

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: REVIEW OF ARTICULATION AGREEMENTS

BASED ON POLICY:

REVISION NUMBER: 2

**OFFICE OF
RESPONSIBILITY:** ACADEMIC AFFAIRS



PRESIDENT

March 25, 2003

DATE

PURPOSE

The purpose of this procedure is to establish a process for the annual review of all secondary and postsecondary articulation agreements by which students may earn advanced standing and/or academic credits at TCL or another institution. Through this process, agreements may be continued, updated, revised, or terminated as appropriate.

PROCEDURE

1. Office of Record
 - a. The signed, original copies of all articulation agreements will be kept on file in the office of the Vice President for Academic Affairs.
 - b. Copies of these agreements will be made available to the Admissions Office, Student Records, the appropriate academic divisions, the Military Coordinator, and the off-campus centers.

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2. Review

- a. At least biannually, either on the anniversary date of the agreement or by June 30, each articulation agreement will be reviewed by the Vice President for Academic Affairs. Based on this review, the Vice President for Academic Affairs may recommend that the agreement be continued (as it currently exists), be revised or updated, or be terminated.
- b. The Vice President for Academic Affairs recommendation will be sent to the signatory authorities for the articulation agreement.
- c. Results of the evaluation, together with copies of any changes or revisions, will be sent to the appropriate College offices.