**INTERNAL ARTICULATION AGREEMENT PROCESS**

1.  E-mail draft of final agreement to System at [afgp@uwsa.edu](mailto:afgp@uwsa.edu) (Diane Treis-Rusk)
2.  E-mail program director as a ‘heads up’
3.  Send to Program Director(s) to sign and forward to College Dean.
4.  Send to College Dean to sign and forward to Provost
5.  Send to Provost to sign and return to Linda Young
6.  Admissions - Mail off-campus to receiving institution.
7.  Send to Receiving Institution- Obtain all necessary signatures from your staff and return to Return to: Linda Young, Admissions Office, University WI-Stout, 212 Millennium Hall.
8. When returned to Admissions – Scan and e-mail copies sent to Program Director, and Program Dean, for records.
9. Send hard copy to UW System in Madison, to be filed [afgp@uwsa.edu](mailto:afgp@uwsa.edu)
10. PDF copy posted to website of articulation agreements.