

Articulation Agreement

**Harford Community College
and
Harford County Public Schools**

**College Credit for Prior Learning
at the High School**

Graduating Class of 2023



Table of Contents

Signed Statement of Agreement	2
Statement of Purpose.....	3
HCPS & HCC 2022-23 Course-to-Course Transfer Guide.....	4
Accounting	4
Business Administration.....	4
Business Management: Marketing.....	4
Computer Aided Design and Drafting	5
Cyber Security	5
Criminal Justice.....	5
Early Childhood Education.....	5
Teacher Academy of Maryland	6
Certified Welding.....	6
Computer Aided Design and Drafting	6
Computer Aided Machining	6
Project Lead the Way – Pre-Engineering	6
Interactive Media Productions	7
Academy of Health Professions.....	7
Project Lead the Way - Bio-Medical Sciences	8
Photography	8
Electrical Apprenticeship Program	9
HVAC Apprenticeship Program	9
Articulation Agreement Guidelines and Procedures.....	10
Criteria for Awarding Articulated Transfer Credit.....	11
Application Procedures	12
Procedures for HCPS Students.....	12
Request for Articulated High School Credit Forms.....	13/14

Signed Statement of Agreement

The following articulation agreement has been developed to meet the needs of students pursuing educational programs in Harford County Public Schools who are continuing their education at Harford Community College. Its purpose is to provide a continuing articulated program that builds on past learning experience and eliminates unnecessary duplication of instruction. Specific provisions of the 2022-2023 Articulation Agreement are listed on the following pages.

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Vice President for Academic Affairs
Harford Community College

Heather Kutcher
Executive Director of Curriculum and
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Date

Date

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Date

Date

Statement of Purpose

The agreement developed between Harford County Public Schools (HCPS) and Harford Community College (HCC) establishes a curriculum articulation based on competency achievements. Advanced standing may be granted to students who have met the required competencies and any other prerequisite criteria as stated in this handbook.

The application of articulated transfer credits toward a student's college graduation is dependent upon the student's chosen field of study. Students should meet with an academic advisor at HCC to determine if the credits awarded fulfill any degree requirements of that program. Students are reminded that articulated credit(s) may not transfer to other colleges.

The agreements listed in this handbook are effective for students who graduated from high school in 2023. Changes in either the HCPS or HCC requirements may warrant changes in the articulated program. The Business, Computing and Applied Technology division dean at HCC and the discipline faculty supervisor at HCPS are responsible for the implementation, maintenance, and revision of the articulation agreements.

**HCPS & HCC 2022-2023 Course-to-Course Transfer Guide
For the 2023 HCPS Graduating Class**

Some articulated courses require a competency before credit will be awarded. Contact the test center (www.harford.edu/testing) or the Academic Advising Office (www.harford.edu/advising) at HCC for more information.

HCC Degree or Certificate Program: Accounting		
HCPS Courses (Grade of A or B required)	HCC Articulated Courses	HCC Credits
Accounting Program: Principles of Business Management and Entrepreneurship AND Principles of Accounting and Finance AND Advanced Accounting AND Business/Entrepreneurship Capstone	ACCT 101: Accounting Principles I BA 101: Introduction to Business (A competency exam is required)	3 3
HCC Degree or Certificate Program: Business Administration		
HCPS Courses (Grade of A or B required)	HCC Articulated Courses	HCC Credits
Business Management Program: Principles of Business Management and Entrepreneurship AND Principles of Accounting and Finance AND Advanced Business Management AND Business/Entrepreneurship Capstone	BA 101: Introduction to Business ACCT 101: Accounting Principles I (A competency exam is required)	3 3
HCC Degree or Certificate Program: Business Management - Marketing		
HCPS Courses (Grade of A or B required)	HCC Articulated Courses	HCC Credits
Marketing Program: Principles of Business Management and Entrepreneurship AND Principles of Accounting and Finance AND Introduction to Marketing AND Business/Entrepreneurship Capstone	BA 101: Introduction to Business BA 203: Principles of Marketing ACCT 101: Accounting Principles I (A competency exam is required)	3 3 3
HCC Degree or Certificate Program: CADD		
HCPS Courses (Grade of A or B required)	HCC Articulated Courses	HCC Credits
Computer Aided Design & Drafting: Introduction to Construction AND CADD I AND CADD II	CADD 101: Introduction to CADD (A competency exam is required)	3

**HCPS & HCC 2022-2023 Course-to-Course Transfer Guide
For the 2023 HCPS Graduating Class**

HCC Degree or Certificate Program: Information Assurance and Cybersecurity		
HCPS Courses (Grade of A or B required)	HCC Articulated Courses	HCC Credits
Cyber Security Program: IT Essentials AND Intro. To Networking – CISCO 1 AND Switching and Routing – CISCO 2 AND CCNA Enterprise/Cyber Security Essentials – CISCO 3	CIS 102: Introduction to Information Science CIS 104: Computer Operating Systems CIS 210: Fundamentals of Network Security ISS 111: Cisco 1 ISS 112: Cisco 2 ISS 213: Cisco 3	3 3 3 4 4 4
HCC Degree or Certificate Program: Criminal Justice		
HCPS Courses (Grade of A or B required)	HCC Articulated Courses	HCC Credits
Homeland Security & Emergency Preparedness: Foundations of Homeland Security & Emergency Preparedness AND Administration of Justice I & II AND Internship/Capstone Experience	CJ 101: Introduction to Criminal Justice	3
HCC Degree or Certificate Program: Education (all degree types) AA, AAS, AAT ¹		
HCPS Courses (Grade of A or B required)	HCC Articulated Courses	HCC Credits
Learning About Children	EDUC 103: The Young Child	3
Working with Children I	EDUC 104: Materials & Curriculum in Early Childhood	3
Working with Children II ²	EDUC 101: Introduction to Education: Early Childhood through Secondary	3

¹ Credit for HCPS's Learning About Children, Working with Children I, & Working with Children II is applicable to all HCC education degree programs. See the [Harford Community College](#) catalog degree program information.

² Working with Children II will articulate with EDUC 101 through the AY 2025-2026.

**HCPS & HCC 2022-2023 Course-to-Course Transfer Guide
For the 2023 HCPS Graduating Class**

HCC Degree or Certificate Program: Teacher Education		
HCPS Courses (Grade of A or B required)	HCC Articulated Courses	HCC Credits
Teacher Academy of Maryland: Human Growth & Development Through Adolescence AND Teaching as a Profession AND Foundations Curriculum & Instruction AND Teacher Academy of Maryland Internship	EDUC 100: Professionalism and Ethics in Teaching EDUC 101: Introduction to Education: Early Childhood through Secondary	3 3
HCC Degree or Certificate Program: Engineering Technology		
HCPS Courses* (Grade of A or B required)	HCC Articulated Courses	HCC Credits
Certified Welding Program: Introduction to Manufacturing AND Certified Welding I AND Certified Welding II	ENGT 160: Welding I ENGT 162: Welding II	3 3
Computer Aided Design & Drafting: Introduction to Construction AND CADD I AND CADD II	CADD 101: Introduction to CADD ENGT 102: Blueprint Reading (A competency exam is required for both CADD 101 and ENGT 102)	3 1
Computer Aided Machining/High Performance Manufacturing (CAM/HPM): Introduction to Manufacturing AND CAM/HPM I AND CAM/HPM II	ENGT 150: Machining I ENGT 152: Machining II	3 3
Project Lead the Way Pre-Engineering: Principles of Engineering AND Digital Electronics AND Specialty Course AND Engineering Design & Development	ENGT 101: Introduction to Engineering Technology (A competency exam is required)	3

**HCPS & HCC 2022-2023 Course-to-Course Transfer Guide
For the 2023 HCPS Graduating Class**

HCC Degree or Certificate Program: Interactive Media Production, AAS (pending MHEC Approval)		
HCPS Courses (Grade of A or B required)	HCC Articulated Courses	HCC Credits
Interactive Media Production Completer Program: Principles of Art, Media and Communication Interactive Media and Design I Interactive Media and Design II Interactive Media Production (IMP) Portfolio Capstone/Internship	IM 110: Introduction to Interactive Media Design	3
HCC Degree or Certificate Program: Medical Assisting		
HCPS Courses (Grade of A or B required)	HCC Articulated Courses	HCC Credits
Academy of Health Professions: Foundations of Medicine and Health Science AND Structure and Functions of the Human Body AND Certified Nursing Assistant OR Certified Medical Assistant OR Certified Physical Rehabilitation AND Allied Health Internship AND CNA Clinical Internship	AHS 101: Medical Terminology & Ethics (A competency exam is required)	3
HCC Degree or Certificate Program: Nursing		
HCPS Courses (Grade of A or B required)	HCC Articulated Courses	HCC Credits
Academy of Health Professions: Foundation of Medicine and Health Science AND Structure and Functions of the Human Body AND Certified Nursing Assistant AND Allied Health Internship AND CNA Clinical Internship Contact Health Occupations Instructor at Harford Technical High School and Harford Community College Nursing Program Office (443-412-2229).	1. This agreement is in accordance with the Memorandum of Understanding between Harford County Public Schools in conjunction with Harford Technical High School's (HTHS) Academy of Health Professions Program and Harford Community College. 2. Two seats per year, for Fall and Spring Nursing admitting classes, will be held for HTHS CNA graduates who meet the eligibility: a) a competitive GPA b) completion of required credits c) Letter of recommendation from their HTHS clinical instructor.	Contact Health Occupations Instructor at Harford Technical High School and Harford Community College Nursing Program Office 443-412-2229.

**HCPS & HCC 2022-2023 Course-to-Course Transfer Guide
For the 2023 HCPS Graduating Class**

<p>Biomedical Sciences Program:</p> <p>Principles of Biomedical Science AND Human Body Systems AND Medical Interventions AND Biomedical Innovation</p>	<p>Any student entering the nursing program who has maintained a B or better in all Biomedical Science courses as well as Biomedical Science Biology and Honors Chemistry may enroll at HCC and receive transcribed credit for BIO 119* - Biology for Allied Health, which is the equivalent of Biology 190 at Towson University.</p> <p align="center">OR</p> <p>Any student that completes the program in good standing may enroll at HCC and receive transcribed credit for BIO 108 Lecture/BIO 116 Lab which is a General Education Science Lab course.</p>	<p align="center">4</p>
<p>HCC Degree or Certificate Program: Photography</p>		
<p>HCPS Courses (Grade of A or B required)</p>	<p>HCC Articulated Courses</p>	<p>HCC Credits</p>
<p>Photography I</p>	<p>PHOTO 101: Photography I (Requires a portfolio review)</p>	<p align="center">3</p>

**HCPS & HCC 2022-2023 Course-to-Course Transfer Guide
For the 2023 HCPS Graduating Class**

Electrical Apprenticeship Program	
HCPS Courses	HCC Articulated Courses
Electricity: Introduction to Construction AND Electricity I & II	In accordance with the agreement with the Harford County Electrical Contractors Association will recognize the first year of the EAP and up to one thousand (1,000) hours of work-study experience and summer employment in the electrical industry for students enrolled in the Electrical Construction Program at Harford Technical High School toward the fulfillment of the eight thousand (8,000) hours of the on-the-job-training requirement needed to graduate from the Electrical Apprenticeship Program. Contact Matt Baylis at 443-412-2728 for more information.
HVAC Apprenticeship Program	
HCPS Courses (Grade of 85% or higher required)	HCC Articulated Courses
HVAC: HVAC I & HVAC II	In accordance with the agreement between the Heating and Air Conditioning Contractors (HACC) that is partnered with Harford Community College (HCC), students/apprentices may apply for an academic waiver for the first year of apprenticeship and/or may apply up to 1,000 on-the-job training hours toward their first year of apprenticeship with HACC at HCC with the current employer. Contact Matt Baylis at 443-412-2728 for more information.

Recognized work/training from HCPS to Apprenticeship Programs

**HCPS & HCC 2022-2023 Course-to-Course Transfer Guide
For the 2023 HCPS Graduating Class**

Articulation Agreement Guidelines and Procedures

Guidelines for Initiating, Approving and Reviewing Articulated Transfer Credits

1. Any HCPS teacher or HCC faculty member interested in initiating an agreement for articulated credit for a course or courses should contact his/her area supervisor or division dean, as appropriate, for initial approval.
2. If supporting the proposed agreement, the supervisor/division dean should contact his/her HCPS/HCC counterpart to determine if a consensus exists between both agencies to pursue the proposed articulation agreement.
3. Upon agreement of both parties, a team should be formed consisting of representative teaching faculty from both agencies. If deemed appropriate, because of their expertise area supervisors or division deans may be included on the work team. The work team should follow these steps for negotiating the articulation agreement:
 - a. HCPS and HCC work team members will review their counterpart's course syllabi, objectives, outlines, textbooks, examinations, lab requirements and outside assignments.
 - b. HCPS faculty and HCC faculty will individually list desired outcomes/competencies (skill and didactic) for the courses being reviewed and compare lists for similarities/differences. The Articulated Transfer Course Competency Analysis Form should be used for this purpose.
 - c. The work team will then negotiate coverage of material in non-matched areas and revise course outlines and other course materials as necessary and agreed upon.
 - d. After completing its work, the work team should deliver its proposed Articulated Agreement to the respective supervisor/division dean for his/her review and approval. The Vice President for Academic Affairs at HCC will give final approval for granting of HCC credit and will maintain all formal articulation agreements.
4. Articulation Agreements will be reviewed annually by supervisors and division deans and updated if needed. The review should be completed by May 31 of each year so this *From High School to College Transfer Guide* can be updated for the upcoming academic year.
5. The Office of the Vice President for Academic Affairs will initiate the annual review.

**HCPS & HCC 2022-2023 Course-to-Course Transfer Guide
For the 2023 HCPS Graduating Class**

Criteria for Awarding Articulated Transfer Credit

All students participating in the articulated program are required to meet the following criteria in addition to the specific requirements of their program agreements:

1. Students will receive credits based on work completed in high school that will be articulated and applied to the total number of credits earned at HCC. Students are not required to pay any tuition for the articulated transfer credits.
2. Students must successfully complete a three-credit course with a grade of C or better at HCC before any articulated transfer credits, which have been held in escrow, will be awarded.
3. If students are unable to make satisfactory progress in an advanced course in the area for which an articulated transfer credit has been awarded, they may, at the discretion of the faculty, be required to complete a lower-level course.
4. Students must complete the credits outlined on the program Articulation Agreement Form with a grade of B or better at the high school before articulated transfer credit is posted in the transcript.
5. Students must apply for articulated transfer credit within two years of high school graduation.
6. Articulation agreements may change annually as both the high schools and HCC change curricula. Therefore, students will be awarded transfer credit based on the agreement in effect at the time of their high school graduation.
7. Students may transfer a maximum of twelve credits through articulation. Students enrolled in a certificate program at HCC may receive no more than fifty percent of the certificate requirements through articulated transfer credits.

**HCPS & HCC 2022-2023 Course-to-Course Transfer Guide
For the 2023 HCPS Graduating Class**

Application Procedures

Applications to the program will initially be made at HCC.

HCC has an agreement with HCPS to award college credits for selected high school courses successfully completed within specific guidelines. These credits are designated as “articulated transfer credits.”

Procedures For HCPS Students

1. Apply for admission to HCC by using the college Application for Enrollment form, indicating your educational goal as “degree” or “certificate.” An official copy of your high school transcript will be required.
2. Complete HCC’s academic skills assessment in reading, writing, and mathematics, unless exempt.
3. Inform an HCC academic advisor/counselor of the request for articulated transfer credit.
4. Complete the *Request for Articulated Harford Community College Credit* form and send to the Registration and Records Office at HCC.
5. Unless otherwise noted in the articulation agreement, register for and successfully complete a three-credit course with at least a grade of “C” at HCC.

A confirmation of the articulated transfer credit will be sent to students if all terms of the agreement have been completed.

HCC’s Registration and Records Office, 443-412-2222, will provide additional assistance.

NOTE: Copies of these procedures and forms are available to students from their high school counselors or HCC’s Registration and Records Office (443-412-2222).

HCPS & HCC 2022-2023 Course-to-Course Transfer Guide For the 2023 HCPS Graduating Class



HARFORD
COMMUNITY COLLEGE

Request for Articulated High School Credit **Harford Community College – Harford County Public Schools**

Harford ID: H. _____

Last Name: _____ First Name: _____

Through an agreement between Harford Community College and Harford County Public Schools, high school graduates may be awarded college credit for courses completed in high school.

✓ Read & Complete Both Sides

The “Articulated Programs Handbook” details the **guidelines** of this agreement and lists which high school courses are included. Visit: **<https://www.harford.edu/student-services/academic-advising/college-articulation-and-transfer-information.aspx>**

Submit an **official final high school transcript** to Registration & Records.

Must have earned final grade of **“A” or “B”** in HS courses requested for articulation.

Complete a **three credit course** at Harford with an earned grade of “C” or better, before credit posts.

Apply for articulated credit and meet all requirements within **two years** of your HS graduation.

In addition to the completed HS coursework, a **competency exam** passing score is **required** to receive articulated credit for the following Harford courses:

ACCT 101	Accounting Principles I
AHS 101	Medical Terminology & Ethics
BA 101	Introduction to Business
BA 145	Farm & Agribusiness Management
BA 203	Principles of Marketing
CADD 101	Introduction to CADD
CIS 102	Introduction to Information Sciences
CIS 106	Introduction to Microsoft Office
ELEC 105	Introduction to Electronics
ENGR 101	Engineering Drawing I
ENGT 102	Blueprint Reading
PHOT 101	Photography I (portfolio review)

There is **no guarantee** of the transfer of high school articulated credit. If you plan to transfer, it is recommended that you check with your intended transfer institution regarding their transfer policy.

Articulated credit is awarded only if it is **applicable** to your declared program at HCC.

A maximum of twelve (12) HS articulated credits and a maximum total of thirty (30) non-traditional credits may be used towards completion of degree requirements. Of the maximum 30 credits no more than fifteen (15) credits may be a combination of HCC division exams and portfolio review. Non-traditional credit includes: division exams, military, national exams (CLEP, AP, IB, DSST), professional training, portfolio, and articulated.

Once credit is posted to your Harford transcript; you will receive email notification through OwlMail.

HCPS & HCC 2022-2023 Course-to-Course Transfer Guide For the 2023 HCPS Graduating Class



HARFORD
COMMUNITY COLLEGE

Request for Articulated High School Credit Harford Community College – Harford County Public Schools

Last Name: _____ First Name: _____ H#: _____

STEP 1	Enter HS Course/s You Took for Possible Articulated Credit																
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">HCPS Course Title: _____</td> <td style="width: 15%;">Year Taken: _____</td> <td style="width: 15%;">Final Grade: _____</td> <td rowspan="5" style="width: 25%; border: 1px solid black; text-align: center; vertical-align: middle;"><i>Official Use Only</i></td> </tr> <tr> <td>HCPS Course Title: _____</td> <td>Year Taken: _____</td> <td>Final Grade: _____</td> </tr> <tr> <td>HCPS Course Title: _____</td> <td>Year Taken: _____</td> <td>Final Grade: _____</td> </tr> <tr> <td>HCPS Course Title: _____</td> <td>Year Taken: _____</td> <td>Final Grade: _____</td> </tr> <tr> <td>HCPS Course Title: _____</td> <td>Year Taken: _____</td> <td>Final Grade: _____</td> </tr> </table>	HCPS Course Title: _____	Year Taken: _____	Final Grade: _____	<i>Official Use Only</i>	HCPS Course Title: _____	Year Taken: _____	Final Grade: _____	HCPS Course Title: _____	Year Taken: _____	Final Grade: _____	HCPS Course Title: _____	Year Taken: _____	Final Grade: _____	HCPS Course Title: _____	Year Taken: _____	Final Grade: _____
HCPS Course Title: _____	Year Taken: _____	Final Grade: _____	<i>Official Use Only</i>														
HCPS Course Title: _____	Year Taken: _____	Final Grade: _____															
HCPS Course Title: _____	Year Taken: _____	Final Grade: _____															
HCPS Course Title: _____	Year Taken: _____	Final Grade: _____															
HCPS Course Title: _____	Year Taken: _____	Final Grade: _____															
STEP 2	Review Course List on Front to See If Competency Exam is Required There is no fee for HS course competency exams.																
Competency exam required? <ul style="list-style-type: none"> <input type="checkbox"/> No, STOP. Sign & date form and submit to Registration & Records, Student Ctr. <input type="checkbox"/> Yes, schedule competency exam by contacting Dean Kelly Koermer, kkoermer@harford.edu, Bel Air Hall, Rm 210, (443) 412-2382. Exam appointment is: Bldg/Rm: _____ Month: _____ Day: _____ Time: _____ Sign, date, and bring this form along with your HCC photo ID to take your competency exam/s.																	

I agree that I have read and followed the instructions for requesting articulated HS credit.

_____ *Student Signature*

_____ *Date*

OFFICIAL USE ONLY – STEPS 3 & 4

STEP 3	Reporting Competency Exam Results, if required. Evaluator/Dean enters information for STEP 3
HCC exam taken: CRSE SUBJ: _____ CRSE #: _____ Score: _____ Award credit: YES NO (circle one) HCC exam taken: CRSE SUBJ: _____ CRSE #: _____ Score: _____ Award credit: YES NO (circle one)	
Dean Koermer's signature: _____ Date: _____	
Dean Koermer retains COPY . ORIGINAL forwarded to Registration & Records/Transcript Evaluator, Student Center	

STEP 4	Awarding Articulated High School Credit - Registration & Records
R&R date received: _____ Final HS transcript received by HCC: Yes No HS Graduation Yr: _____ Student Admit Term: _____ Program of Study: _____	
<input type="checkbox"/> Competency Exam Result scanned <input type="checkbox"/> Emailed to student	
Pending 3 credit "C" @ HCC: Yes No Credit Post Date: _____/Initials: _____	