



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

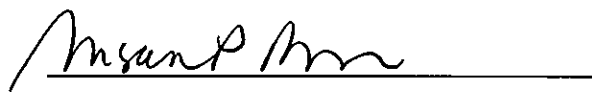
Date



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
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James Baker
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Harford Community College
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AGRICULTURAL STUDIES

Robert Limpert
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James Baker
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BUSINESS ADMINISTRATION

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**BUSINESS MANAGEMENT
AGRIBUSINESS/AGRICULTURAL STUDIES**

Robert Limpert
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James Baker
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BUSINESS MANAGEMENT- MARKETING

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COMPUTER AIDED DESIGN AND DRAFTING

Robert Limpert
Supervisor of Career and Technical
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Steve Johnson
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Harford Community College
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CRIMINAL JUSTICE

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Harford County Public Schools
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AnnMarie Profili
Faculty – Paralegal Studies
Harford Community College
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EARLY CHILDHOOD EDUCATION

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Education and Magnet Programs
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Laura Hutton
Associate Professor &
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Harford Community College
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ELECTRICAL APPRENTICESHIP PROGRAM

Robert Limpert
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Victor Cyran
Director of Business and Industry Training
Harford Community College
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ENGINEERING

Robert Limpert
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Education and Magnet Programs
Harford County Public Schools
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Pamela Pape-Lindstrom
Dean of Science, Technology, Engineering
and Mathematics
Harford Community College
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ENGINEERING TECHNOLOGY

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David Antol
Coordinator of Applied Technology
Harford Community College
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INFORMATION ASSURANCE AND CYBERSECURITY

Robert Limpert
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Education and Magnet Programs
Harford County Public Schools
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Cybersecurity and Information Assurance
Faculty
Harford Community College
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MEDICAL ASSISTANT

Robert Limpert
Supervisor of Career and Technical
Education and Magnet Programs Harford
County Public Schools
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Laura Preston
Dean of Nursing and Allied Health
Professions
Harford Community College
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NURSING

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410-588-5244

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PHOTOGRAPHY

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Harford County Public Schools
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Jeff Rollinger
Professor – Art and Design/Photography
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TEACHER EDUCATION

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PROGRAM ARTICULATION AGREEMENTS
2018-19

Accounting

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Course(s)	Number of HCC credits
<u>Accounting Program:</u> 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

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

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

Business Administration

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Course(s)	Number of HCC Credits
<u>Business Management Program:</u> Principles of Business Administration and Management AND Financial Management with Software Applications AND e-Business (Entrepreneurship) AND Accounting I OR 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	3

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

Business Management – Agribusiness

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Course(s)	Number of HCC Credits
<u>Natural Resources & Agricultural Sciences Program-Animal Science Pathway:</u> Foundations of NRAS AND Comparative Anatomy & Physiology of Farm Animals AND Animal Management Sciences AND Research & Applications in NRAS	*BA 145 – Farm and Agribusiness Management	3
<u>Agriculture/ Animal Science Program:</u> Animal Science I AND Animal Science II AND Animal Science III	* BA 145 – Farm and Agribusiness Management	3

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

Business Management – Marketing

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Course(s)	Number of HCC Credits
<u>Marketing Program:</u> Principles of Business Administration and Management AND Financial Management with Software Applications AND Marketing I AND Marketing II OR 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	3 3

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

Computer Aided Design and Drafting

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

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

Criminal Justice

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Course(s)	Number of HCC credits
<u>Homeland Security & Emergency Preparedness Program:</u> Foundations of Homeland Security & Emergency Preparedness AND Administration of Justice I AND Administration of Justice II AND Internship/Capstone Experience	CJ 101 – Introduction to Criminal Justice	3

Early Childhood Education

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

Electrical Apprenticeship

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Agreement	For more information
<u>Electricity Program:</u> 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

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Course(s)	Number of HCC credits
<u>Project Lead the Way Pre-Engineering Program:</u> 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

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Course(s)	Number of HCC credits
<u>Certified Welding Program:</u> Introduction to Manufacturing AND Certified Welding I AND Certified Welding II	*ENGR 101 – Engineering Drawing I	2
<u>Computer Aided Design & Drafting (CADD) Program:</u> 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
<u>Computer Aided Machining/High Performance Manufacturing (CAM/HPM) Program:</u> Introduction to Manufacturing AND CAM/HPM I AND CAM/HPM II	*ENGR 101 – Engineering Drawing I	2
<u>Computer & Networking Technology (CNT) Program:</u> Introduction to Manufacturing AND CNT I AND CNT II	*ELEC 105 – Introduction to Electronics	4
<u>Project Lead the Way Pre-Engineering Program:</u> 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

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Course(s)	Number of HCC credits
Cyber Security Program: IT Essentials AND Security + AND Ethics and the Information Age	* CIS 102 Introduction to Information Sciences	3
	*CIS 104 Computer Operating Systems	3
	*CIS 210 Fundamentals of Network Security	3

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

Medical Assisting

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Course(s)	Number of HCC credits
<u>Academy of Health Professions Program:</u> 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	*AHS 101 – Medical Terminology & Ethics	3
<u>Health Occupations Program:</u> Health Occupations I AND Health Occupations II AND Health Occupations III	*AHS 101 – Medical Terminology & Ethics	3
<u>Biomedical Sciences Program:</u> Principles of Biomedical Science AND Human Body Systems AND Medical Interventions AND Biomedical Innovation	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 Ed Science Lab course. The student will have to provide transcripts and meet with Dean Wrobel at HCC.	4

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

Nursing

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Agreement	For more information
<u>Academy of Health Professions Program:</u> 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	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: <ol style="list-style-type: none"> 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.
<u>Biomedical Sciences Program:</u> 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 transcribed 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

Public School Course(s) (Grade of A or B and Portfolio Review required)	Harford Community College Articulated Course(s)	Number of HCC credits
Photography I	*PHOT 101 – Photography I	3

* **Portfolio** review required before credit is awarded

Teacher Education

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Course(s)	Number of HCC Credits
Teacher Academy of Maryland Program: Human Growth & Development Through Adolescence AND Teaching as a Profession AND Foundations Curriculum & Instruction AND Teacher Academy of Maryland Internship	EDUC 101– Introduction to Education PSYC 202 – Child Psychology	3 3

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 number:
Text:

Course title:
Course number:
Course credit hours:
Text:

<input type="checkbox"/> HCPS COMPETENCIES TAUGHT	<u>MATCH</u>	HCC COMPETENCIES TAUGHT
1.	<input type="checkbox"/>	
2.	<input type="checkbox"/>	
3.	<input type="checkbox"/>	
4.	<input type="checkbox"/>	
5.	<input type="checkbox"/>	

USE AS MANY FORMS AS NEEDED.

Articulation Agreement Form

**HARFORD COMMUNITY COLLEGE
And
HARFORD COUNTY PUBLIC SCHOOLS**

PROGRAM NAME: _____

Public School Course(s) (Grade of A or B required)	Harford Community College Articulated Transfer Course(s)	Number of HCC Credits

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 _____

High School Course(s) Completed for Articulated Transfer Credit			
High School			
Course Number	Course Title	Date Taken	Final Grade

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** _____

