

**Process for Developing a New Articulation Agreement**  
**September 19, 2023**

1. If you are planning a new articulation agreement, contact the AVC for Curricular Affairs in the Provost's Office. If you are contacted by another institution about developing a new articulation agreement, have them contact the AVC.
2. After being notified about the intent to partner, the AVC for Curricular Affairs will contact the relevant department(s) or program chair(s) to advise on next steps and to provide a template for the proposed agreement.
3. The AVC will also determine who will be the contact person at the partnering institution.
4. The AVC will contact the Registrar's office to have their work on the new agreement placed into their workflow.
5. The faculty of the receiving program at UWO will review the curriculum from the partnering institution to determine how articulated credit will apply to the UWO degree program.
  - a. Faculty can refer to [Transferology Lab](#) to see if any equivalencies already exist.
  - b. Using [TES](#), faculty can look up each course to find the course description. (Best practice when reviewing transfer credit is to recommend awarding direct course equivalency when the content matches 75%.)
  - c. There may be times when the course description is insufficient, and a course syllabus is necessary. Contact the AVC, who will work with the partnering institution to gather the needed documents.
6. The Registrar will fill in existing equivalencies for non-major courses (e.g., general education and degree requirements).
7. When the Registrar and the faculty of the receiving department(s) have completed their work on the course equivalencies, they should send it to the AVC of Curriculum Affairs.
8. The AVC will ensure that the articulation agreement, including the course equivalencies, degree map, and required boilerplate language, is complete and acquire preliminary approval from the partnering institution.
9. The Provost's Office will route the agreement for signatures. (UW Oshkosh prefers that the other school sign agreements first.)
10. After all signatures are gathered, the Provost's Office will file the signed agreement on the S drive and email copies to the appropriate UWO offices, including the Admissions Office and the Registrar.
11. The Registrar will ensure that the Articulation Agreements are published on the [UW Oshkosh website](#) and in [Transferology](#).