

Interstate Passport[®] Timeline and Implementation Worksheet

| TASK | | IDENTIFIED POINT PERSON(S)/COMMITTEE(S) | RESOURCES | TIMELINE FOR COMPLETION | STATUS |
|-------------------------------------|--|--|---|-------------------------|--------|
| TASKS CAN BE WORKED ON CONCURRENTLY | Build Stakeholder Awareness | (e.g. institutional liaison) | <ul style="list-style-type: none"> • Interstate Passport Website • Interstate Passport Overview • Interstate Passport State and Institution Team Roles | | |
| | Review Learning Outcomes Construct a Passport Block <ul style="list-style-type: none"> □ Review the Passport Learning Outcomes and determine if they are similar to or different from your institution's general education program. □ Construct a Passport Block by compiling learning opportunities that align with the Passport Learning Outcomes. | (e.g. general education committee, faculty senate, academic affairs) | <ul style="list-style-type: none"> • Passport Learning Outcomes • How to Construct a Passport Block Pamphlet • Passport Block Construction Worksheets • Faculty Handbook | | |
| | Sign and Submit the Memorandum of Agreement | | <ul style="list-style-type: none"> • Memorandum of Agreement | | |
| | Fill out and Submit the Passport Application with information on the institution, Passport Block, institution information, and Interstate Passport Network Institution Team members | (e.g. institutional liaison) | <ul style="list-style-type: none"> • Interstate Passport Network Member Profiles • Member Application Registration • Member Profile Tips Guide | | |
| | Track Passport and Transfer Students <ul style="list-style-type: none"> □ Sign and return the National Student Clearinghouse Amendment to the Core Services Agreement to Provide Passport Services; □ Notify students who have received a minimum grade of C or its equivalent in all Passport Block requirements and that they have earned a Passport; □ Place a comment on students' transcripts who have earned the Passport; □ Report the students who have earned a Passport to the National Student Clearinghouse via the Passport Completion file at the end of each term; □ Submit a PassportVerify file to determine which incoming transfer students have a Passport; □ Track students' academic progress via the Academic Progress Tracking file for at least two terms after transfer or earning a Passport. | (e.g. registrar, institutional researcher, admissions officer, information technologist) | <ul style="list-style-type: none"> • Registrar-IR Checklist • Registrar-IR webpage • Registrar-IR Handbook • Passport Completion File Guide • PassportVerify File Guide • Academic Progress Tracking File Guide | | |
| | Advise Students on how to efficiently complete a Passport and/or use it to navigate the requirements of general education and prepare for a major program of study | (e.g. academic advisor, military and veterans' affairs advisor) | <ul style="list-style-type: none"> • Academic Advisors webpage • Academic Advisors Toolkit • Advising for Interstate Passport Success Webinar | | |
| | Market Interstate Passport on your institution's website and in the course catalog. | (e.g. campus marketer, communications director) | <ul style="list-style-type: none"> • Campus Marketing webpage • Campus Marketing Toolkit (password protected) | | |