agreements.

## PUBLISH POLICY STATEMENT

(CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG

☐ FACULTY HANDBOOK

☐ STAFF HANDBOOK

☐ STUDENT HANDBOOK

## DEFINITIONS:

NA

## EXCLUSIONS:

This policy pertains only to students who have earned degrees in select programs from institutions that have signed agreements with Goodwin University. All other students will transfer into Goodwin University under standard processes and their coursework will be evaluated in accordance with general transfer policies and procedures.

## OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academic Schools

Registrar

Academic Affairs

Admissions Applicant Advising

Provost and Dean of Faculty/President

## HISTORY:

Created June 2008

Reviewed 2015

Revised 2010, 2013

Reviewed February 2016, 2017, 2018, 2019

Updated new logo / University January 2020

Revised July 2025

|                                       |           |
|---------------------------------------|-----------|
| <b>EFFECTIVE DATE:</b>                | June 2008 |
| <b>RESPONSIBLE OFFICE (ONLY ONE):</b> | Registrar |
| <b>REVIEW DATE:</b>                   | Annually  |