

# ARTICULATION AGREEMENT CHECKLIST

## WHAT IS AN ARTICULATION AGREEMENT?

An articulation agreement is a binding legal document which defines parameters for a specific set of terms that are typically program specific and that are usually between two educational institutions. They are designed to build partnerships between two institutions.

There are numerous types of articulation agreements; course-by-course, general education, pathway agreements, specific courses for specific courses, tuition agreements, dual-credit agreements, or scholarship agreements.

## CHECKLIST FOR ARTICULATION AGREEMENT CREATION:

- ✓ Develop a general articulation agreement draft or seek assistance from the University Pathway and Articulation Committee (UPAC). Use the “Articulation Agreements Content Requirements” document to make sure you include all required sections.
- ✓ Work with UPAC to ensure documents meet all requirements and are in order for review at the other institution.
- ✓ Collaborate with other institution, and other departments if needed, to finalize documents.
- ✓ Send finalized document to Vice Provost UAA for review.
- ✓ Send final documents to NKU legal for review.
- ✓ Complete signing of all documents according to terms specified in articulation agreement, including provost and president. Send signed copies to UPAC to be filed in database.

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For further definitions, guidelines, and resources, visit [www.nku.edu/upac](http://www.nku.edu/upac)

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