

AFFILIATION AGREEMENTS

POLICY SUMMARY

Affiliation Agreements are used to establish affiliate relationships between Northern Arizona University and other institutions (the “host”) to allow the University’s students to participate in academic credit-bearing educational experiences, such as supervised clinical or other fieldwork experiences or internship programs, at the host affiliate’s location. Affiliation Agreements define the applicable terms and conditions and the respective roles and responsibilities of each party.

REASON FOR THIS POLICY

Appropriate agreements must be in place between the University and its affiliate institutions to properly establish and administer credit-bearing educational experiences available at affiliate institution locations.

ENTITIES AFFECTED BY THIS POLICY

- All colleges and instructional units

WHO SHOULD KNOW THIS POLICY

- Academic officials who administer external, credit-bearing internships, fieldwork, or experiential learning opportunities for University students

DEFINITIONS

Affiliation Agreement: a contract implemented between the University and a third-party affiliate institution for the purpose of placing the University’s students in credit-bearing educational experiences such as internships, fieldwork, or experiential learning opportunities at the host affiliate’s location. The University’s employs its “standard” Affiliation Agreement whenever possible. A “non-standard” Affiliation Agreement may be developed and used when necessary or advantageous to accommodate special circumstances or an affiliate’s requests.

POLICY

A. General

Implementation of a valid Affiliation Agreement is required when the University wishes to authorize its students to participate in credit-bearing educational experiences provided by a third-party affiliate institution (the “host”) at its facility or other field location. Affiliation Agreements must define the relationship’s terms and conditions, including the duration of the agreement, and the parties’ respective roles and responsibilities. As with student affiliate placements in Arizona, student affiliate placements not in Arizona must comply with applicable state authorization requirements.

B. Initiation

Academic unit faculty and staff are responsible for initiating as appropriate either a standard or non-standard Affiliation Agreement when seeking to establish a relationship with a third-party educational affiliate. The University processes Affiliation Agreements using a custom OnBase procedure. Officials wishing to implement Affiliation Agreements should first carefully review the [Affiliation Agreements Guide](#), which contains step-by-step instructions. Prior to initiating a new Affiliation Agreement development and implementation process, officials should determine through this system whether an appropriate Affiliation Agreement is already in place.

C. Review and Approval

Affiliation Agreement initiators are responsible for obtaining approval signatures from the appropriate University and host affiliate officials. Only University officials with the appropriate delegated contract signature authority as specified on the University's [Contract Signature Authority Delegations List](#) may sign and execute Affiliation Agreements. As appropriate, Contracts, Purchasing, and Risk Management and the Office of General Counsel may need to review and advise on non-standard Affiliation Agreements prior to their implementation.

D. Compliance

Academic unit faculty and staff are responsible for ensuring that Affiliation Agreements and their associated student placements fully comply with all applicable laws, regulations, policies, or other requirements. Note that the University's participation in the *State Authorization Reciprocity Agreement* ("SARA") administered by the National Council for State Authorization Reciprocity Agreements authorizes the University to provide postsecondary distance education to students in the other states and territories that also participate in the agreement.

E. Documentation and Record-Keeping

University officials who initiate Affiliation Agreements are responsible for ensuring that all required or appropriate information and a copy of the final signed and executed agreement is properly uploaded to the University's Affiliation Agreement OnBase management system and for providing a signed original of the executed agreement to the appropriate host affiliate contact.

F. Reporting

As required (e.g., by programmatic accreditors, state or national boards, federal or state law, or the National Council for State Authorization Reciprocity Agreements), University officials or academic units who coordinate supervised field experiences on behalf of University students working at host affiliate locations shall assist with all administrative management obligations, such as mandated reporting, that may be necessary or appropriate in order to properly support University student involvement in such placements.

RESPONSIBILITIES

Academic unit faculty and staff: use the University's OnBase process to initiate and administer Affiliation Agreements; obtain the proper Affiliation Agreement approvals; record and ensure compliance with executed Affiliation Agreements when supporting student placements at host affiliate locations.

Contracts, Purchasing and Risk Management: helps University officials draft, and as requested reviews prior to their execution, non-standard Affiliation Agreements.

Office of General Counsel: helps University officials draft, and as requested reviews prior to their execution, non-standard Affiliation Agreements.

PROCEDURES

Refer to the [Affiliation Agreements Guide](#) for step-by-step instructions for initiating or administering the University's Affiliation Agreements.

RELATED INFORMATION

Forms or Tools

[Affiliation Agreements Guide](#) (a step-by-step guide for administering Affiliation Agreements)

Affiliation Agreement Training Videos:

[Chapter 1 – Searching for an Agreement-Reporting Dashboard-Notes \(14:09\)](#)

[Chapter 2 – Standard Agreement Creation Submission \(11:47\)](#)

[Chapter 3 – System Task Changing Keywords in the Form and Regenerating a PDF \(3:42\)](#)

[Chapter 4 – Approvals for Standard Agreement \(6:04\)](#)

[Chapter 5 – System Task Changing a Standard Agreement to a Non-Standard \(2:00\)](#)

[Chapter 6 – Non-Standard Agreement Creation Submission \(5:42\)](#)

[Chapter 7 – Approvals for Non-Standard Agreement \(2:56\)](#)

[Chapter 8 – System Task Renewals \(2:38\)](#)

[How to Install OnBase Clients NAU Knowledge Base Article](#)

Cross-References

[Contract Signature Authority](#)

Sources

[Arizona Board of Regents Policy 2-322](#)

APPENDIX*

[Department of Labor Fact Sheet #71: Internships Under the Fair Labor Standards Act](#)

[National Association of Colleges and Employers Internship Position Statement](#)

[State Authorization Reciprocity Agreements Manual](#)

*Disclaimer: all documents, links, or other materials included in this policy's appendix are provided solely for the user's convenience and are not part of official University policy.