September 2014
Guidelines for Developing and maintaining 2+2 Transfer Agreements

The 2+2 Transfer Agreement
Key Principle: we are not looking at a course-by-course equivalency but a package of outcomes accomplished within the A.A. or A.S. degree that are fully transferred to PSU as a block, followed by continued completion of the selected degree program at PSU for a total of 120 Cr based on the required PSU Curriculum.

Transfer students for 2+2’s must complete the A.A. or A.S. degree with the agreed upon program of study (or equivalencies in the case or an earlier transfer to the Partner School) as designated in the Memorandum of Agreement with a 2.0 or better GPA. The designated program of study is prepared based on the PSU Curriculum and ensures that the PSU curriculum requirements are fulfilled.

PART I: NEW 2+2 Agreement preparation with the Partner School

1. Proposal development

- Department/COBA decides to pursue a 2+2 agreement. This may be initiated by the department, the College Dean, may be the result of an inquiry to the department or college from an interested school, an inquiry from Admissions, or from Undergraduate Studies.

- The Department/COBA designates a member as a liaison to assist with the agreement process. The liaison could be the Dean, Department Chair, Assistant Chair, a Program Coordinator, an individual Faculty member or small group – even a Department Committee – based on departmental/COBA preference. (In the case of an International partner, the Dean and GEO staff may be needed as initiating liaisons and/or additional liaisons).

Once designated, the name of the department/COBA liaison is sent to the PSU Undergraduate Studies Director of Curriculum Support and to the Director of Admissions (department/COBA will provide updates in the case of change). The department/COBA liaison maintains and/or initiates communication with UGS and the Community College as needed. The liaison will also be the department’s / COBA’s primary advisor for 2+2 students and will be the Admissions Office contact to whom inquiries may be referred.

- The Liaison contacts the AVP of Undergraduate Studies (UGS), the UGS Director of Curriculum Support, and Dean of College to inform of intent. This communication is vital for subsequent planning and coordination.

- The initial framework for the 2+2 can be developed by A.) The department/COBA or B.) The UGS director of Curriculum Support.
UGS maintains a databank of courses, agreements in place, and information specific to the respective General Education programs that may serve as a resource.

- The Community College Partner provides UGS and the department/COBA with curriculum requirements and syllabi for review. Curriculum and syllabi requests for courses in the major will be initiated by the department or by UGS. If initiated by UGS, the syllabi for courses in the major will be sent to the Department/COBA for review. Requests for General Education Syllabi will be initiated by UGS. Communications between UGS and the Department/COBA will continue as needed.

- The Liaison OR the UGS Director of Curriculum Support will prepare a proposal draft using the 2+2-planning template with assistance from the department/COBA faculty and/or the UGS as needed.
  - Intention is to accept and apply all credits from the A. A. degree and keep Total credits to degree to 120.
  - Intention is to examine blocks of competencies rather than course by course equivalencies.
  - Intention is to also review Gen.Ed. in the spirit of outcomes rather than course-by-course equivalency.
  - Existing transfer course agreements need to be honored or updated as needed during this review process.

- Once prepared, the Department/COBA reviews the proposal draft.

2. Approvals and Completion
- Department Chair/COBA Dean or designee sends department/COBA pre-approved proposal draft to UGS AVP and Director of Curriculum for final review, editing, recommendations, and/or approval by UGS AVP. (This step may entail more back and forth between UGS and the department/COBA).

- Department approves the agreed upon Final Version. Final Version with Signed Approval Form from Department is sent to the Dean for signature.

- Dean reviews, signs, and sends final Version and Signed Approval Form to UGS AVP for signature.

- UGS prepares MOU agreement that is signed by Provost and partner school Administrator. Copies of the Completed signature form are sent to the Dean and the Department Chair.

- Department Chair and Dean are notified by UGS when the MOU has been completed and signed by the Partner Community College.
• UGS will post the 2+2 agreement on the UGS webpage.
• Department/COBA will post information on the Department webpage and link to UGS information

Part II: Recommended Strategies for Retention and Recruitment

Based on research on best practices in developing and sustaining 2+2 agreements from the AAU&A

Retention
• Designate an Advising contact from department/COBA to work with potential 2+2 transfer students and admitted transfer students with notification to Director of PSU Undergraduate Advising.
• The Designated Transfer Liaison or Transfer Advisor will participate in the Transfer Orientation sessions.
• Select a student mentor for incoming transfer students
• Provide a departmental/COBA orientation/advising session for incoming transfer students

Pre-Scheduling
Accepted 2+2 transfer students will be pre-scheduled into the Content courses that have been identified in the 2+2 agreement for first semester third year.

These students must have access to the required courses that have been agreed upon. Please check-in with the Registrar throughout the summer to address section needs and/or cap override needs.

Recruitment
Department/COBA should maintain annual communication with partners in order to stay abreast of any curricular changes that affect the major (from PSU and/or partner). In the case of curricular changes that would impact the agreement, Undergraduate Studies will be informed and consulted for appropriate revisions. Vice Versa, since UGS facilitates updates of the agreement, the Department Liaison will be notified in the case of changes that impact the major.

Best Practices include:
• Continued Meetings and Visits to partner Schools
• Visits with Advisors and Counselors
• Visits to Classes at partner school if possible—possible guest presentations/teaching
• Provision of PR materials to partner in collaboration with Associate Director of Admissions
• Planning of invitational events/classes at PSU by department
• Maintaining communications with Community College Partner
• Provide 2+2 information on the Department/COBA website w/hotlink to admissions and 2+2 details