



Frederick Community College Procedure

Section 4.12 Academic Standards	Procedure Number	4.12h
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Articulation Agreements	Policy Number	4.12
	Assigned to	Senate
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Articulation Agreements

A. Articulation Agreements with Secondary School Systems

1. Frederick Community College may develop articulation agreements with Secondary School systems to award college credit for selected secondary coursework. To receive credit for these courses, students may be required to earn a specific grade and/or provide evidence of other supporting materials as stipulated in the agreement.
2. Articulation agreements are reviewed and updated on a regular basis by the appropriate Associate Vice President for Learning.
3. To request articulated credit, students must submit an official high school transcript, documenting the stipulated grade in the articulated course and any evidence of other supporting materials, as stipulated in the agreement, to the FCC Welcome & Registration Center.

B. Articulation Agreements with Two- and Four-Year Colleges and Universities

1. Articulation should minimize barriers and maximize transfer by providing seamless movement to FCC students for transferring to a community college or a four year university. In keeping with this philosophy, articulation agreements should:
 - a. provide flexible avenues of transfer for the student through an assortment of agreement types such as, course by course articulation through ARTSYS, dual admission, dual enrollment and 2+2 models between FCC and other two- and four-year colleges.
 - b. consider the appropriateness of the agreement in supporting degree completion at the associate's level before students transfer to receiving institutions. (*Recommendation of the 2005 Report on Improvements to Transfer and Access in Maryland*)
 - c. minimize the loss of credits to FCC students upon transfer. Program requirements should be reviewed on a regular basis to determine their effect on transfer. FCC requirements should provide flexibility for trans-

fer and should parallel as closely as possible those lower level core program requirements in common with cohort receiving institutions.

(Recommendation of the Student Transfer Advisory Committee – Discipline-based groups of faculty members and administrators should develop statewide lower-division requirements for academic programs where appropriate)

- d. minimize duplication of effort through the use of ARTSYS as the first avenue of articulation for AA and AS degrees, reserving the formal articulation agreement process for AAS programs.
 - e. consider the number of students to benefit from the agreement.
2. Proposals for articulation may be initiated by the various areas within Learning and Learning Support following this protocol:
- a. A request to initiate a discussion between FCC and a partner institution should be sent to the Coordinator for Articulation copying the appropriate department chair, AVP and VP.
 - b. The Coordinator will schedule an information meeting with program faculty from each institution as well as the Transfer Counselor.
 - c. Prior to the meeting, the Coordinator for Articulation will forward any relevant accreditation and/or program information to FCC staff and faculty for review.
 - d. Following the meeting(s), the Coordinator will work with both FCC and partner representatives to resolve any related issues.
 - e. Based on the outcome of the discussions, a draft articulation agreement will be developed by the Coordinator in conjunction with the Transfer Counselor which will be sent to appropriate representatives from both institutions for their review.
 - f. Feedback will then be incorporated and redistributed for final review. Agreements will be signed by FCC's Vice President for Learning.
 - g. The final agreement will be electronically distributed to LLC and Learning Support, scanned and placed on the shared drive with the original archived in the Articulation Office.
 - h. The final agreement will be put on the college's website and made available to students by the Transfer Counselor.
3. A periodic review of articulation agreements will follow the schedule outlined in the agreement or on an as-needed basis. Copies of the agreement will be distributed to the appropriate FCC faculty and staff and representatives of the partner institution for edit and review. Updated agreements will be electronically distributed to LLC and Learning Support by the Coordinator for Articulation. The Transfer Coordinator will be responsible for making the College community aware of articulation agreements and will utilize a variety of means including the College web site, publication in the College catalog and semester schedules, and various publications developed and disseminated by the Career and Transfer Center.

