“How to Develop a Course Crosswalk (aka course equivalency guide)"
A faculty guide

- Read the definitions of an articulation agreement and a course crosswalk (course equivalency) to determine which route you think will benefit your students the most.
- A faculty member needs to be identified as the advocate or sponsor for the course crosswalk and will become the contact person. The sponsor is responsible for developing the relationship with the partner college, processing the paperwork through the approval channels and for updating the agreement every two years.
- The faculty member then works with the transfer institution to develop the curriculum plan.
- Check this website to determine the "required information" for inclusion in your agreement.
- Once you have a draft of what you are proposing you need to get the approval to proceed from your division and your dean.
- Next the curriculum draft document comes to the curriculum office for authorization. At this stage course numbers, titles, credits and legal issues will be checked and verified. Please allow a minimum of two to three weeks for processing.
- Course equivalencies do not require the signature of the EVP.
- Send to the transfer institution for their signature.
- A signed copy must be forwarded to the curriculum office and will be maintained in their master file system as required by accreditation.
- A final online copy must be submitted for inclusion on this website. This generally does not have signatures but does include the names of the signatory.

NOTE: The strongest part of a course crosswalk is the relationship that you establish and maintain with the transfer institution.