



October 16, 2012

To: Academic Deans and Campus Directors

Cc: Tom Case, Chancellor
Helena Wisniewski, Vice Provost for Research and Graduate Studies and Dean, Graduate School
Susan Kalina, Vice Provost for Undergraduate Academic Affairs
Megan Carlson, Assistant Vice Provost
David Yesner, Associate Dean, Graduate School
Lora Volden, UAA Registrar

From: Elisha Baker, Interim Provost

A handwritten signature in blue ink, appearing to read 'E. Baker', is written over the name 'Elisha Baker' in the 'From:' field.

Re: Curricular Articulation Agreements, MOAs and MOUs

The following criteria will be applied to all curricular articulation agreements, MOAs and MOUs.

1. Any waivers for General University Requirements, General Education Requirements, or Major Requirements must be spelled out, including specific courses, equivalencies and/or substitutes.
2. Include an expiration date for the MOA/MOU (not to exceed 5 years) before it must be reviewed and approved again.
3. Signature approval for the MOA/MOU must go through the appropriate levels, i.e. chair and dean/director, to the Provost level.
4. The Office of Academic Affairs will archive the original copy of the signed MOA/MOU and provide access to appropriate parties, e.g. the Registrar.
5. The MOU/MOA must provide a point of contact for all parties, in case there is a need for clarification.

These criteria apply to all new curricular MOAs/MOUs. Existing curricular MOAs/MOUs should be revisited within the next five years.

Thank you for your attention to this. If we can provide assistance or clarification in the process, please let us know. It has been helpful to work with programs early in the process of developing an articulation agreement, and programs should feel welcome to contact OAA for guidance and assistance.