Bacc/Grad Standards (p.54)

Criterion 6.3.2. External Articulation Process
The business unit should include in an appendix (or refer to the page in the catalog wherein are found) the policies and procedures for articulation with relevant two-year business programs, and admission of undergraduate transfer students from other institutions to programs in the business unit.

For the purpose of satisfying Criterion 6.3.2, use a table such as Figure 6.11, and to explain or describe any articulation and/or course transfer arrangements you have with other institutions, as well as report in the following areas as appropriate for your institution:

a. what ongoing communication exists between the administration and faculty of the business unit and representatives of two-year institutions from which the business unit regularly receives transfer students;
b. the principal institutions from/to which the institution receives/sends transfer students;
c. the policies and procedures pertaining to the admission of transfer students from outside institutions into your business programs;
d. any mechanisms in place to avoid requiring students to unnecessarily duplicate course work, and the student advisement process which counsels students as to the transferability of course work;
e. the policies for acceptance of transfer of credit from other institutions and the method of validating the credits for both undergraduate and graduate programs;
f. persistency rates and other key student performance-related indicators of transfer students from ACBSP accredited institutions;
g. total amount of transfer credits earned at previous ACBSP accredited member institution versus total amount of credits applied toward business degree requirements at receiving institution.

Associate Degree Standards (p.34):

Criterion 6.10 Articulation and Transfer Relationships
For the purpose of defining roles, relationships, and procedures which promote the interests of transfer students, the business school or program must provide evidence of articulation and/or course transfer arrangement. On-going communication is the key to effective articulation. A product of this communication process should be a course equivalency document that specifies the type and amount of credit that an institution accepts in transfer. Institutions are encouraged to implement articulation agreements whereby associate degree graduates can obtain junior status and the equivalent of two years’ credit toward specified baccalaureate degrees.

For the purpose of satisfying Criterion 6.10, use a table such as Figure 6.11, and to explain or describe any articulation and/or course transfer arrangements you have with other institutions, as well as report in the following areas as appropriate for your institution:

A. List the principal transfer institutions for which the business unit’s institution receives, sends, or transfers students.
B. Provide a copy of all articulation and/or course transfer agreements in effect, or evidence of attempts to establish such agreements for the peer review evaluation team in the resource room. (Do not include in the self-study.)
C. Describe the mechanisms in place that avoid requiring students to duplicate coursework completed at another institution.
D. Describe the student advisement process that counsels students as to the transferability of coursework.
E. Persistency rates and other key student performance-related indicators of transfer students from ACBSP accredited institutions.
F. Total amount of transfer credits earned at previous ACBSP accredited member institution versus total amount of credits applied toward general education and/or business concentration requirements at receiving institution.