



### **Articulation Agreement Process (Renewable each school year)**

The Career Technical Center (CTC) must contact the Articulation office and then Ferris State University faculty will determine the appropriate course credit according to the following list of program documentation from the CTC.

1. Curriculum
2. Syllabi
3. Objectives
4. Time-on-Task list (optional)

The CTC materials must be received in the Articulation office by April. Credit will not be issued on students' transcripts until an agreement has been completed in full.

Please send materials to:

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After materials are received in the Articulation office, the agreements will be created. The following signing process will then start:

1. FSU Department Head
2. FSU Dean
3. CTC Representatives
4. FSU Vice President
5. FSU Articulation Coordinator

After all signatures are completed, a copy of the signed agreement will be sent to the CTC for recordkeeping purposes.