

INSTITUTIONAL DIRECTIVE 8-22

April 17, 2006

Title: Articulation with Other Educational Institutions

I. Purpose

It is the intent of this directive to define the position of Piedmont Technical College regarding articulation and to outline the means by which the college will seek to advance and implement its position.

II. Policy

It is the policy of Piedmont Technical College to maintain open lines of communication with other educational institutions in an effort to facilitate the transfer of students into and out of the college. Where possible, written articulation agreements will be negotiated in order to document and assure broad understanding of their content and application.

III. Definitions

- A. Articulation refers to relationships, informal understandings, or formal agreements between and among educational institutions. While articulation may occur with respect to a variety of issues, for purposes of this directive it focuses upon the coordination of curricula so as to enhance student's capabilities for transfer with maximum academic credit.
- B. Transfer means the enrollment of a student in one educational institution, after having been enrolled in another, and usually involves a request that the new institution accept previously earned credit.
- C. Colleges and universities are fully accredited two-year or four-year institutions of higher education.
- D. Vocational centers are institutions which offer, for the most part, secondary-level training programs under auspices of the Office of Vocational Education, South Carolina Department of Education.
- E. High schools are institutions which offer secondary-level courses and confer credit under SC State Department of Education.

IV. Responsibilities

- A. The President of Piedmont Technical College will attempt to create an environment favorable to articulation by including it as an institutional priority and by making the necessary contacts with other chief institutional executives to promote the concept.
- B. The Vice-President/Chief Educational Officer will identify specific curricular areas in which articulation agreements are needed, approve all agreements prior to their implementation, implement the actual agreement, and maintain all original agreements.

Office of Responsibility: Vice President for Academic Affairs

- C. The Transfer Coordinator, assisted by the Academic Deans, will advise the Executive Vice President of specific curricular areas in which articulation agreements are feasible and the terms and conditions needed for articulation agreements pertaining to particular curriculum, conduct all negotiations regarding the contents of such agreements, coordinate the implementation of the terms and procedures of the specific articulation agreement, and implement a program to communicate the existence of articulation agreements among the college's students and graduates.
- D. Academic Deans will oversee the implementation of the procedures of specific articulation agreements within appropriate academic divisions.
- E. Faculty members, including department heads and instructors, will confer as needed with faculty in other institutions and will shape curricular content as is reasonable and appropriate to enhance transfer opportunities, and will complete exemption credit forms for students receiving articulation credit upon enrollment.
- F. The Registrar will assure that credit being transferred into the college is properly documented in student files and that credit being transferred to other institutions is transmitted by means of the necessary records.

V. Implementation

- A. Transfer from high schools and vocational centers to Piedmont Technical College.
 - 1. Faculty members at Piedmont Technical College will systematically confer with their counterparts (in similar programs) at the vocational centers and/or high schools in the college's service area, to:
 - a. Review curricula to identify common areas of content.
 - b. Devise methods for verifying students' knowledge of course content that is taught in the vocational centers and also required at the college.
 - c. Determine what credit will be awarded to transferring students for knowledge gained at the vocational center.
 - d. Complete required documentation (exemption credit form) for credit submitted by the vocational instructor and send completed form to the registrar to award articulation credit.
- B. Transfer from other colleges or universities.
 - 1. Piedmont Technical College will accept credit for academic work completed at other accredited colleges and universities, subject to the following stipulations:
 - a. Subjects being transferred must closely parallel subjects being offered by Piedmont Technical College.
 - b. A grade of "C" or better must have been awarded for a subject being transferred. At the discretion of the appropriate department head, credits for courses completed at other South Carolina technical colleges with a grade of "D" may be accepted.
 - c. At least one-fourth of credits applied toward graduation must be earned at Piedmont Technical College.
 - d. Credit for any subject being transferred must be reflected on an official transcript from the granting institution.

- e. Credit for courses completed more than ten years prior to the transfer petition will not be accepted as transfer credit. However, exemption credit may possibly be awarded with appropriate department head approval.
- C. Transfer to other colleges or universities.
- 1. Piedmont Technical College actively promotes opportunities for its students and graduates to attain additional education at other accredited colleges or universities and, in so doing, to receive maximum credit for work completed at Piedmont Technical College. In furtherance of this objective, the college will:
 - a. Assume the initiative in communicating with other institutions in advocating positive transfer relationships.
 - b. Seek to negotiate written agreements that encompass all details relevant to the transfer of credit.
 - c. Adjust courses, when feasible, to assure that they conform to the creditability requirements of senior institutions.
 - d. Offer additional courses, as practical, to provide students with an appropriate transfer base.
 - e. Cooperate with State-level agencies in the pursuit of effective articulation.
 - f. Take other actions that are not in conflict with the college's mission which will facilitate transfer.

Signature on File _____ **4/17/06**
Approved for Publication **Date**