ARTICULATION CHECKLIST

1. FACULTY

☐ If initial contact was made directly to program coordinator or faculty, ensure Blue Ridge CTC articulation specialist is informed of proposed articulation work.

☐ Articulation discussion and review begins.
  ☐ Decision – What Blue Ridge CTC degree program transfers best to the university degree program?
  ☐ Review using current academic program from current catalog
  ☐ Evaluate course-by-course articulation using TES (Transfer Evaluation System) [http://tes.collegesource.com/]

☐ Continued discussion and review.
  ☐ Develop articulation agreement verbiage* (Template available)

☐ Ensure Blue Ridge CTC articulation specialist is informed of any continued updates.

☐ Once final agreement proposal is completed, forward to Blue Ridge CTC articulation specialist for review by area VP and by the registrar.

☐ If any changes are to be made, continue articulation work.

☐ Forward final agreement to Blue Ridge CTC articulation specialist for president’s signature and university signature(s).

2. ARTICULATION SPECIALIST

☐ Ensures proper POC information/channels are shared between BRCTC faculty and University faculty.

☐ Coordinates/follows up on articulation discussion/review between BRCTC faculty and University faculty.

☐ Continued follow up.

☐ Once final agreement is proposed by faculty of both parties, forward proposed agreement to area VP for review/approval.

☐ Once final agreement is proposed, forward agreement to Registrar for review/approval.

☐ If additional changes are to be made, coordinate work with faculty of both parties.

☐ Create exhibit(s) displaying course-by-course articulation (separate columns – BRCTC/University) (Table or Spreadsheet – Word or Excel)

☐ Once final agreement is established, forward to VP of PS&UT for President’s signature.

☐ Forward to University POC for signatures.

☐ Store original copy in articulation binder.

☐ Save scanned original copy on N drive at N:/PS_UT/Shared_folder/Articulation-FINAL.

☐ Email copy to BRCTC faculty and University.

☐ Update Transfer-Articulation webpage in WordPress.
☐ Email Associate Dean of Students/Notification of Update of Transfer-Articulation webpage.
☐ Email Marketing Coordinator/Notification of Update of Transfer-Articulation webpage.

*To include the following:

Title/Purpose/Elements of the Agreement
University Will...
Eligibilities (GPA, etc.)
Signature Lines (for Both Parties) to include Name/Title/University Name/Date