



POLICY TITLE:

Academic Agreements

APPLIES TO:

Office of the Registrar and units of KSU seeking academic agreements with other institutions

ADMINISTRATIVE AUTHORITY:

Office of the Provost and Vice President of Academic & Student Affairs

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

POLICY STATEMENT:

Kentucky State University (KSU) enters into academic agreements only when such partnerships support its mission and comply with requirements established by the Kentucky Council on Postsecondary Education (CPE), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and all applicable state-authorization regulations. This policy establishes the framework for defining, drafting, reviewing, approving, and implementing agreements that result in academic credit being recorded on a KSU transcript.

DEFINITIONS:**Academic Agreement**

A memorandum of understanding, contract, or other written instrument creating a cooperative or collaborative academic arrangement between KSU and another party that awards academic credit appearing on a KSU transcript. Types of agreements include, but are not limited to:

- **Articulation Agreement:** A course-by-course, program, or institution-level arrangement specifying how

credit earned at one institution transfers to or from KSU.

- **Concurrent Enrollment:** A mechanism by which a student remains enrolled at their home institution while simultaneously earning credit at a partner institution during the same term.
- **Cooperative/Collaborative Agreement:** A contractual or consortial relationship in which KSU and at least one partner share responsibility for developing or delivering courses or programs that are transcribed at KSU.
- **Dual Admission:** An agreement guaranteeing a student's future admission to KSU after successful completion of a prescribed curriculum at a partner institution.
- **Dual Credit:** An arrangement enabling high-school students to earn KSU credit that simultaneously satisfies high-school graduation requirements.
- **Dual Degree:** A structured program in which a student earns separate credentials at the same academic level from KSU and a partner institution.
- **International Academic Agreement:** A partnership with an institution or organization outside the United States for the exchange of academic credit.
- **Joint Degree:** A program delivered collaboratively by KSU and one or more partners that culminates in a single credential bearing the names of all participating institutions.

PROCESS:

Initiation

The proposing academic or administrative unit prepares a brief concept statement that demonstrates how the proposed partnership aligns with and advances KSU's strategic and academic goals.

Drafting

The originating unit drafts the agreement, ensuring the document includes the following minimum components:

- Purpose and scope of the agreement.
- Clear delineation of responsibilities for each party.
- Provisions for quality assurance.
- Duration, effective dates, and clauses for amendment and termination.

Internal Review

The originating unit submits the draft agreement electronically to the Office of the Provost. The Provost's Office coordinates a comprehensive review by all appropriate offices, which may include the Office of the General Counsel, the Office of the Registrar, the Office of Financial Aid, and the Office of International Affairs (if applicable).

Regulatory Compliance

If the agreement constitutes a substantive change, the Provost's Office prepares and submits all required notifications and approval requests to SACSCOC or other regulatory bodies like NC-SARA before the agreement is implemented.

Execution

After all internal and external reviews are successfully completed, the Provost (or designee) secures signatures from the authorized representatives of all parties.

Record-Keeping

The originating unit is responsible for forwarding a fully executed copy of the agreement to the Office of the General Counsel and the Office of the Registrar for official record-keeping.

Assessment and Renewal

Prior to the agreement's expiration date, the originating unit must evaluate the partnership's outcomes. Based on this evaluation, the unit will submit a formal recommendation to the Office of the Provost to either renew, revise, or terminate the agreement.

REFERENCES AND RELATED MATERIALS:

- Council on Postsecondary Education Academic Program Policies
- SACSCOC Substantive Change Policy and Procedures
- KSU Substantive Change Policy
- National Council for State Authorization Reciprocity Agreements (NC-SARA)

CONTACTS:

Subject	Office	Telephone	E-mail
Policy Questions	Office of the Provost	(502) 597-6946	Michael.Dailey@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	June 2025	Zach Atwell
