The University of North Carolina at Charlotte
Procedures Pertaining to the Development of International Exchange Agreements

PROCEDURAL CHECKLIST

☐ Review Exchange Agreement criteria for establishing feasibility and compatibility of proposed agreement, and applicability determinants.

☐ Complete Exchange Agreement Worksheet

☐ Request endorsement from respective Dean approving development of the relationship

☐ Make an appointment to meet with the OIP Assistant Provost (704.687.7755 or jagalleg@uncc.edu) in order to begin consultation process for exchange agreement draft development. Note: If possible, bring the evidence of Dean’s endorsement and completed Exchange Agreement Worksheet to the meeting

☐ Work with OIP Assistant Provost in developing a draft agreement. Note: OIP will engage review with Legal Counsel as part of the agreement development.

☐ Present document draft to respective Dean for his/her approval

☐ After receiving approval from appropriate Dean, return document to OIP for finalization and authorization from OIP and UNC Charlotte