

Articulation Agreement

Between

SUNY Broome Community College, Business Department, PO Box 1017, Binghamton, New York 13902

and

Broome-Tioga BOCES, Youth Apprenticeship Program, 435 Glenwood Road, Binghamton, New York 13905

- Articulation agreements are intended to facilitate the progress of students by recognizing common curriculum elements among the Business Information Technology program
- Articulation agreements should be developed between high school and college faculty for each specific curriculum area. Each agreement will be separate, designated to meet the needs of students as they progress through high school/college degree requirements.
- Faculty and administrators at your school should review the articulation agreement, obtain the signatures required, and return the completed form to the appropriate Department Chair at the College
- The Chairperson at SUNY Broome Community College will obtain the appropriate signatures at the college, and a copy of the complete contract will be returned to you
- Agreement will be reviewed annually and new signatures will be obtained, verifying maintenance of agreement, every three years.
- Copies of the Articulation agreement should be filed with the Secondary School Department Office and the SUNY Broome Community College Program Office.

SUNY Broome Community College Course(s) Articulated:

BIT 106	Electronic Portfolios	1 Credit
Course Number	Title	SUNY Broome Credits

Secondary Course(s) to be Certified:

Youth Apprenticeship Program	3 Credits one year or 5 Credits two years
Title	High School Credits

SUNY Broome Community College agrees to:

1. Set up procedures at SUNY Broome Community College to accommodate students from the participating secondary schools who earn articulated credit.
2. Establish opportunities for students who are enrolled in the articulated course(s) to meet program faculty and advisors prior to their first semester at SUNY Broome.
3. Maintain follow-up files and closely monitor the academic progress of students in articulated programs.
4. Set up procedures to ensure that the articulated credit is posted on the student's college record at the appropriate time with the SUNY Broome course number and name, the credits earned, and the notation "Proficiency credit granted".
5. Notify participating secondary school of any curriculum changes to articulated course that will affect the agreement.

Secondary School agrees to:


1. Communicate the details of the articulation agreements to the high school principals, teaching staff, guidance personnel, students and parents.
2. Develop procedures for certifying that each student has satisfied the requirements for receiving articulated credit.
3. Develop methods for publicizing the articulation agreement in order to encourage students to take advantage of this opportunity.
4. Notify SUNY Broome Community College of any curriculum changes to the certified course that will affect the agreement.

Guidelines for awarding articulated credit:

1. The student must have completed the course(s) specified by this agreement with a grade of "B+" or better, or 85% or better.
2. The student must meet the performance outcomes and competencies specified in the course outlines.
3. The student understands that if he/she is unable to make satisfactory progress in an advanced course in the area for which articulated credit is awarded, he/she may, at the discretion of the faculty, be required to complete a lower level course.
4. The student understands that he/she must complete 12 credit hours of course work with a GPA of 2.0 or better, at SUNY Broome before articulated credit will be posted on the transcript.
5. The student understands that the awarding of articulated credit may shorten his/her time at SUNY Broome or the student may take advanced or enrichment courses in place of the articulated courses for which credit was awarded.

Signatures

SUNY Broome Community College:



Chairperson, Department 11/23/15
Date


Dean, Division 11/23/15
Date


Executive Vice President and CAO 11-24-15
Date

Secondary School:


Program Instructor 12/9/15
Date


Assistant Superintendent 12/11/15
for Instruction Date