Articulation Agreement

Community College of Baltimore County
and
Howard County Public School System

College Credit for Prior Learning
at the High School

Graduating Classes of 2027 and 2028

Steps to receiving articulated credit:

1. The high school counselor or other designated school official should email the student's official transcript to PriorLearning@ccbcmd.edu.
2. The student needs to email PriorLearning@ccbcmd.edu to start the evaluation process.
3. In some cases, students may also be required to complete a portfolio review with CCBC faculty. Please refer to the individual CTE agreement for additional details.

   (Not all CTE completers will need a portfolio review.)

Students must be enrolled at CCBC before credits are issued.

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Articulation Agreement

The following Articulation Agreement has been developed for students in the Howard County Public School System who plan to continue their education at the Community College of Baltimore County. The Agreement describes articulated programs that build on Howard County Public School System's approved learning experience with the goal of eliminating duplication of instruction. This Agreement commences with the 2027 and 2028 school years and includes some provisions unique to the graduating classes of 2027 and 2028.

It is understood by the parties that no funds will be exchanged in furtherance of this Agreement, and that it may be terminated by either party at the end of the 2027-2028 school year.

Non-Discrimination Statement

The Howard County Public School System does not discriminate on the basis of race, color, creed, national origin, immigration status, religion, physical, mental, or educational disability, pregnancy, age, gender, gender expression, gender identity, genetic information, sexual orientation, marital status, veteran status or socioeconomic status in its educational programs; including co-curricular and extracurricular activities, in the workplace or in hiring practices.

Equal Opportunity and Affirmative Action Statement

"Community College of Baltimore County practices equal opportunity in education and employment and is strongly and actively committed to diversity with the college community."

About this Agreement

The following pages contain comparisons of Howard County Public School System (HCPSS) Career and Technical Education (CTE) program sequences with introductory courses at the Community College of Baltimore County (CCBC). Faculty from the HCPSS and CCBC meet regularly to compare knowledge and skills taught in the high school programs with those taught at the introductory level in the college programs. High school students who achieve at the appropriate levels in the high school programs listed in this document may request credit for documented achievement when they enroll in the Community College of Baltimore County.

The advanced placement earned through HCPSS articulated career and technology programs allows students to move more quickly through the community college. Successful completion of articulated programs will also offer opportunities for students to begin their careers earlier and save hundreds of dollars in college tuition.

This agreement describes the guidelines and procedures for awarding credit, and the responsibilities of the high schools and the College for maintaining this agreement.
The specific program sequences that meet the articulation criteria are listed.
For additional information visit:

Howard County Public School System, Career and Technical Education webpage

Community College of Baltimore County, Career Pathways webpage

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Guidelines for Awarding Articulated High School Credit

The Community College of Baltimore County (CCBC) agrees to grant college credit to high school students who successfully complete specific Career and Technical Education (Career Completer) programs in the Howard County Public School System (HCPSS). The articulated Career and Technical Education (CTE) program sequence(s) and courses are identified in this Agreement. A student will be awarded credit based on the Agreement in effect at the time of graduation. **HCPSS students must successfully complete all required high school credits in a CTE career completer program of study for articulated credit.**

Articulated Credit Criteria

- The student must complete the high school CTE program sequence of study with a **technical Grade Point Average of B or better** and **with a C grade or higher** in each required course, unless otherwise noted.
- The student must register for a credit or workforce training course at CCBC within three years of high school graduation. A student seeking articulated credit after the three-year limit should work with the College Program coordinator to consider other opportunities for credit for prior learning.
- The approved articulated credit will be posted to the CCBC transcript upon receipt of the official high school transcript and the student's enrollment in the Community College of Baltimore County. The high school counselor or other designated school official should email the student's official transcript to PriorLearning@ccbcmd.edu.
- A student unable to make satisfactory progress in a higher-level CCBC course in the areas for which articulated credit is awarded may, at the recommendation of the instructor, be required to complete a lower-level course.

Implementation Procedures for:
Howard County Public School System

- Communicate the details of the Articulation Agreement to high school principals, teaching staff, professional school counselors, work-study coordinators, parents, and students.
- Implement procedures for a CTE teacher or school counselor to send the student's high school transcript to the CCBC CTE office.

Implementation Procedures for:
Community College of Baltimore County

- Develop advisement procedures for new students from HCPSS enrolled in programs with articulated credits.
- Develop procedures to connect program coordinators and students with articulated credit during their first semester at CCBC.
- Produce tracking reports of enrolled students with articulated credit.
- Early College Access Programs (ECAP): Students concurrently enrolled in high school and CCBC classes are eligible to receive articulated credits upon successful completion of their Career Completer program of study.

Additional Clarification

1. While students are expected and encouraged to continue their education and training in the CTE program of study at CCBC that articulates with their HCPSS program, it is not a requirement. Many factors contribute to a change of major for students and that will be honored by CCBC. Therefore, the agreement does not require program-to-program continuation as a condition for the receiving of articulated credits.
2. CCBC will determine how the articulated credits will apply toward certificate and degree requirements, e.g., requirement for graduation, elective.
3. CCBC does not determine how articulated credits are received by four-year colleges and universities. That decision is made by the four-year institution. In some cases, articulated credits from high school may not be accepted by four-year institutions.
4. Students meeting the requirements for articulated credits at CCBC will be awarded those credits whether attending full time or part time.
5. Should a HCPSS Career Completer program of study be discontinued, students successfully completing the requirements in that program will still be awarded articulated credit.

Articulated Agreement Maintenance, Review, and Reporting

The following procedures are suggested to provide an objective means for assessing the success of the articulation activities:

- A Coordinating Committee composed of CCBC representatives and one representative from HCPSS will meet biannually to review the articulation agreement guidelines and implementation procedures and recommend changes, if necessary.

- CCBC and HCPSS program coordinators may suggest new areas for articulation. It will be their responsibility to schedule periodic meetings of faculty members in programs where articulated credit has been awarded to review curricula and to make recommendations for awarding articulated credit.

- CCBC will complete an annual report at the end of the academic year indicating the number of students who received articulated credit and the high schools the students previously attended. A copy of this annual report will be sent to appropriate administrators at HCPSS.

- Revisions to applicable course syllabi at any of the participating schools or CCBC will be sent to appropriate department heads and program coordinators.

- Appropriate administrators of HCPSS and CCBC will review the Articulation Guidelines biannually.

Revised: October 12, 2026

2026-2028 Articulation Agreement

between

Howard County Public School System and Community College of Baltimore County

HCPSS Program Title:
Automotive Technology Academy
CCBC Program Title:
Automotive Technology

HCPSS Course Title	**HCPSS Credits Earned**	**CCBC Course #**	**CCBC Course Title**	**CCBC Credits Awarded**
Required HCPSS Courses	***Below***	*CCBC*	*Courses Awarded*	*Below*
Automotive Service Tech I (CT-736-2)	2	AUTO 100	Introduction to Automotive Technology	5
Automotive Service Tech II (CT-738-3)	3			

To be considered for articulated credit, students must have a portfolio review and assessment by the CCBC Automotive faculty. Upon verification, articulation will be conditionally offered after the successful completion of the following S/P2 Training at CCBC: Automotive Service Safety, Automotive Service Pollution Prevention and Electric Vehicle Safety, Automotive Lift Institute - Lifting it Right. **Contact Fred Koenig at 443.840.4740 or fkoenig2@ccbcmd.edu to arrange a review and an assessment.**

A student must earn a B or better in each of the courses listed and pass the ASE Entry-Level end-of-course assessment in; Maintenance and Light Repair, Suspension and Steering, Electrical/Electronic Systems, and Brakes to earn the articulated credit for each corresponding course.

CCBC Portfolio Review and Assessment Guideline

- *Schedule an appointment with a CCBC Automotive Faculty Member*
- *Present the High School Transcript (Official)*
- *Present the ASE Entry Level Certificates*
- *Establish an S/P2 Training Profile at CCBC*