Process for Maintaining an Existing Articulation Agreement

Articulation Agreements are typically renewed every three years. The specific renewal needs of the agreement should be listed within the contract.

1. When an articulation agreement is due for review, contact the Associate Vice Chancellor for Curricular Affairs and Student Achievement in the Provost's Office.

2. Faculty should take note of when their agreements end, if course credits change, course titles change, etc. Anything that alters the agreement needs to be updated as soon as possible, or during the next renewal.

3. The agreement should be sent to the partner institution for review and updates. The partner institution should make changes as needed.

4. After the agreement has been reviewed by the partner institution, the Faculty at UW-Oshkosh should also review the agreement for updates and make changes as needed.

5. Once revised by both parties please send to the Transfer Coordinator (tchelp@uwosh.edu)

6. Once reviewed by the Transfer Coordinator and updates have been made, please submit the agreement to the Curricular Planner (kundeaj@uwosh.edu) for review.

7. Once reviewed, the agreement is submitted to the articulation agreement review team for approval. This includes the Registrar's Office, Admissions-Transfer Recruiter, AVC of Curricular Affairs, and the Curricular Planner.

8. Once approved, the Curricular Planner will route agreement for signatures. After all signatures are gathered, the Provost's Office will file the signed agreement and the Curricular Planner will email the copies to the appropriate UWO offices, including the Admissions Office and the Registrar's Office.

9. The Registrar will ensure the updated articulation agreement is published on the UW Oshkosh website and in Transferology