

## **Articulation Agreements – Procedure**

The request for an articulation agreement may be initiated by the College to other institutions or submitted to the College from other institutions. Regardless of the origin of the agreement, all formulating and executing of articulation agreements fall within the purview of the Office of the Vice President.

### **Steps for developing an articulation agreement with an external institution are as follows:**

**Step 1:** Contact the Department Head in the instructional area most related to the curriculum to initiate the proposed articulation agreement. The Department Head will establish a file for agreement request.

The file is to include name of programme, the name of institution with which agreement will be developed, rationale to support such agreement, and the date request was made.

**Step 2:** The Articulation proposer will discuss the request with appropriate personnel and committees at HLSCC to determine interest and feasibility. This minimally includes the Department Head and relevant Dean for the area. If continued interest is expressed, the Department Head (or designee) will proceed with the next step in developing the articulation agreement.

**Step 3:** The first draft articulation agreement is reviewed by the relevant Dean at HLSCC. The Dean will circulate the first draft agreement internally to appropriate faculty/staff to revise/review.

**Step 4:** Comments and concerns, revisions/modifications generated during the reviewing process are documented and brought to the Articulation proposer for discussion with those who drafted the agreement. If appropriate, a meeting may be scheduled between the external institution and HLSCC faculty and staff. Subsequent drafts are reviewed until both parties reach agreement.

**Step 5:** The finalized draft is brought to the Vice President for approval and recommendation to the President.

**Step 6:** If the articulation agreement is deemed appropriate by the Vice President, a recommendation for approval will be forwarded to the President for final College approval.

**Step 7:** Upon approval from both the College and the external institution, two original articulation agreement documents are created for signing (one original signed agreement for the external institution and one original for HLSCC). The original articulation agreement is stored in the Office of the Vice President and a copy in the Registry.

**Step 8:** If deemed appropriate, the Director of Communications, Public Relations and Marketing can arrange a signing ceremony with appropriate press releases and reception.

### **Articulation Agreement Dissemination Process**

Following the signing of the articulation agreement, the acceptance of the new agreement should be communicated and disseminated:

One set of the original agreement documentation should be filed in the Office of the Vice President.

Copies of the agreement are maintained in:

Registry

Heads of Department Offices

Deans' Offices

Student Success Centre

Virgin Gorda Centre

Electronic Format

The articulation agreement should also be listed on the HLSCC website.

The new Articulation Agreement will be communicated, promoted and marketed to students in the following ways:

- Inform Department Heads, Student Success Centre staff, and other Academic Affairs staff at Student Development Council Meetings.
- Inform Advisors of new agreements at faculty meetings.
- Include a statement regarding the new agreement in the College Weekly Update Newsletter.
- Update/add the new agreement and curriculum guide on the HLSCC website.
- Consider other printed venues to promote agreements, i.e., posters, brochures, catalogues, newsletters, etc.