

**COLORADO COMMUNITY COLLEGE SYSTEM  
EDUCATIONAL SERVICES COUNCIL GUIDELINES**

**ES 9-71 Transfer and Articulation Agreements – Creation and Maintenance**

APPROVED: October, 2015

EFFECTIVE: Spring 2016

REVISED:

REFERENCES: BP 9-71 – Transfer of Credit

SP 9-72 – Transfer of Credits from Area Vocational Schools to Community Colleges

ISSUED BY:

Dr. William Tammone, System Provost

**Application**

This guideline applies to the state system of community colleges.

**Principle**

Designates how to developmental and maintain transfer and articulation agreements.

**Definitions**

Definition of a transfer and articulation agreement:

A transfer and articulation agreement establishes guidelines for students to enroll in, or transfer into another program at another institution and will contain at least the following elements:

- I. The type of agreement in the title and the parties to the agreement.
- II. A purpose statement that captures succinctly why the agreement exists and what it does.
- III. Elements of the agreement:
  - A. Admissions
  - B. Credit transferability
  - C. Coordination
- IV. Terms of the agreement, including effective dates, execution, and termination notices.

- V. Signature page with appropriate academic leadership.
- VI. Curriculum Crosswalk that clearly delineates specific courses and credits transferable.

## **Guideline**

1. At each college identify a representative responsible for coordination of transfer and articulation agreements.
  - a. Each college is different but a good starting point is the Chief Academic Officer (CAO).
  - b. The CAO will likely refer to the Registrar and/or Director of Advising for coordination responsibilities.
2. New Agreements
  - a. College-wide or system agreements are often due to the efforts of various student/academic departments between colleges, universities or systems. Start with the representative responsible at the individual institutions.
  - b. Identify how the agreement will ease student transition from one institution to another.
  - c. Develop the formal agreement (this is a negotiated document collaboratively developed between institutions).
  - d. Collaboratively develop course crosswalks with academic departments.
  - e. Whenever feasible, make articulation agreements system-wide agreements. Since the System uses common course numbering, this is a matter of wording in the agreement.
  - f. Once the agreement and crosswalks are vetted by the appropriate academic departments, obtain signatures from academic department heads and CAO's, for final approval.
  - g. Submit the institutional approved agreement to the System Provost's Office for signature approvals from both the Provost and System President.
  - h. Once approved, the Provost's Office will post on the system website. Post final approved agreements on your institutional webpage and link to the system webpage.
  - i. Be sure to provide training and guidance on the approved agreements to institutional Registrars, Advising, and Academic Departments.
3. Active Agreements
  - a. Contact Provost's Office with any changes to agreements, courses or provisions.
  - b. Contact Provost's Office with discontinued agreements.
  - c. Annually, the Provost's Office will contact the appropriate institutional representative to verify that active agreements are current and valid.
  - d. The Provost's Office will maintain original agreements and post on the CCCS system website.

## Appendix

Sample Agreement:

### **ARTICULATION AGREEMENT**

Between

**Technical College**

And

**Community College**

## **PURPOSE**

The purpose of this articulation agreement (the "Agreement") is to establish guidelines for completers of a program at Technical College ("TC") ("Completers") to enroll in Community College ("CC") Associate of Applied Science Degree.

## **ELEMENTS OF THE AGREEMENT**

### **A. Admission to CC**

1. Completers will be reviewed as applicants for CC's AAS Degree. Applicants will be required to complete all CC admission requirements in force at the time of application. CC admission requirements are detailed in its most recent Catalog.
2. Accepted Completers will become students of CC ("Students").
3. Upon application to a CC, students will be subject to all CC policies, codes of conduct, college procedures, and requirements. These are described in the most recent CC Catalog and Online Student Handbook.

### **B. Credit Transferability**

1. Students who have completed coursework from TC will be eligible for transfer of credits to satisfy equivalent course requirements for enrollment in the CC AAS Degree.
  - a. Students who complete the technical coursework contained in a state-approved career and technical education program at TC can take additional academic credit hours at CC and earn an AAS Degree. In addition, some individual courses may be approved for transfer on a course-by-course basis and applied to selected degrees. A minimum of 15 credits within the program of study must be earned at CC for the AAS degree. Courses must have a grade of C or better to be considered for transfer. Coursework older than 10 years will not automatically transfer into CC. Refer questions about the transfer of individual courses to the Program Advisor.
  - b. CC will perform a transfer credit evaluation after the student has been admitted to CC, declared a program of study, and submitted unofficial transcripts from his or her prior school(s). Students are responsible for requesting official transcripts from TC as soon as possible.

### **C. Coordination**

1. CC and TC agree to:
  - a. Coordinate their efforts to facilitate a collegial and mutually beneficial relationship;
  - b. Provide accurate and timely information about the relationship to students, alumni, or employees of either institution; and,
  - c. Designate an appropriate representative as primary contact person for the respective institutions to facilitate coordination of this agreement.
2. CC agrees to:
  - a. Provide relevant transfer information and electronic versions of current CC brochures and/or catalogs.

## **VII. Term**

- A. This Agreement is effective on the later of the date hereof or the first day of the next CC academic term and shall continue until terminated. Both parties must approve amendments to the Agreement in writing.
- B. Either party may terminate the Agreement upon 90 days' written notice to the other party ("Termination Date"), provided that, for the protection of TC students and alumni, CC must meaningfully process all applications for transfer filed by TC enrolled students who completed within two years of the Termination Date, and all Completers who graduated within two years of the Termination Date. Notwithstanding the foregoing, either party may terminate the Agreement immediately in the event that participation under the Agreement may give rise to a violation of any requirement of federal or state law or regulation or the requirements of any accrediting agency having jurisdiction.

C. The Agreement may be executed by either electronic or facsimile transmission in one or more counterparts, each of which shall be deemed an original.

**Accepted and Agreed:**

_____ <b>Name</b> <b>Title</b> <b>Sending Institution</b>	_____ <b>Date</b>
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_____ <b>Name</b> <b>Title</b> <b>Sending Institution</b>	_____ <b>Date</b>
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_____ <b>Name</b> <b>Title</b> <b>Receiving Institution</b>	_____ <b>Date</b>
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_____ <b>Name</b> <b>Title</b> <b>Receiving Institution</b>	_____ <b>Date</b>
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