

OPERATIONS MANUAL

Title: GUIDELINES FOR DEVELOPING
ARTICULATION AGREEMENTS


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Effective Date: 11/8/05

HCC Rule: 6HX-10-5.04

HCC Procedure: 5.01

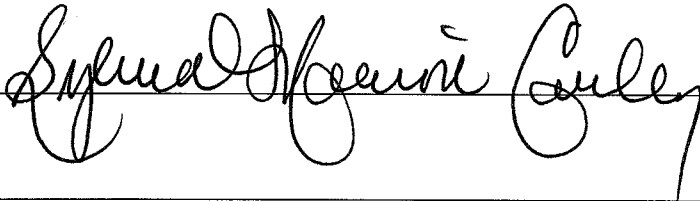
Approval Signature(s):



1/19/06
Date



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This operations manual provides guidelines for developing articulation agreements between HCC and other institutions.

1. **HILLSBOROUGH COUNTY ACADEMIC PROGRAMS ARTICULATION AGREEMENT BY AND BETWEEN HILLSBOROUGH DISTRICT SCHOOLS, HILLSBOROUGH COMMUNITY COLLEGE, AND THE UNIVERSITY OF FLORIDA (INTERINSTITUTIONAL ARTICULATION AGREEMENT)**

- A. The joint "Hillsborough County District Articulation Committee" is established to facilitate access to and seamlessness between the secondary, undergraduate, and graduate programs in Hillsborough County. Members include those holding the roles or positions as follows:
- i. Chief Institutional Officer
 - ii. Coordinator of Off-Campus Academic Programs
 - iii. Chief Technical Center Officer
 - iv. Chief Academic Affairs Officer
 - v. Chief Vocational/Technical Officer
 - vi. Chief Student Affairs Officer
 - vii. Chief Articulation Officer
 - viii. Chief Student Records Officer
- B. The agreement shall include the following:
- i. Statement of Philosophy and Intent
 - ii. Agreement between HCC and the School Board of Hillsborough County (SBHC)
 1. Articulated Acceleration Mechanisms
 2. Dual Enrollment Program
 3. Remediation Reduction Plan
 4. Early Admissions
 5. International Baccalaureate (IB) Diploma Program

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6. Advanced Placement
7. Credit in Escrow
8. Scholarships
- iii. Agreement between HCC and the University of South Florida (USF)
 1. Joint Initiative for Teacher Preparation
 2. Cross-Enrollment Program
 3. College Preparatory Courses
 4. Scholarships
- iv. Agreement between USF and SBHC
 1. Dual Enrollment Program
- v. Three-year Baccalaureate Program
- vi. Appendices
- C. On a biennial basis, the committee will convene to review the interinstitutional articulation agreement and assess it based on accuracy of information as well as accomplishment of identified tasks.
- D. The draft revised agreement shall be shared with the HCC college community.
- E. Prior to final approval, the agreement will be reviewed by the following groups:
 - i. Cabinet
 - ii. Deans and Directors
- F. The final draft of the articulation agreement shall be submitted to Academic Affairs as a discussion item.
- G. Revised agreements shall be submitted to respective boards of trustees or other designated authorities, with final versions submitted to the Department of Education.

2. ARTICULATION AGREEMENTS BETWEEN HILLSBOROUGH COMMUNITY COLLEGE AND HILLSBOROUGH COUNTY TECH PREP CENTERS

- A. The HCC Director of Technical Programs shall work with the Hillsborough District Schools (HDS) Tech Prep Articulation Officer to identify programs in which non-credit coursework may be articulated to an HCC program.
- B. The HCC Director shall convene appropriate HCC deans and faculty to participate in the articulation agreement.
- C. The HDS Articulation Officer shall convene appropriate HDS teachers to participate in the articulation agreement.
- D. The parties involved shall evaluate documentation such as faculty credentials, curriculum frameworks, course objectives, course syllabi, final examinations, and other assessments to determine that the articulated courses represent coursework and learning outcomes that are consistent with the degree, certificate, or diploma being articulated and that the content is comparable and appropriate college-level work.
- E. To certify that the evaluation has been conducted, the HCC Director, HCC faculty, and the HDS Articulation Officer shall complete a "Documentation of Approval of Articulation Agreement" worksheet, which shall be maintained on file in the HCC Director's office.
- F. The HCC Director and the HDS Articulation Officer shall prepare the draft articulation agreement.

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- G. The draft revised agreement shall be shared with the HCC college community.
- H. Prior to final approval, the agreement will be reviewed by the following groups:
 - i. Cabinet
 - ii. Deans and Directors
- I. The final draft of the articulation agreement shall be submitted to Academic Affairs as a discussion item.
- J. Completed articulation agreements shall be submitted to the respective boards of trustees or other designated authorities.

3. **ARTICULATION AGREEMENTS BETWEEN HILLSBOROUGH COMMUNITY COLLEGE AND OTHER POSTSECONDARY INSTITUTIONS**

- A. The HCC Directors of Associate in Arts Programs and/or of Technical Programs shall work with postsecondary institutions to identify programs that may articulate.
- B. The HCC Director shall convene appropriate HCC deans and faculty to participate in the articulation agreement.
- C. The postsecondary institution contact shall convene appropriate representatives to participate in the articulation agreement.
- D. The parties involved shall evaluate documentation such as faculty credentials, curriculum frameworks, course objectives, course syllabi, final examinations, and other assessments to determine that the articulated courses represent coursework that will enable a seamless and successful transition for the student.
- E. The HCC Director and the postsecondary contact shall prepare the draft articulation agreement.
- F. The draft revised agreement shall be shared with the HCC college community.
- G. Prior to final approval, the agreement will be reviewed by the following groups:
 - i. Cabinet
 - ii. Deans and Directors
- H. The final draft of the articulation agreement shall be submitted to Academic Affairs as a discussion item.
- I. Completed articulation agreements shall be submitted to the respective boards of trustees or other designated authorities.

Associated Documents

- Documentation of Approval of Articulation Agreement
- Articulation Agreement Template