Academic Agreement Review Checklist

1. Name of Agreement:
2. Academic Program Responsible for Agreement:
3. Academic Program POC(s):
4. Phone Number:
5. Date:
6. Members Present:
7. Guests Present:
8. Is agreement current?       What is the Expiration Date:
9. Is it signed by appropriate officers of each institution?
10. Does it support the mission/purpose of the institution?
11. For consortium and contract agreements:

| Element | YES | NO |
| --- | --- | --- |
| Does the agreement clearly establish its educational nature? |  |  |
| Does the agreement define administrative and academic responsibilities? |  |  |
| Does the agreement delineate the period of the agreement? |  |  |
| Does the agreement set conditions under which renewal or renegotiation of the agreement may take place? |  |  |
| Does the agreement describe the mechanism for involvement of all parties? |  |  |
| Is there evidence that students are fully informed of the nature of programs offered through this agreement? |  |  |
| Is there evidence that outcomes are assessed, reviewed, documented, and used as a basis for assuring quality and making decisions about maintaining, modifying, or discontinuing this agreement? |  |  |
| Is there a copy of any notices/reports required by approval or accrediting bodies? |  |  |

1. Does this academic agreement meet the identified criteria?
2. If no, what recommendations are made to gain compliance?