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# ARTICULATION CHECKLIST

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## 1. FACULTY

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- 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

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- 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

BRCTC Will...

University Will...

Amendments

Eligibilities (GPA, etc.)

Effective Date, Review, and Termination

Signature Lines (for Both Parties) to include Name/Title/University Name/Date