

# The Community College of Baltimore County

## Articulation Procedures

The purpose of this document is to clearly outline the procedures for all CCBC academic departments to follow in the development and updating of articulation agreements with other institutions.

1. All members of the CCBC Community are encouraged to submit possible ideas for articulation to the appropriate Program Coordinator or Department Chair of the College.
2. When a CCBC Program Coordinator or Department Chair (otherwise noted as the Program Articulation Representative) intends to pursue an articulation agreement, the CCBC Articulation Coordinator should be notified. The Tech Prep Director should be notified for High School to CCBC agreements. The Articulation Coordinator can assist by providing examples of previous agreements, and contact information, and assisting with the development of course maps.
3. The CCBC Program Articulation Representative will develop a “Course Map” (attachment #1) with a list of course transfer equivalencies and/or substitutions that equate CCBC courses to other institutions or visa-versa. This list will be reviewed by the Articulation Coordinator or Tech Prep Director.
4. Negotiation and review will proceed between the CCBC Program Articulation Representative and appropriate faculty or administrator(s) at the other institution. All course information that is exchanged must be in writing (email will suffice). Any changes to the original list of courses must be approved by the Department Chair at both institutions.
5. The final written agreement will be reviewed by the Department Chair and Academic Dean. The Program Articulation Representative will submit it electronically to the Articulation Coordinator or Tech Prep Director. The agreement will then be reviewed by the Dean of Instruction for Curriculum and Assessment. Two copies will be prepared and signed by the Vice President of Instruction. The signed agreements will be sent to the equal representative at the partner school for signature. The partner school will then return an original, signed copy to the Articulation Coordinator. The Articulation Coordinator will post the new articulation agreement on the CCBC website for publication.

6. **Articulations will be reviewed on an annual or bi-annual basis.** The Articulation Coordinator will send an email to the Program Articulation Representative, Department Chair, and Academic Dean when it is time to update the articulation. The Program Articulation Representative is responsible for contacting the partner school for review and changes. Final documentation of the annual review should be sent to the Articulation Coordinator. The Revised document should be attached to the original agreement. The updated articulation will then be reviewed by the Dean of Instruction for Curriculum and Assessment. Two copies will be made and signed by the Vice President of Instruction, and, sent to the equal representative at the partner school for signature. The partner school will then return an original signed copy to the Articulation Coordinator. The Articulation Coordinator will post the updated articulation on the CCBC website for publication.
  
7. Records of the signed paper copies and electronic files will be kept in the office of the Vice President of Instruction. One goal of the new Office of Articulation is to set up a library so that anyone interested (faculty, advisors, and students) can access paper records of the articulations. In addition, all approved articulations will be published on the CCBC Articulation-Transfer Website.