

## AGREEMENTS INVOLVING JOINT AND DUAL ACADEMIC AWARDS - CHECKLISTS AND APPROVALS

### UTSA CONTACT/SPONSOR

(Check off steps as completed)

#### Notification:

- \_\_\_ 1. Notify all responsible persons in order of authority in the Chain of Command in my Division of intent to form an Agreement Involving a Joint or Dual Academic Award. For agreements in Academic Affairs, this must include the Dean, if the Contact Sponsor is not a dean, as well as the Vice Provost and Dean of University College (for an undergraduate agreement) and/or Vice Provost and Dean of the Graduate School (for a graduate agreement), and the Provost and Vice President for Academic Affairs (or designee), concluding with the President (or designee). For agreements outside Academic Affairs, this must be sponsored by someone from Academic Affairs and requires the same chain of approval as agreements in Academic Affairs.
- \_\_\_ 2. After approvals noted in 1. above, arrange for the Provost and Vice President for Academic Affairs (or designee) to notify the UTSA Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Liaison of proposed agreement.

#### Formal Agreement:

- \_\_\_ 1. Complete the *Agreement Involving Joint and Dual Academic Awards Information Form* when formal agreement documents are completed.
- \_\_\_ 2. Arrange for the Vice Provost and Dean of Undergraduate Studies or the Vice Provost and Dean of the Graduate School (as applicable to the proposed agreement) to obtain feedback from the UTSA SACSCOC Liaison.
- \_\_\_ 3. Ensure that the feedback from the UTSA SACSCOC Liaison is incorporated into the formal agreement.
- \_\_\_ 4. Provide the *Agreement Involving Joint and Dual Academic Awards Information Form* and this *Checklist and Approvals* form to all responsible persons in the order of authority in the Chain of Command noted in number 1 in the Notification section above.
- \_\_\_ 5. Obtain signatures of authorization on last page of this *Checklist and Approvals* form.
- \_\_\_ 6. Obtain notification from the UTSA SACSCOC Liaison that approval from SACSCOC has been obtained before implementing program.

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**OFFICE OF THE DEAN**

(Check off steps as completed)

**Notification:**

- \_\_\_ 1. Notify UTSA Contact/Sponsor of authorization to proceed with proposed agreement.

**Formal Agreement:**

- \_\_\_ 1. If the agreement is expected to require institutional resources, affect formula funding or commit revenue, consult with the Office of the Provost and Vice President for Academic Affairs (or designee) and the Office of the Vice President for Business Affairs (or designee) before approving the agreement.
- \_\_\_ 2. Obtain the approval of the Provost and Vice President for Academic Affairs.

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**OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS**

(Check off steps as completed)

- \_\_\_ 1. Provide *Agreements Involving Joint and Dual Academic Awards Information Form*, *Agreements Involving Joint and Dual Academic Awards Checklists*, and draft of final agreement to the UTSA SACSCOC Liaison (Liaison) for review of alignment with SACSCOC requirements, standards, and policies.
- \_\_\_ 2. Notify the UTSA Contact/Sponsor of adjustments (if needed) to comply with the SACSCOC requirements, standards and policies.
- \_\_\_ 3. Verify that final agreement incorporates the Liaison feedback.
- \_\_\_ 4. Verify that all signatures for authorization to implement the agreement are completed on the last page of this *Checklists and Approvals* form.
- \_\_\_ 5. Send a copy of the final signed agreement to the Liaison, who will send notification and the agreement to the SACSCOC for approval.
- \_\_\_ 6. Ensure that SACSCOC approval for substantive change has been received.
- \_\_\_ 7. Notify the UTSA Contact/Sponsor of authorization and the Sponsor's Chain of Command to implement the agreement.



