

# Developing a Bilateral Agreement

Notification via email should be made to the Director of Office of Academic Planning and Accreditation when the agreement is being planned. The Bilateral Agreement must be completed on the ECU approved Bilateral Agreement template.

## Required Documentation

### **Memorandum providing:**

- Description of agreement/program objectives
- Expected enrollment
- List of requirements/terms of the agreement
- Signature page

### **Guidelines:**

- Courses included in agreement must be currently approved courses.
- Program must meet NC State General Education (GEP) requirements and courses should be identified that satisfy the GEP.
- List courses that will transfer and their ECU course equivalency.
- Include any restrictions (ex: must have a C- or better) for a particular course(s).
- Semester-by-semester display of program plan
- Admission information and GPA requirement(s)
- Program coordinator contact name, address, email, and number
- List degree(s) that will be received upon completion of agreement

### **Approval**

The agreement must include the following signatures:

#### **ECU**

- Department/program chair
- College dean
- Chair, University Bilateral Agreements Committee
- Provost

#### **Participating Institution**

- Department/program chair
- Dean
- Any required authorized agent of participating institution

### **Upon approval, notification will be sent to:**

- ECU college and department
- ECU Admissions