

Process for Requesting Course Equivalency Credit Local/Independent Articulation Review

Cape Cod Community College has created a flow sequence with forms to better serve our high schools and to assist our Department Chairs and Deans with internal processes to best consider an agreement, as well as to keep all stakeholders informed. Initial calls or emails to express interest or feasibility of a potential agreement are welcome for discussion before the process starts.

1. Complete the **Request for Course Equivalency Credit Local/Independent Articulation Review Form – Part 1 (and Appendix – C if applicable)**
2. Email or drop off forms and supporting documentation for Articulation Agreement to College Liaison/Facilitator and/or Department Chair or Program Director.
3. College Liaison/Facilitator forwards additional information and details if required to Expert Faculty, Department Chair, Dean, or Program Director. This may include VTE Frameworks or Chapter 74 approvals, as applicable, previous review, older agreements and mapped courses.
4. Department Chair and College Liaison/Facilitator ensures information is adequate; all required documents received and notes the information.
5. The person noted as High School Facilitator/Coordinator will be notified when packet has been submitted to the appropriate College area and Department, if any additional information is requested, and if or when an agreement is approved or denied. If denied, the reasons for denial will be included.
6. Department Chair or College Liaison/Facilitator sends to Dean for approval. Upon approval, submits to President or Academic VP.

NOT APPROVED: Department Chair or College Liaison/Facilitator contacts High School Facilitator/Coordinator and Program Coordinator and forwards comments and reasons for non-approval to allow for submission of additional support if applicable to re-review by Department Chair.

APPROVED: Local/Independent Articulation Agreement is drafted and reviewed by Department Chair and/or Dean and College Liaison/Facilitator. The President or Academic VP gives final approval after review of all documentation and signs the Agreement. College Liaison/Facilitator emails or delivers “Articulation Agreement” to High School for Superintendent’s signature. High School sends signed document back to Department Chair and College Liaison/Facilitator. Agreement is in effect with the next Fall start academic year and is reviewed by both College and High School after four years.

Review to Renew or Non-Renewal

- College Liaison/Facilitator, Department Chair, and/or Expert Faculty review for course changes/retirements mapped annually
- College Liaison/Facilitator sends four year reminder to High School Facilitator/Coordinator (or reverse) to review annually any 20% changes to curriculum or course retirements

College Liaison/Facilitator Name: Skye Green

Email: sgreen@capecod.edu
Contact phone number: Office 774-330-4388

College Use Below

First initiated contact: _____

Person(s) contacted _____

Date Review Form – Part 1 sent to HS: _____

Date Review Form – Part 1 received from HS: _____

Date forwarded internally for review: _____

Sent to Department Chair: _____ Dean: _____ Expert Faculty: _____

Notes: