From High School to College

Transfer Guide

Effective Fall 2018

Prepared by Harford Community College in conjunction with Harford County Public Schools to facilitate the awarding of articulated college credit
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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 2018-2019 Articulation Agreement are listed on the following pages.

Dianna G. Phillips, Ph.D.
President
Harford Community College

4.24.2018
Date

Mrs. Barbara P. Canavan
Superintendent of Schools
Harford County Public Schools

April 30, 2018
Date

Dr. Steven Thomas
Vice President for Academic Affairs
Harford Community College

4.16.2018
Date

Dr. Susan P. Brown
Executive Director of Curriculum and Assessment
Harford County Public Schools

4/30/18
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 2018. 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.
Program Articulation Agreement Listing

2018-2019

- Accounting
- Agricultural Studies
- Business Administration
- Business Management – Agribusiness
- Business Management – Marketing
- Computer Aided Design and Drafting
- Criminal Justice
- Early Childhood Education
- Electrical Apprenticeship
- Engineering
- Engineering Technology
- Information Assurance and Cybersecurity
- Medical Assistant
- Nursing
- Photography
- Teacher Education
ARTICULATION COORDINATORS

HARFORD COUNTY PUBLIC SCHOOLS
ARTICULATION COORDINATOR

Robert M. Limpert
Supervisor of Career and Technical Education and Magnet Programs
Harford County Public Schools
410-588-5244

HARFORD COMMUNITY COLLEGE
ENROLLMENT SERVICES

Patrick S. Elliott
Associate Vice President for Enrollment Services
Harford Community College
443-412-2345

PROGRAM CONTACTS

ACCOUNTING

Robert Limpert
Supervisor of Career and Technical Education and Magnet Programs
Harford County Public Schools
410-588-5244

James Baker
Assistant Professor & Program Coordinator
Harford Community College
443-412-2374

AGRICULTURAL STUDIES

Robert Limpert
Supervisor of Career and Technical Education and Magnet Programs
Harford County Public Schools
410-588-5244

James Baker
Assistant Professor & Program Coordinator
Harford Community College
443-412-2374

BUSINESS ADMINISTRATION

Robert Limpert
Supervisor of Career and Technical Education and Magnet Programs
Harford County Public Schools
410-588-5244

James Baker
Assistant Professor & Program Coordinator
Harford Community College
443-412-2374
BUSINESS MANAGEMENT
AGROBUSINESS/AGRICULTURAL STUDIES

Robert Limpert
Supervisor of Career and Technical Education and Magnet Programs
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James Baker
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443-412-2374

BUSINESS MANAGEMENT - MARKETING

Robert Limpert
Supervisor of Career and Technical Education and Magnet Programs
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410-588-5244

James Baker
Assistant Professor & Program Coordinator
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443-412-2374

COMPUTER AIDED DESIGN AND DRAFTING

Robert Limpert
Supervisor of Career and Technical Education and Magnet Programs
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410-588-5244

Steve Johnson
Faculty – Computer Aided Drafting and Design
Harford Community College
443-412-2641

CRIMINAL JUSTICE

Robert Limpert
Supervisor of Career and Technical Education and Magnet Programs
Harford County Public Schools
410-588-5244

AnnMarie Profili
Faculty – Paralegal Studies
Harford Community College
443-412-2214

EARLY CHILDHOOD EDUCATION

Robert Limpert
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410-588-5244

Laura Hutton
Associate Professor & Program Coordinator
Harford Community College
443-412-2648
ELECTRICAL APPRENTICESHIP PROGRAM

Robert Limpert  
Supervisor of Career and Technical Education and Magnet Programs  
Harford County Public Schools  
410-588-5244

Victor Cyran  
Director of Business and Industry Training  
Harford Community College  
443-412-2398

ENGINEERING

Robert Limpert  
Supervisor of Career and Technical Education and Magnet Programs  
Harford County Public Schools  
410-588-5244

Pamela Pape-Lindstrom  
Dean of Science, Technology, Engineering and Mathematics  
Harford Community College  
443-412-2301

ENGINEERING TECHNOLOGY

Robert Limpert  
Supervisor of Career and Technical Education and Magnet Programs  
Harford County Public Schools  
410-588-5244

David Antal  
Coordinator of Applied Technology  
Harford Community College  
443-412-2472

INFORMATION ASSURANCE AND CYBERSECURITY

Robert Limpert  
Supervisor of Career and Technical Education and Magnet Programs  
Harford County Public Schools  
410-588-5244

David Law  
Cybersecurity and Information Assurance Faculty  
Harford Community College  
443-412-2264

MEDICAL ASSISTANT

Robert Limpert  
Supervisor of Career and Technical Education and Magnet Programs Harford County Public Schools  
410-588-5244

Laura Preston  
Dean of Nursing and Allied Health Professions  
Harford Community College  
443-412-2438
NURSING

Robert Limpert
Supervisor of Career and Technical Education and Magnet Programs
Harford County Public Schools
410-588-5244

Laura Preston
Dean of Nursing and Allied Health Professions
Harford Community College
443-412-2438

PHOTOGRAPHY

Jeffrey Winfield
Supervisor of Fine Arts
Harford County Public Schools
410-588-5277

Jeff Rollinger
Professor – Art and Design/Photography
Harford Community College
443-412-2350

TEACHER EDUCATION

Robert Limpert
Supervisor of Career and Technical Education and Magnet Programs
Harford County Public Schools
410-588-5244

Laura Hutton
Assistant Professor – Education
Harford Community College
443-412-2093
## PROGRAM ARTICULATION AGREEMENTS
### 2018-19

### Accounting

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC credits</th>
</tr>
</thead>
</table>
| Accounting Program: Principles of Business Administration and Management **AND** Financial Management with Software Applications **AND** Accounting I **AND** Accounting II **OR** Principles of Business Management and Entrepreneurship **AND** Principles of Accounting and Finance **AND** Advanced Accounting **AND** Business/Entrepreneurship Capstone | *BA 101 – Introduction to Business*  
*ACCT 101 – Accounting Principles I* | 3  
3 |

*A competency exam will be required before credit will be awarded.*

### Agricultural Studies – TPS Degree

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Resources &amp; Agricultural Sciences Program-Environmental Science Pathway: Foundation of NRAS <strong>AND</strong> Wildlife Management &amp; Sciences <strong>AND</strong> Wetlands &amp; Aquatics Sciences <strong>AND</strong> Research and Applications in NRAS</td>
<td><em>ENV 122 – Introduction to Soil Sciences</em></td>
<td>3</td>
</tr>
<tr>
<td>Natural Resources &amp; Agricultural Sciences Program- Plant Science Pathway: Foundation of NRAS <strong>AND</strong> Plant Propagation and Production <strong>AND</strong> Edible, Ornamental and Environmental Plants <strong>AND</strong> Research and Applications in NRA</td>
<td><em>BIO 110 – Introduction to Plant Science</em></td>
<td>4</td>
</tr>
</tbody>
</table>

*A competency exam will be required before credit will be awarded.*
## Business Administration

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Management Program:</strong>&lt;br&gt;Principles of Business Administration and Management <strong>AND</strong>&lt;br&gt;Financial Management with Software Applications <strong>AND</strong>&lt;br&gt;e-Business (Entrepreneurship) <strong>AND</strong> Accounting I OR&lt;br&gt;Principles of Business Management and Entrepreneurship <strong>AND</strong>&lt;br&gt;Principles of Accounting and Finance <strong>AND</strong>&lt;br&gt;Advanced Business Management <strong>AND</strong>&lt;br&gt;Business/Entrepreneurship Capstone</td>
<td>*BA 101 — Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

*A competency exam will be required before credit will be awarded.

## Business Management – Agribusiness

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Natural Resources &amp; Agricultural Sciences Program-Animal Science Pathway:</strong>&lt;br&gt;Foundations of NRAS <strong>AND</strong> Comparative Anatomy &amp; Physiology of Farm Animals <strong>AND</strong> Animal Management Sciences <strong>AND</strong> Research &amp; Applications in NRAS</td>
<td>*BA 145 — Farm and Agribusiness Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Agriculture/Animal Science Program:</strong>&lt;br&gt;Animal Science I <strong>AND</strong> Animal Science II <strong>AND</strong> Animal Science III</td>
<td>* BA 145 — Farm and Agribusiness Management</td>
<td>3</td>
</tr>
</tbody>
</table>

*A competency exam will be required before credit will be awarded.*
### Business Management – Marketing

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC Credits</th>
</tr>
</thead>
</table>
*BA 203 – Principles of Marketing | 3  
3 |

* A competency exam will be required before credit will be awarded.

### Computer Aided Design and Drafting

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Aided Design &amp; Drafting (CADD) Program: Introduction to Construction AND CADD I AND CADD II</td>
<td>*CADD 101 – Introduction to CADD</td>
<td>3</td>
</tr>
</tbody>
</table>

* A competency exam will be required before credit will be awarded

### Criminal Justice

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC credits</th>
</tr>
</thead>
</table>
### Early Childhood Education

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning About Children</td>
<td>EDUC 103 – The Young Child</td>
<td>3</td>
</tr>
<tr>
<td>Working with Children I</td>
<td>EDUC 104 – Materials and Curriculum in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>Working With Children II</td>
<td>EDUC 113 – Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electrical Apprenticeship

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Agreement</th>
<th>For more information</th>
</tr>
</thead>
</table>
| Electricity Program: Introduction to Construction **AND**  
Electricity I **AND**  
Electricity II | In accordance with, and under the agreement with Harford Community College, the Harford County Electrical Contractors Association will recognize up to two thousand (2,000) 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/see Victor Cyran 443-412-2398 |

### Engineering

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC credits</th>
</tr>
</thead>
</table>
| Project Lead the Way Pre-Engineering Program:  
Principles of Engineering **AND**  
Digital Electronics **AND**  
Specialty Course **AND**  
Engineering Design and Development | *ENGR 103 – Introduction to Engineering Design* | 4                     |

* A competency exam will be required before credit will be awarded.
# Engineering Technology

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certified Welding Program:</strong> Introduction to Manufacturing AND Certified Welding I AND Certified Welding II</td>
<td>*ENGR 101 – Engineering Drawing I</td>
<td>2</td>
</tr>
</tbody>
</table>
| **Computer Aided Design & Drafting (CADD) Program:** Introduction to Construction AND CADD I AND CADD II | *CADD 101 – Introduction to CADD
*ENGR 101 – Engineering Drawing I
*ENGT 102 – Blueprint Reading | 3 2 1 |
| **Computer Aided Machining/High Performance Manufacturing (CAM/HPM) Program:** Introduction to Manufacturing AND CAM/HPM I AND CAM/HPM II | *ENGR 101 – Engineering Drawing I | 2 |
| **Computer & Networking Technology (CNT) Program:** Introduction to Manufacturing AND CNT I AND CNT II | *ELEC 105 – Introduction to Electronics | 4 |
| **Project Lead the Way Pre-Engineering Program:** Principles of Engineering AND Digital Electronics AND Specialty Course AND Engineering Design and Development | *ENGT 101 – Introduction to Engineering Technology | 3 |

* A competency exam will be required before credit will be awarded.
### Information Assurance and Cybersecurity

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC credits</th>
</tr>
</thead>
</table>

* A competency exam will be required before credit will be awarded.

### Medical Assisting

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Health Professions Program: Foundations of Medicine and Health Science AND Structure and Functions of the Human Body AND Certified Nursing Assistant OR Certified Clinical Medical Assistant OR Certified Physical Rehabilitation AND Allied Health Internship AND CNA Clinical Internship</td>
<td>*AHS 101 – Medical Terminology &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Health Occupations Program: Health Occupations I AND Health Occupations II AND Health Occupations III</td>
<td>*AHS 101 – Medical Terminology &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Biomedical Sciences Program: Principles of Biomedical Science AND Human Body Systems AND Medical Interventions AND Biomedical Innovation</td>
<td>Any student that completes the program in good standing may enroll at HCC and receive transcripted credit for BIO 108 Lecture/BIO 116 Lab which is a General Ed Science Lab course. The student will have to provide transcripts and meet with Dean Wrobel at HCC.</td>
<td>4</td>
</tr>
</tbody>
</table>

* A competency exam will be required before credit will be awarded.
# Nursing

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Agreement</th>
<th>For more information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Health Professions Program:</td>
<td>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</td>
<td>Contact Health Occupations Instructor at Harford Technical High School and Harford Community College Nursing Program Office 443-412-2229.</td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Biomedical Sciences Program: Principles of Biomedical Science AND Human Body Systems AND Medical Interventions AND Biomedical Innovation | 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 transcripted credit for BIO 119* - Biology for Allied Health, which is the equivalent of Biology 190 at Towson University. The student will have to provide transcripts and meet with Dean Wrobel at HCC. | 4 |

*Students desiring to articulate BIO 119 are reminded to meet with Dean Pape-Linstrom so they may receive approval to enroll in additional biology classes, such as BIO 203.*

# Photography

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B and Portfolio Review required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photography I</td>
<td>*PHOT 101 – Photography I</td>
<td>3</td>
</tr>
</tbody>
</table>

*Portfolio review required before credit is awarded*
### Teacher Education

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Course(s)</th>
<th>Number of HCC Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Academy of Maryland Program: Human Growth &amp; Development Through Adolescence AND Teaching as a Profession AND Foundations Curriculum &amp; Instruction AND Teacher Academy of Maryland Internship</td>
<td>EDUC 101 – Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSYC 202 – Child Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
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 (see pg.20).
   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.
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 college 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 HCPS and HCC modify 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.
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 Admissions 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 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 (see p. 22).

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).
ARTICULATION AGREEMENT FORMS

HARFORD COMMUNITY COLLEGE
And
HARFORD COUNTY PUBLIC SCHOOLS

Articulated Transfer Course Competency Analysis Form
(To be used by the Work Team in reviewing/comparing course competencies)

Harford County Public Schools                                Harford Community College

Course title:                                                Course title:
Course number:                                              Course number:
Text:                                                       Text:

☐ HCPS COMPETENCIES TAUGHT                                  MATCH                                      HCC COMPETENCIES TAUGHT

1.                                                           ☐

2.                                                           ☐

3.                                                           ☐

4.                                                           ☐

5.                                                           ☐

USE AS MANY FORMS AS NEEDED.
Articulation Agreement Form

HARFORD COMMUNITY COLLEGE
And
HARFORD COUNTY PUBLIC SCHOOLS

PROGRAM NAME: ____________________________

<table>
<thead>
<tr>
<th>Public School Course(s) (Grade of A or B required)</th>
<th>Harford Community College Articulated Transfer Course(s)</th>
<th>Number of HCC Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Articulation Coordinator
Harford County Public Schools

Articulation Coordinator
Harford Community College

Superintendent
Harford County Public Schools

Vice President for Academic Affairs
Harford Community College
Request for Articulated Harford Community College Credit

Through an agreement between Harford County Public Schools and Harford Community College, high school graduates may be awarded college credit for courses completed in high school. Articulated credit will be awarded if the high school course(s) are applicable to the student’s declared program at HCC. The *From High School to College Transfer Guide* details the guidelines of the agreement and lists which high school courses are included. High school teachers and counselors and the HCC Registration and Records Office maintain copies of the handbook.

Please note that articulated transfer credit may not transfer to other colleges.

**Students please complete the following:**
1. Submit an official high school transcript to the HCC Registration and Records Office located in the Student Center.
2. Complete the following (please print):

   Name ______________________________________________________

   ID# ___________________________ Home Phone # ___________________________

   Address ___________________________________________________________

   High School __________________________ Year of Graduation _________

<table>
<thead>
<tr>
<th>High School Course(s) Completed for Articulated Transfer Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
</tr>
<tr>
<td>----------------</td>
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<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

3. **Please Note:** Credits will be posted to the student’s record after:
   a) Completion of a three-credit course at HCC, with a grade of “C” or better.
   b) Completion of any additional prerequisites as stated in the *From High School to College Transfer Guide*.

4. Return this form to the HCC Registration and Records Office. Students must apply for articulated transfer credit within two years of high school graduation.

Signature of Student ___________________________ Date ___________