

Title: Articulation Agreements	Number: 4.28.0311.1
Approved by the Board of Governors Date: March 15, 2011	Implementation Date: March 15, 2011
History: Scheduled Review Date: 2014	Origin:

Rationale

The College's Administration recognises that articulation agreements serve to improve the curricular transition of HLSCC students as they transfer from HLSCC to colleges or universities in fulfillment of their educational goals.

Definitions

Articulation: Articulation is a term used to describe the process that facilitates the transition of a student from one educational institution to another, or from one level of education to the next with minimum duplication of coursework.

Articulation Agreement: A formal agreement between two or more educational entities to accept credits in transfer toward a specific academic programme. These agreements are designed to help students make a smooth transition when transferring from HLSCC to another institution of higher education. Such agreements specifically address the requirements and conditions of HLSCC and the other institution (s) with reference to admission requirements, academic advising, curriculum development and offerings, course transfer, and information and data exchange.

Agreements with Colleges and Universities: Agreements with colleges and universities take several forms. In some cases, they are in the form of transfer guides which are designed by HLSCC in collaboration with transfer institutions to assist students in determining which courses should be taken at HLSCC to best prepare a student for a particular academic field at a specific college or university. This policy refers not to these guides, but to formal signed agreements between HLSCC and other colleges and universities.

Policy

Faculty and staff are empowered to exercise innovative and creative leadership and their best professional judgment in pursuit of institutions of higher education for HLSCC to form articulation agreements with. They are expected to demonstrate responsible management of institutional resources, prudent judgment, ethical and lawful behaviour, and reasonable interpretation of College policies and procedures. Faculty and staff should be guided by the College mission, employment needs of the territory, and student demand when seeking out potential partners for articulation agreements. Especially important in the formation of any

articulation agreement is the inclusion of a provision which allows data exchange for the purpose of tracking students.

The relevant Dean and Vice President will review all proposals for articulation agreements presented by faculty and staff to ensure their compliance with HLSCC academic policies and procedures. The Vice President is responsible for the development and publication of any procedures or guidelines that may be necessary to administer this policy effectively. The Vice President will recommend appropriate articulation agreements to the President for approval on behalf of the College.