# INTERNATIONAL TRANSFER ARTICULATION AGREEMENT

## between the Regents of the University of Colorado, a body corporate

## and <PARTNER>

This International Transfer Articulation Agreement is made between <PARTNER>, <COUNTRY> and The Board of Regents of the University of Colorado, a body corporate contracting on behalf of the University of Colorado Boulder (“CU BOULDER”). The two institutions shall be referred to collectively as the “Participating Institutions” or the “Parties” to the International Transfer Articulation Agreement (hereinafter “Agreement”)**.**

## Purpose of the Agreement

This Agreement establishes a framework for collaboration between the two participating institutions as part of a mutually sponsored X+Y degree program in <DISCIPLINE> between the participating institutions. This Agreement will facilitate the transition of <PARTNER> <DISCIPLINE> students who have completed their first two years of study at <PARTNER> into the University of Colorado Boulder’s baccalaureate <B.S. or B.A.> degree program in <DISCIPLINE> (the “Program”).

## General Provisions

1. CU BOULDER agrees to admit up to <NUMBER> qualified applicants per year to this Program.
2. Applicants must hold an appropriate non-immigrant visa permitting study at CU BOULDER prior to enrollment. Each Party may admit students based upon its own governing rules and standards.
3. It is understood that specified credits earned by <PARTNER> students will be accepted by CU BOULDER’S < DEPARTMENT>. Two course equivalency tables are attached: Appendix I: General Education Course Equivalency Table, and, Appendix II: Major Course Equivalency Table. These documents outline how courses from <PARTNER> will transfer into CU BOULDER. Appendix III: Possible Sequence of Courses for Students Coming from <PARTNER> <DEPARTMENT> details the probable pathway for most students and Appendix IV: Transfer Guide for Applicants details the procedure for making application to this Program. The appendices attached hereto are made a part of this Agreement.
4. Students whose native language is not English must prove college-level English proficiency. This requirement can be satisfied by presenting either a TOEFL score of <NUMBER> (PBT) or <NUMBER> (IBT); or an Official IELTS score with a minimum overall band score of <NUMBER>.
5. Students are required to have a GPA of <NUMBER> (on a 4.0 scale) or its equivalent from <PARTNER> for admission to the Program.
6. Students will be required to take an appropriate full time course load at CU BOULDER of at least 12 credits per semester.
7. To study at CU BOULDER in the United States, Program students must request non-immigrant visa application documents, obtain an appropriate non-immigrant visa permitting study at CU BOULDER, and certify that they possess adequate financial resources to support themselves while in residence at CU BOULDER through a Financial Guarantee Document. If students will have members of their families (i.e. spouse or child/ren) accompany them to the United States, then proof of additional funding will be required. Students on non-immigrant visas are required by CU BOULDER to carry student accident and illness insurance coverage for each term of enrollment.
8. Fee structures, mandatory student fees, special course fees, late fees and payment deadlines will apply as posted at both Parties’ institutions. Students must continue to make adequate academic progress and pay all required tuition and fees to each Party in order to remain in the Program.
9. Students must remain in compliance with the Student Codes of Conduct and Academic Integrity policies in effect at both Parties’ institutions.
10. Grade appeals, repeating courses, grade replacement opportunities and academic renewals are each governed by the relevant policies of the institution where the student took the course.

## Degrees

Students completing required courses with a minimum GPA of <NUMBER> in the major and a <NUMBER> overall and satisfying all the requirements for a <TYPE> degree in <DISCIPLINE> will earn a <TYPE> degree from the University of Colorado Boulder. <PARTNER>may, at its discretion, also award its own degree or diploma to those who complete all requirements towards a <TYPE> degree from CU BOULDER.

## Resources

Each side will identify staff to support this collaboration. Staff will be engaged primarily to manage the academic activities including, but not limited to, reviewing applications as well as advising and identifying potential students for the Program. For students who qualify, scholarships may be available to offset part of the tuition costs.

## Timetable

1. The Program detailed in this Agreement will begin upon signing and last for five (5) years and is subject to a periodic review whenever either party makes curricular changes that impact this Program, or modifies admissions criteria. Any agreed changes to the Program must be expressed in writing and signed by both parties.
2. This Agreement may be terminated by any of the parties to the Agreement on prior notice of 90 days before the end of the respective academic years. Any current participants in the Agreement shall, however, in any case retain their previously agreed-to status until the end of the academic year in which the termination of the Agreement occurs.

## Responsible Administrative Personnel

1. The parties to the Agreement shall be represented in formal negotiation or renegotiation of this Agreement by the <TITLE OF SIGNATORY> of <PARTNER> and by the Chancellor or Provost of CU BOULDER, respectively, or by their designated representatives.
2. The designated operational units of the parties, for purposes of developing and implementing the terms of this Agreement are:

|  |  |
| --- | --- |
| CU BOULDER | <PARTNER> |
| <NAME OF CONTACT> | <NAME OF CONTACT> |
| <DEPARTMENT> | <DEPARTMENT> |
| <COLLEGE> | <COLLEGE> |
| <ADDRESS> | <ADDRESS> |
| <PHONE> | <PHONE> |
| <EMAIL> | <EMAIL> |

3. Either party may change its designated operational officer by written notification to the designated operational officer of the other party.

## Legal Provisions

## A. Conflict of Interest

Either Party may cancel this Agreement if any person significantly involved in negotiating, drafting, securing or obtaining this Agreement for or on behalf of one Party becomes an employee in any capacity of the other Party.

## B. Compliance

1. The Board of Regents of the University of Colorado, a body corporate, on behalf of the University of Colorado Boulder is required to comply with applicable State and Federal rules governing equal employment opportunity, nondiscrimination, and immigration requirements and will do so in its performance of this contract.
2. Applicable Law. While enrolled in this Program at CU BOULDER, students shall be subject to the laws, regulations, policies and procedures applicable to CU BOULDER. This Agreement shall be interpreted pursuant to the laws of the State of Colorado.
3. Governmental Immunity. No term or condition of this contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions, of the Colorado Governmental Immunity Act, CRS §24-10-101 et seq., or the Federal Tort Claims Act, 28 U.S.C. §§1346(b) and 2671 et seq., as applicable now or hereafter amended.
4. Independent Contractor. In the performance of this Agreement, neither party is authorized or empowered to act as agent for the other party. Neither party shall be bound by the acts or conduct of the other.
5. Administrative Costs. In the administration of this Agreement, each party shall be responsible for its own expenses.
6. Confidentiality of Student Records. Each party shall maintain the confidentiality of student records as required or permitted by applicable law.
7. Counterparts. This Agreement may be executed in as many counterparts as is necessary or convenient each of which shall be deemed an original but all such counterparts shall constitute but one and the same agreement; however, the parties understand and agree that only English-language counterparts shall be in effect and control. Facsimile and electronically scanned signatures on this Agreement shall have the same force and effect as an original signature.

### **C. Intellectual Property**

1. The Parties do not intend that the activities performed under this Agreement will result in inventions or the creation of new intellectual property, but if any result, the following will apply. CU BOULDER shall retain exclusive title and all rights to inventions, copyrights, and other intellectual property arising from the conceptions or efforts of its employees or consultants in performing this Agreement. <PARTNER> shall retain exclusive title and all rights to inventions, copyrights, and other intellectual property arising from the conceptions or efforts of its employees or consultants in performing this Agreement. <PARTNER> and CU BOULDER shall hold joint title and rights in inventions, copyrights, and other intellectual property arising from the joint conceptions or efforts of both parties’ employees or consultants in performing under this Agreement.
2. No party to the Agreement will use the trademarks, trade name, logos, trade dress, or other commercial property of any other party hereto without the express written approval of that party.

### **D. No Third-Party Beneficiaries**

The Parties agree that no person or entity is intended to be a third-party beneficiary of this Agreement.

IN WITNESS WHEREOF, CU BOULDER and <PARTNER> have executed this Agreement and/or authorize the same to be executed by their duly authorized representatives as of the date shown below the representative's signatures; said agreement to become effective as of that later date.

**For <PARTNER>**

[Name] Date

[Title]

**For the Regents of the University of Colorado, a body corporate,**

Philip P. DiStefano Date

Chancellor

[Name] Date

Dean, [Unit]

# APPENDICES

1. General Education Course Equivalency Table
2. Major Course Equivalency Table
3. Possible Sequence of Courses for Students
4. Transfer Guide for Applicants

**APPENDIX I**

**General Education Course Equivalency Table**

<PARTNER> Organization ID: <from Admissions>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CU BOULDER Core/General Education Requirements (credit hours) | Required Credit Hours | Credit Hours from <PARTNER> Equivalent Courses | Remaining Credit Hours Required | Suggested Courses |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*English course credit will be determined by the processes in place at CU BOULDER.

<ADD ANY NOTES HERE>

**APPENDIX II**

**Major Course Equivalency Table**

<PARTNER> Organization ID: <from Admissions>

<NAME OF MAJOR>

<NAME OF MAJOR> majors must complete a minimum of <NUMBER> of <MAJOR> credit hours, <ADD OTHER MAJOR REQUIREMENTS HERE>.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CU BOULDER Major Requirements (credit hours) | Required Credit Hours | Credit Hours from <PARTNER> Equivalent Courses | Remaining Credit Hours Required | Choose from the following courses |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

<ADD NOTES HERE>

**APPENDIX III**

**Possible Sequence of Courses for Students**

**from <PARTNER> Organization ID:** <**from Admissions**>

**<ACADEMIC DEPARTMENT>**

**into the University of Colorado Boulder <TYPE> Program in <MAJOR>**

**Year 3 (Year 1 at the University of Colorado Boulder)**

**Summer Fall Spring**

<LIST COURSES> <LIST COURSES> <LIST COURSES>

<e.g. language courses, etc.>

**Summer after Year 3**

<LIST INTERNSHIP OR ANY RELEVANT COURSES>

**Year 4 (Year 2 at the University of Colorado Boulder)**

**Fall Spring**

<LIST COURSES> <LIST COURSES>

<Include a brief summary ofthe two course equivalency tables and any other relevant information about the requirements for this major and how they can be completed through this X+Y program.>

**Writing Program – Department of English – University of Colorado Boulder Placement - Foundations English Composition for International Students**

All international students entering the University of Colorado Boulder must take a written placement examination that is administered, proctored, and evaluated by the Writing Program. International student placement exams are given on campus in January and August during International Orientations as well as on the second day of class for Fall and Spring semesters.

Exceptions: If international students have transfer credits in English Composition from a US institution of higher education, they may be exempt from the placement examination upon review and evaluation of the course description. International students with an ACT or SAT score from the last five years may be placed by seeing an Advisor in the Writing Program.

Students should contact the Writing Program at <PHONE or EMAIL> if they have further questions.

**Assumptions: transfer credit granted for** <List all approved transfer credit courses here.>

**APPENDIX IV**

**Transfer Guidelines for Applicants**

**from <PARTNER> <ACADEMIC DEPARTMENT>**

**into the University of Colorado Boulder <TYPE> Program in <MAJOR>**

1. Students should follow the X-year transfer program as outlined in the Transfer Program Guide (jointly set by <PARTNER>, Organization ID: <from Admissions> and the Department of <NAME> in the College of <NAME> at CU BOULDER). A minimum GPA of <NUMBER> (out of 4.00) at <PARTNER> is required for transfer admission.
2. At the beginning of the <NUMBER> semester of the <NUMBER> year at <PARTNER>, students should apply for transfer online as described below.
3. Following the student’s confirmation, the University of Colorado Boulder will send the student a list of courses accepted for transfer and a transition schedule beginning in the <NAME> semester along with other academic information. This will assume that all second semester courses will be passed.
4. There will be an international student orientation program in August. Students will be able to meet with college representatives during the orientation and will register for classes during the Registration Session.
5. A suggested course schedule is attached.

**Documents needed for the University of Colorado Boulder Office of Admissions**

1. Application with fee payable to CU BOULDER. This fee is nonrefundable and nontransferable, <https://www.colorado.edu>
2. Transfer students must submit official records (transcripts) listing all subjects taken and grades earned at the post-secondary institution(s). Secondary education records are also required that include the courses in progress in the second semester. *All academic records must be originals or certified copies with the original seal of the issuing institution or Ministry of Education, signed by an appropriate authority. Records must be in your language with officially certified English translations.* ***Credentials certified by a notary public, commissioner of oaths or sworn translator are not accepted.*** *All U.S. transcripts must be sent to the Office of Admissions directly from the institution attended.*
3. Following the end of the <NUMBER> semester of the <NUMBER> year at <PARTNER>, an updated transcript with grades is required.
4. All applicants whose native language is not English must prove college-level English proficiency. This requirement can be satisfied by presenting either a TOEFL score of <NUMBER> (PBT) or <NUMBER> (IBT); or an Official IELTS score with a minimum overall band score of <NUMBER>.
5. Financial Guarantee forms and instructions can be found at: <WEB LINK>.

All documents and questions on admissions can be directed to:

Office of Admissions

University of Colorado Boulder

Boulder, CO 80309-0552, USA

Phone: 1-303-492-6301

https://www.colorado.edu/admissions/international

**Admission to the University of Colorado Boulder**

After the complete application for admission has been reviewed, if the admission requirements are met, the Office of Admissions will process the application for admission. An admission packet will be mailed to the applicant that includes the Admissions Certificate, the Pre-Arrival Brochure, which includes information on the orientation program, and the I-20 form.

For questions concerning orientation or arrival in Boulder, Colorado contact:

International Student and Scholar Services

University of Colorado Boulder

Center for Community, Suite S355

Boulder, CO 80309-0123 USA

isss@colorado.edu

Phone: +1-303-492-8057

Fax: +1-303-492-5185

https://www.colorado.edu/isss/

For questions concerning the University of Colorado Boulder Department of <NAME> contact:

<ADD DEPARTMENTAL CONTACT INFORMATION>