



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