Developing and Updating Guaranteed Admissions Agreements

November 1, 2020

Document Purpose

This document defines Guaranteed Admissions Agreements (GAA) and outlines processes for developing, maintaining, and altering a GAA between an Indiana University campus and any partner institution.

Defining GAA

A Guaranteed Admissions Agreement[1] is a transfer best practice. It is designed to stipulate program plan and remove transfer admission barriers upon transition to receiving institution. The GAA may also increase student confidence in admission and credit transfer to IU—resulting in on-time degree completion.

Students who participate in a GAA have the opportunity to:
1. Reach general education and associate degree milestones prior to transferring.
2. Satisfy academic requirements and initiate degree planning using IUs bachelor's degree map.

Processes

Herein three (3) GAA processes—development, maintenance, and alteration—followed by FAQs:

- **Developing** a GAA – Five (5) steps to design and develop a GAA with a partner institution.
- **Maintaining** a GAA – Five (5) steps to update and maintain a current GAA.
- **Altering** a GAA – Five (5) steps to altering Appendix A of a current GAA early.

TIMETABLES
1. Reviewed on a two-year, even-numbered year, maintenance cycle from effective date.
2. Maintained for a minimum of ten years.
3. Listed programs in Appendix A are maintained as active for at least eight years before removal.

Developing the GAA – 5 Steps

REVIEW THESE STEPS IF YOU ARE DEVELOPING A GAA FOR THE FIRST TIME WITH A PARTNER INSTITUTION.

To develop a new GAA, IU campus leadership should:
1. Contact uto@iu.edu to obtain the GAA template.
2. Fill in the highlighted areas within the GAA template. See FAQs below for details.
3. Submit the completed GAA—without signatures—to uto@iu.edu for final review.
4. After review, within 1-week, UTO will communicate next steps with IU campus leadership.
5. The UTO will facilitate signature acquisition from both institutions. The partner institution will review and sign first, followed by IU. Review and signatures should be completed within 10 business days of receipt from UTO. UTO will share official copy upon receipt of last signature.
6. **Within 10 business days of last signature**, the IU campus must comply with GAA *provision 3a: Reference availability of GAA with [partner institution] on website.* Campus GAA links should be submitted to uto@iu.edu to be included on the UTO GAA website within this same time frame.

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[1] In Spring 2020, six IU campuses entered in separate GAAs with Ivy Tech Community College (ITCC). Under these agreements, ITCC students, who completed a specified associate degree, the Statewide Transfer General Education Core, and other stated eligibility requirements were guaranteed admissions into IU and to the accompanying IU baccalaureate program stipulated in agreement.

Maintaining the GAA – 5 steps

If you plan to **renew** a GAA with a partner institution for the **upcoming two-year, even-numbered year period**, and maintain the current agreement, campus leadership should:

1. Contact uto@iu.edu to obtain the current GAA. If applicable, UTO may provide the IU campus with GAA template updates, if any, to include in the two-year maintenance cycle.
2. Review the current GAA, making changes to Appendix A where appropriate. *Note:* Campuses must maintain each GAA for a minimum of ten years, therefore they may repeat these steps at least four times after GAA development.
3. Submit completed GAA to uto@iu.edu for review. After review, UTO communicates next steps.
4. The UTO will facilitate external partner review and signature acquisition. The partner institution leadership will review and sign first, followed by IU campus leadership. The partner institution will review and sign first, followed by IU. Review and signatures should be completed within 10 business days of receipt from UTO. UTO will share official copy upon receipt of last signature.
5. **Within 10 business days of last signature**, IU campus must update website with GAA *provision 3a: Reference availability of GAA with [partner institution] on website.*

Altering the GAA – 5 steps

If you plan to **alter** an existing GAA's Appendix A with a partner institution for the **prior to the two-year, even-numbered year period scheduled maintenance date** for the purpose of adding or removing programs, and maintain the current agreement, campus leadership should:

1. Contact uto@iu.edu to obtain the current GAA. *Note:* Any modifications will take effect through the remainder of the original two-year GAA period.
2. Make changes to Appendix A by following these procedures:
   a. **Adding** programs procedure: Added programs should be accompanied by the date added. Example: AS Criminal Justice to BS Organizational Leadership *(added 10/13/20)*
   b. **Removing** programs procedure: Programs to be removed should be crossed out using the ~~strikethrough~~ option and accompanied by the date removed. Example: ~~AS Liberal Arts to Bachelor of General Studies~~ *(removed 10/13/20)*
3. Submit completed GAA <u>and</u> a narrative of what was altered in Appendix A prior to the two-year agreement maintenance cycle to uto@iu.edu for review. *Note:* IU campus responses for altering GAAs, prior to the two-year maintenance cycle, may be shared with partner institution. After review, UTO will communicate next steps with your IU campus leadership.
4. The UTO will facilitate external partner review and signature acquisition. The partner institution leadership will review and sign first, followed by IU campus leadership. The partner institution will review and sign first, followed by IU. Review and signatures should be completed within 10 business days of receipt from UTO. UTO will share official copy upon receipt of last signature.
5. **Within 10 business days of last signature**, IU campus must update website with GAA *provision 3a: Reference availability of GAA with [partner institution] on website.*

Partner institutions may request updates too prior to the 2-year, even-numbered year maintenance period. Processes above will be used. Please notify uto@iu.edu promptly if such requests are received.

FAQs

Q. How often am I required to update the GAA for my campus?
A. The GAA should be reviewed on a two-year, even-numbered year maintenance cycle from effective date listed in the agreement by both the IU campus and partner institution leadership. It is recommended reviews begin at least two months prior to GAA expiration to ensure timely review.

Q. Who is included as a partner institution?
A. Partner institutions include external, non-IU higher education institutions. Should a prospective partner be listed under an institutional system, the institutional system will be named as the partner institution unless otherwise indicated by UTO.

Q. What types of programs can be included in Appendix A within the GAA?
A. IU campus leadership signing the GAA may determine which program(s) to include and exclude from their campus GAA. Programs may include Transfer Single Articulation Pathways (TSAP), official 2+2 articulation agreements, and flexible IU undergraduate programs without an accompanying official agreement or direct plan[2].

Recommended criterion for program inclusion:
   a. Identifying a specified associate degree granting articulation plan[3] which must be successfully completed by a student prior to transfer into the accompanying IU baccalaureate degree program. Example: AS Criminal Justice to BS Organizational Leadership
   b. The accompanying IU baccalaureate degree program can be completed within four semesters of full-time study after transfer to IU; approximately 60 credit hours,
   c. The IU program does not require a secondary admission application, essay, etc. [4]for a student to be eligible to take major coursework applicable to the degree, and
   d. The IU program permits a fall and spring term start[5].

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[2] Under unique circumstances, an IU campus might add a flexible IU bachelor degree program as an option in Appendix A for reasons such as the option of multiple transfer pathways from the partner institution to a single IU program. In such events, the following statement should be added to the end of Appendix A:

An [partner institution name] student may be guaranteed admission to any of the IU undergraduate programs listed below as long as provisions within this agreement are met with special consideration given to provision 1d emphasizing student collaboration with an IU and [partner institution] advisor to maximize transfer credit to the student's IU program of interest.
   Ex. Bachelor of General Studies
   Ex. Bachelor of Arts in Communication Studies

[3] It is strongly recommended to list specific associate degree granting pathways that transfer as a package to the IU campus program, preferably from formalized official articulation agreements or TSAPs, in order to provide transparency of required coursework maximizing transfer. An IU campus should contact UTO if they wish to create a formalized, official articulation agreement with a partner institution.

[4] Secondary admission programs or those which require specific requirements such as licensure should provide program specific notes within Appendix A for added transparency.

[5] IU programs which offer a fall <u>and</u> spring term start are strongly favored over one-term only start. Programs which limit admission to a particular term should add a note after the program for transparency.
Example: AS Criminal Justice to BS Homeland Security and Public Safety (fall term start only)

Q. Can I alter language in the GAA template outside of the highlighted text areas?
A. Please contact uto@iu.edu to discuss GAA language you wish to alter.

Q. Who should sign the GAA?
A. The GAA should be signed by the following representatives at each campus:

Partner institution contacts: IU campus contacts:
*Provost and Senior Vice President   Executive Vice Chancellor
*Vice President for Academic Affairs   Chancellor or Associate Vice Chancellor
*or similar position

Q. How do I add/remove programs in the GAA <u>prior</u> to the two-year review cycle?
A. Each IU campus may only have one GAA document with each unique partner per two-year, even-numbered year maintenance cycle. Any modifications made to the GAA prior to the two-year review cycle must occur on the current GAA, following procedures outlined in Altering the GAA. Note: It is not recommended to update the GAA more than once per calendar year to maintain academic transparency.

Q. It has been two-years since the GAA was last signed and my IU campus does not have any changes to make for the new two-year agreement cycle. What are the next steps?
A. Contact uto@iu.edu to inform UTO you have no alterations for the upcoming two-year agreement cycle. UTO may provide recommendations to the GAA template that should be considered by each IU campus. Then, follow procedure for Maintaining the GAA.

Q. Where can I find IU campus specific GAA information?
A. UTO maintains the UTO GAA webpage which includes a brief history and overview of the GAA process. This site also links to campus maintained GAA webpages for campus specific details. UTO also securely maintains an archive of current and prior official GAAs by campus. IU campus faculty, staff, and administration may contact uto@iu.edu to acquire a GAA for their campus.

Q. My IU campus wishes to terminate the GAA. What are the next steps?
A. Please submit a written request detailing reason(s) for terminating the agreement to UTO. UTO will review the request and connect with you and your campus leadership directly to discuss next steps.

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If you have any questions or concerns with this guidance document,
please contact the UTO at uto@iu.edu.