

## Articulation Agreement and Transfer Guide Handbook

This document is intended to support the development of articulation agreements and transfer guides for approved Clackamas Community College programs, it is in no way a substitute for the appropriate curriculum process.

### **Purpose:**

Clackamas Community College (CCC) is committed to developing and implementing articulation agreements and transfer guides with four-year colleges/universities to promote transfer of academic credit for our students.

Development of articulation agreements and transfer guides:

- Supports curricular alignment with educational partners.
- Identifies appropriate transfer courses for students.
- Creates program-specific articulation agreements.

This handbook establishes the key elements of the articulation and transfer guide process, providing guidance to Deans and Department Chairs to facilitate formal and informal partnerships with four-year colleges/universities.

### **Definitions:**

*Articulation* is a broad term that relates to various methods by which students can receive transfer credit for specific course work that they have mastered.

*Articulation Agreements* are formal agreements between educational institutions for the transfer of course credit taken at one institution to another institution. The agreements are contracts signed by representatives of both entities.

*Transfer Guides* are informal agreements between institutions that identify courses for students to take toward completion of specific degrees.

### **Principles:**

CCC intends to enter into articulation agreements and transfer guides that:

- Increase access to and attainment of students' education/career goals.
- Align with CCC's program offerings.
- Strengthen partnerships and initiatives that benefit students and CCC.

*Note: This document was modeled after the Lone Star College System and Portland State University's Articulation Agreement Guidelines Manuals.*

**Types of Agreement:**

Agreement:	How it is developed/implemented:
<b>Formal Articulation Agreement</b>	
<i>AAS Program-to-Program Articulation Agreement:</i> Specifies how courses in an Associate of Applied Science (AAS) at CCC will transfer to a specific major at a four-year college/university. Generally accompanied by a Transfer Guide.	Generally initiated by academic departments, this is a formal agreement that must be vetted and signed by the Vice President of Instruction and Student Services, Dean of Curriculum and Planning, and specific Division Dean.
<i>AS Program-to-Program Articulation Agreement:</i> Specifies how courses in an Associates of Science (AS) at CCC will transfer to a specific major at a four-year college/university. Generally accompanied by a Transfer Guide.	Generally initiated by academic departments, this is a formal agreement that must be vetted and signed by the Vice President of Instruction and Student Services, Dean of Curriculum and Planning, and specific Division Dean.
<i>Other Agreement Options:</i> Specifies how courses in a specific certificate or pre-requisite program at CCC will transfer to a specific major at another community college or four-year college/university. Generally accompanied by a Transfer Guide.	Generally initiated by academic departments, this is a formal agreement that must be vetted and signed by the Vice President of Instruction and Student Services, Dean of Curriculum and Planning, and specific Division Dean.
<b>Informal Agreement</b>	
<i>Transfer Guides:</i> Transfer guides are term-by-term advising maps designed to illustrate pathways for students completing a CCC program that plan to transfer to specific majors at a specific four-year college/university.	Generally initiated by either academic departments or student services, this is an informal agreement that is signed by the Dean of Curriculum, Planning, and Research.

**Process:**

1. Articulation agreements or transfer guides do not substitute the appropriate curriculum process. The process identified in this handbook is for approved CCC programs.
2. Initiation
  - a. A request for an articulation agreement or transfer guide may be generated from either a CCC department (academic or student services) or four-year college/university.
  - b. Regardless of the origin of the agreement, all requests to initiate development of articulation agreements or transfer guides must be communicated in writing to the Office of Education Partnerships (OEP).
  - c. OEP will coordinate with the CCC department or four-year college/university to complete a "Notice of Intent Form" (Appendix A).
    - i. The notice will follow a standard format, including:
      1. Date
      2. Name and contact information of CCC faculty submitting the form
      3. Name of CCC Program
      4. Name of four-year college/university with which the agreement or guide will be developed
      5. Type of agreement
      6. Brief rationale to support entering into the agreement

7. Four-year college/university contact person and contact information
8. Department Chair's signature
9. Division Dean's signature

### 3. Development

- a. To ensure quality and consistency of agreements, the following areas will be addressed in all agreements: purpose of agreement and description of degrees/programs covered in the agreement, and terms of conditions (timeframe, review, and termination).
- b. Justification if the proposed articulation agreement or transfer guide is going to be more than 90-credits.
- c. OEP will work with the CCC department to develop the agreement.
  - i. For transfer guides the CCC department will complete a "Transfer Guide Template" (Appendix B).
    1. Include a statement on transfer guides that indicate the guide represents an articulation agreement (if appropriate).
  - ii. Once transfer guides are complete, the OEP is notified to ensure that the transfer guides are posted on the website.
- d. The partnering institution may draft an institutional or program specific agreement. The draft agreement is reviewed by the OEP and appropriate academic and service departments.

### 4. Approval

- a. OEP in collaboration with the CCC department engaging in the agreement will develop, implement, and coordinate the communication and approval from the partnering four-year college/university.
- b. Once the agreement is ready for review and signatures, OEP will forward it to the appropriate signatory for approval.
  - i. Division Dean
  - ii. Dean of Curriculum, Planning, and Research
  - iii. Vice President of Instruction and Student Services
- c. Upon approval, articulation agreements are electronically stored on the "I" drive Contracts folder, hard copies are housed in the Executive Offices.
- d. Upon approval, transfer guides are electronically store on the "I" drive Student and Academic Support Services (SASS) folder, hard copies are housed in the Curriculum Office.

### 5. Signing Ceremonies

- a. Signing ceremonies may be held for articulation agreements if appropriate.
  - i. Two sets of original documents are brought to the signing ceremony.
  - ii. Agenda to include:
    1. Welcome and introduction of each institution's representatives
    2. Comments by those present
    3. Signing activity
    4. Closing remarks and photo coverage for press release
  - iii. CCC representatives invited to attend:
    1. Agreement development members from both institutions
    2. Student Services representative(s)

3. Department Chair
  4. Deans and Associate Deans
  5. Vice Presidents
  6. President
6. Promote the Agreement
    - a. Following approval, the agreement will be added to the CCC Articulation Agreement or Transfer Guide webpages.
    - b. Email notifications will be sent to:
      - i. Deans
      - ii. Department Chair
      - iii. Curriculum Office
      - iv. Director, Student and Academic Support Services
      - v. Directors of Harmony and Wilsonville Campuses
    - c. Copies of the agreement are disseminated as a PDF to the partnering college/university.
    - d. Director, Student and Academic Support Services informs Academic & Career Coaches of new agreements at department meetings.
    - e. Directors of the Harmony and Wilsonville Campuses will inform Academic & Career Coaches of new agreements at department meetings.
  7. Annual Review
    - a. All agreements will be reviewed annually to ensure alignment with current curriculum.
    - b. Agreement review will occur by CCC academic department representatives and the Curriculum Office.
    - c. Each reviewed agreement will be dated to reflect the date of the reviewed and to assist in maintaining the most current agreements.
  8. Renewal
    - a. Prior to the expiration of an agreement, the OEP will notify CCC academic departments that an agreement is about to expire. The current agreement will be attached to the notification.
    - b. At that time the CCC academic department works with the partner college/university to review and revise the agreement as appropriate.
    - c. Departments will need to update agreement forms as well as transfer guide and submit for review and approval following the standard process.
    - d. Once the agreement is ready for review and signatures, it will be forwarded to the appropriate signatory for approval.
    - e. Upon approval, articulation agreements are electronically stored on the "I" drive Contracts folder, hard copies are housed in the Executive Offices.
    - f. Upon approval, transfer guides are electronically store on the "I" drive Student and Academic Support Services (SASS) folder, hard copies are housed in the Curriculum Office.

## Appendix A: Notice of Intent Form

### Notice of Intent to Develop an Agreement

<b>Date:</b> <i>Click here to enter text.</i>
<b>Name of CCC Program:</b> <i>Click here to enter text.</i>
<b>Name of Partnering Institution:</b> <i>Click here to enter text.</i>
<b>Type of agreement:</b> <input type="checkbox"/> AAS Program to Program Articulation Agreement <input type="checkbox"/> AS Program to Program Articulation Agreement <input type="checkbox"/> Other Agreement Options <input type="checkbox"/> Transfer Guide
<b>Brief Rationale to Support Entering into the Agreement:</b> <i>Click here to enter text.</i>
<b>CCC Program Contact (Name, Title, Email, and Phone Number):</b> <i>Click here to enter text.</i>
<b>Partnering Institution Contact (Name, Title, Email, and Phone Number):</b> <i>Click here to enter text.</i>
<b>Department Chair's Signature</b>
<b>Division Dean's Signature</b>

*\*Justification if the proposed agreement or transfer guide will be more than 90-credits.*

## Appendix B: Transfer Guide Template

Clackamas Community College - *ENTER DEPT NAME*

Transfer Guide with *ENTER COLLEGE NAME*

Purpose: *Click here to enter text.*

Clackamas Community College <i>ENTER DEGREE PROGRAM</i>	<i>ENTER COLLEGE NAME</i> <i>ENTER DEGREE PROGRAM</i>
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Program/Major Requirements:

CCC Courses	Quarter Credits	<i>COLLEGE NAME</i> Course Equivalents	Quarter Credits
<i>Click here to enter text.</i>	<i># of cr.</i>	<i>Click here to enter text.</i>	<i># of cr.</i>
<i>Click here to enter text.</i>	<i># of cr.</i>	<i>Click here to enter text.</i>	<i># of cr.</i>
<i>Click here to enter text.</i>	<i># of cr.</i>	<i>Click here to enter text.</i>	<i># of cr.</i>
<i>Click here to enter text.</i>	<i># of cr.</i>	<i>Click here to enter text.</i>	<i># of cr.</i>
<i>Click here to enter text.</i>	<i># of cr.</i>	<i>Click here to enter text.</i>	<i># of cr.</i>

Additional Requirements for Program/Major: <i>LIST REQUIREMENTS OR TEXT WITH DESCRIPTION</i>
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In addition to the departmental requirements listed above, students must also complete coursework for university admission, general education requirements and BA/BS requirements. Meet with a *COLLEGE NAME* Academic & Career Coach to develop an effective transfer plan that will meet your individual needs.

General Education Requirements: <i>Click here to enter text.</i>
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Terms of Condition: This Agreement shall cover the \_\_\_\_\_ catalog year. This Agreement will be reviewed each year for changes to either party's course and/or program offerings. Either party may terminate or suspend this Agreement for upon ninety (90) days written notice. Notwithstanding the termination of this Agreement, any students who are in a class shall be treated as if this Agreement continues to be in effect.

**Clackamas Community College**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_