BGSU Initiator checks if there is an institutional agreement with Community College and BGSU on this website.

Initiator prints copy of BGP equivalencies and attaches to **DSTE Guide also from same website.

Initiator works with partner Institutions to prepare Bill and DSTE* guide template.

Initiator contacts Registration and Records to review major-specific equivalencies.

Initiator makes a copies and secure signature of BGSU Dept./School Chair or Director and College Dean.

Initiator forwards two copies of **DSTE Guide to Rachel Schaeffer (R&R).

University Outreach sends copy of DSTE Guide to Initiator, NonTraditional Student Services, Registrations & Records and makes copy for UO for filing for Undergraduate Education.

If agreement is not available or changes are required, initiator contacts University Outreach (Attn: Pat Bruielly at 2-7882, bruiell@bgsu.edu).

Initiator forwards two copies of **DSTE Guide to Partner Institution for signatures.

Community College returns one original signed copy to University Outreach (Attn: Pat Bruielly).

University Outreach sends both copies to Partner Institution for signatures.

Yes

Registration and Records forwards the two copies of the DSTE Guide to the Office of the Vice Provost for Undergraduate Education.

University Outreach scans copy of DSTE Guide to Initiator, NonTraditional Student Services, Registrations & Records and makes copy for UO file then sends original to office of the Vice Provost for Undergraduate Education.

If agreement is not available or changes are required, initiator contacts University Outreach (Attn: Pat Bruielly at 2-7882, bruiell@bgsu.edu).

BGP – Bowling Green Perspective
**DSTE – Discipline-Specific Transfer Equivalency Guide

Yes

If agreement is not available or changes are required, initiator contacts University Outreach (Attn: Pat Bruielly at 2-7882, bruiell@bgsu.edu).

Process to Develop a Discipline Specific Transfer Equivalency Guide
5/13/2013

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes