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.

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.

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

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

Agreement reviewed by Legal Counsel (if needed).

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

Agreement sent to Curriculum Services as EPC informational item.

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.

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

EHHS
EHHS Curriculum Coordinator (Susan Augustine) will guide faculty through the rest of the articulation process. Faculty from EHHS should schedule a meeting with Susan Augustine (X22187 saugusti@kent.edu)

Johanna Pionke, Director
Office of Alternative Credit and Articulation Agreements
jpionke@kent.edu
330-672-3743