**Transfer Student Articulation Agreement Process**

**Kent State University & Community Colleges/Universities**

KSU academic unit or external college/university contacts KSU Office of Alternative Credit and Articulation Agreements regarding interest in establishing an articulation agreement. Articulation Office provides template and informs academic unit of process.

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

Final Articulation Agreement will be kept by the Office of Alternative Credit and Articulation Agreements and copies distributed to academic unit(s), external college/university partner(s); agreement placed on KSU website, sent to AOTS to record any new equivalencies established by the academic unit(s); Agreement placed on SciQuest Contract Management program, and to University Advising to be placed on KSU Advising SharePoint site.

Agreement reviewed by Legal Counsel (if needed).

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

Articulation Agreement is signed by Community College/University and Kent State University (Provost).

Agreement sent to Curriculum Services as EPC informational item.

KSU College Curriculum Committee (CCC) approves the Articulation Agreement. Approved agreement is sent to the Office of Alternative Credit and Articulation Agreements for processing.

KSU academic unit(s) and external college/university complete the template based on existing equivalencies. New equivalencies are vetted through the appropriate academic department and Credit Transfer staff as necessary. Department reviews syllabi and determines equivalencies.