

California State University Northridge

Policies and Procedures for International MOUs that Include a Curriculum Relationship

Some relationships between CSUN and a partner international university or college include some form of curriculum relationships such as articulation agreements, agreements for a specific set of courses to be accepted into the partner institution's degree program in a given field, agreements that include a specified set of courses to be taken at the international partner institution leading to acceptance into a CSUN degree program, and the like. When an international agreement/MOU is to include any form of curricular relationship, the agreement should be developed following the following principles:

1. As with all other MOU, the first step should be to contact the Deputy Dean in the Tseng College to ensure that the MOU development goes forward smoothly.
2. If the envisioned curricular relationship includes new or modified CSUN courses, those courses must be created/modified and approved following the CSUN normal policies for approvals at the department, college, and university levels before any agreement can be developed that includes those new/modified courses.
3. Any component of an international curriculum relationship that will be offered for CSUN credit and/or will carry the CSUN name must be developed and offered by CSUN only. The use of third party providers of academic content to develop or offer any CSUN course or program offered as part of an international curriculum agreement is prohibited. The CSUN academic department and college in which the course in question will reside (the academic home of the course – credit or noncredit) must be responsible for developing the academic content of any CSUN course/program. The CSUN academic department and college in which the course in question will reside (the academic home of the course – credit or noncredit) must have full academic oversight responsibility for program content, instructional quality and instructor assignments, and the assessment of student performance. The goal is to avoid simply lending CSUN's name and academic endorsement to a program that is created and offered by another provider. CSUN cannot allow its name to be used or its academic credit to be offered for any course that is not truly a CSUN designed and academically controlled international travel/study course. MOU's that include a curriculum relationship will be reviewed to ensure they comply with this CSUN policy.
4. If the planned agreement is to include a transfer plan in which students take a specified part of a degree program at the partner international college/university and then completes the degree at CSUN (such as with a 2+2 agreement), the courses to be taken at the international partner institution must be specified along with the courses to be taken at CSUN and the degree to be awarded with successful completion of the program (such as, a BA in English). This specified configuration of courses leading to the specified degree must then be approved by the CSUN department and college in which the degree in question resides

and by the Director of CSUN Admissions and Records and by the CSUN Associate Vice President for Undergraduate Studies for baccalaureate degrees (or by the CSUN Associate Vice President for Research and Graduate Studies for Graduate degrees). To gain these approvals, detailed course descriptions and syllabi for the course to be taken at the international partner institution will be needed to allow for review and approval at each level. Approval signatures at each level are required. These approvals of the transfer/articulation plan must be complete before an MOU that includes that transfer/articulation plan can be developed.

5. If the planned agreement involves students matriculating in CSUN first and then transferring to complete the degree at an international partner institution, CSUN will want to have written approval of the specified sequence of courses to be taken at CSUN and at the specified series of course to be taken at the international partner institution and the degree to be earned from the senior academic officers at the international partner institution. The specified curriculum and the approvals from the international partner institution must then be reviewed and approved by the CSUN Director of Admissions and Records and the CSUN Associate Vice President of Undergraduate Studies (or the CSUN Associate Vice President for Research and Graduate Studies for Graduate Degrees) before the MOU can be developed. This helps to ensure that CSUN students who participate in such a program will know what will be expected for successful completion of the degree and will have reasonable assurance that that academic plan has been reviewed and approved at the appropriate senior levels by both of the partner institutions.
6. The requirements for admission to the program in question (including language skill requirements) and the requirements for degree completion should be specified in the MOU.
7. The approved curriculum plan should be included in the MOU along with the curriculum plan approvals.
8. If the planned agreement includes CSUN accepting a specified sequence of courses taken at the partner institution into a CSUN degree (or an international partner institution accepting a specified sequence of courses taken at CSUN). The same procedures outlined in 1 through 5 above should be followed. This again assures that the planned curricular relationship is approved before an MOU that includes that specified curricular relationship is developed.
9. The final MOU will be developed following CSU policies and CSU templates for MOUs of this type.
10. MOUs that include curricular relationships will sunset after three years. The MOU can be renewed but this sunset date will prompt a periodic review and renewal of the plan to ensure that any curriculum changes that may have occurred at CSUN or the international partner institution are reflected in the MOU's curriculum plan. Review by individuals in the positions that approved the curriculum in the original MOU will be asked to confirm that the curriculum plan is still current and viable before the MOU is renewed.