

## SMSU Procedure for Articulation Agreements

### 3.23.15

#### Academic Department Level:

1. Department Chair coordinates with the cooperating Institution to articulate courses
2. Transfer Specialist works with the Department Chair to assist with the MNTC course articulations
3. Registrar reviews for graduation requirements and makes note of any potential issues and reports to the Dean

Signatures from Department Chair, Transfer Specialist and Registrar needed on the Routing Form before it is sent on for Dean Review.

#### Dean Level:

1. Department Chair and appropriate Dean review Articulation Agreement.
  - a. If the Articulation Agreement requires creation of a new program or expansion of a current program the Revenue Generating Form completed.
  - b. If the articulation program involves an off-campus site, application in the Program Navigator is required
  - c. Dean sends to the Director of Extended Learning and Outreach for Review and Signature.
2. The Office of Extended Learning and Outreach sends to MnSCU for review **OR**
3. Dean sends back to the Department for review and amendment

#### MnSCU Review:

1. Once approved by Department and Dean level the Agreement will be sent by the Office of Extended Learning and Outreach to MnSCU Reviewer for suggestions and comments.
2. Once approved and returned by reviewer, Agreement is forwarded by Extended Learning and Outreach to Provost for signature

#### Provost- CAO Level:

1. Provost reviews Articulation Agreement
2. Provost signs Articulation Agreement and forwards the agreement to the CAO of the cooperating Institution for their signature.
3. Upon receipt of the Articulation Agreement with all signatures the Provost forwards a copy to the following staff:
  - a. Assistant to the Deans **AND** Assistant Director of Extended Learning
    - i. The agreement is uploaded to the MNSCU Articulation site
    - ii. If site approval was needed notifies the Registrar of Site Approval
  - b. Registrar
    - i. Completes DARS encoding
    - ii. Images the Articulation Agreement and Routing Form into ImageNow

SMSU Internal Routing Form for Articulation Agreements  
3.23.15

SMSU Program \_\_\_\_\_

Cooperating Institution \_\_\_\_\_

Cooperating Institution Program \_\_\_\_\_

**1. Academic Department Review:**

- a. Registration Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Routed to Dept. Chair Date: \_\_\_\_\_
- b. Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Routed to Dean Date: \_\_\_\_\_

**2. Dean Review:**

- a. Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Routed to Dean Date: \_\_\_\_\_
- b. Dir. of Extended Learning Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- c. Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- d. If necessary, routed Back to Dept. Chair Date: \_\_\_\_\_

**3. MnSCU Review:**

- a. Routed to MnSCU Reviewer for Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Provost- CAO Review:**

- a. Provost Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- b. When returned by cooperating institution routed to DARS Encoder & Asst. to Deans: \_\_\_\_\_  
Date: \_\_\_\_\_

**5. DARS Encoding**

- a. DARS Encoder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**6. Verification that Articulation Agreement is published on MNTransfer.org:**

- a. Assistant Director of Extended Learning:
- b. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**7. Completed Articulation Agreement with all Signatures:**

- a. Imaged into Image Now
- b. Original forwarded back to Provost Office for their files.
- c. On file in the Office of Extended Learning.