Two copies of agreement sent to other institution for signature

Approved – send two copies of agreement to Executive Vice President and Provost for signature

Certification of Curriculum Proposal form (CCP) must be signed by all relevant constituents before sending to Provost for signature.

Agreement placed on KSU website and SciQuest Contract Management Program

College Approval of Draft –

Consult with Admission Operations and Transfer Systems and Curriculum Services, if necessary

Revision to original agreement sent to Legal for review

KSU Director of Alternative Credit and Articulation Agreements works with KSU Unit and the Community College to draft agreement

Attach Certification of Curriculum Proposal form (CCP) for signatures by all relevant constituents.

Agreement sent to EPC as informational item

Email signed agreement to Director of University Advising to upload to Advising SharePoint site

To Admission Operations and Transfer Systems to create equivalencies

Return to Office of Alternative Credit and Articulation Agreements Director

Office of Alternative Credit and Articulation Agreements notifies Academic Unit and College of signed agreement

Articulation Inquiry

Return to Office of Alternative Credit and Articulation Agreements Director

Notify Office of Alternative Credit and Articulation Agreements of changes

Unit approval of draft – Department

Curriculum Committee

KSU Articulation Agreement Process and Procedures