POLICY TITLE
Affiliation Agreements

POLICY NUMBER
6.15

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created, September 1992/ Revised, March 2003/Effective March 2003; revised October 2017/effective immediately

PURPOSE
An agreement that outlines the specific agreed-upon conditions for students, faculty and the affiliate.

ORGANIZATIONAL SCOPE OR AUDIENCE
All degree programs in Ivy Tech Community College

DEFINITIONS
Affiliation agreement: A written document or contract between the College and outside facility (affiliates); the facility will be used by students to obtain off-campus educational experiences.

POLICY
Agreements should state the responsibilities and privileges of both parties. Affiliation agreements should be obtained for internships, externships, practicums, co-ops, clinical experiences, or other types of off-campus educational experiences required of students in the course of fulfilling their educational objectives. Observational experiences do not require written agreements, but they are recommended.

PROCEDURES
1. The official signatory for the College will be the Vice President/Chancellor of the campus. Signatures of the Program Chairperson and Campus Academic Officer may be included.

2. All pertinent records for affiliation agreements will be maintained at the campus or site level. Campuses or sites will keep the original document on file.

3. Campuses should provide to the General Counsel, at the beginning of the Fall semester, a listing of all affiliation agreements in place for the upcoming academic year. This list can be updated and amended at any time.
4. Affiliation agreements should include the following nondiscrimination statement:

The College and the Agency each agree to deal with all persons covered by this agreement regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age, or veteran status.

5. If the affiliation agreement is a renewal of an existing agreement without any changes, it can be handled totally at the campus. The site should inform the legal counsel, so that the central listing can be updated.

6. If the affiliation agreement involves an existing, routine agreement format and a new external entity, it can be handled totally at the campus. The campus should notify legal counsel, so that the new affiliation can be added to the listing for the campus.

7. If the affiliation agreement involves a major modification of the content of the affiliation agreements currently in use by the campus, the campus must seek prior, written concurrence from the College's General Counsel.

REFERENCES

RESOURCE PERSON
Campus Vice Chancellor for Academic Affairs