



## Articulation Agreement

Between

SUNY Broome Community College, STEM Division, PO Box 1017, Binghamton, New York 13902

And

Broome-Tioga BOCES, Business Management/Computer Careers, 435 Glenwood Road, Binghamton, NY 13905

- Articulation agreements are intended to facilitate the progress of students by recognizing the common curriculum elements among the Career and Technical Education partners.
- 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.
- This agreement shall be in effect June 2023 until June 2028 unless a modification or cancelation is requested in writing by either SUNY Broome Community College or Broome-Tioga BOCES.
- Copies of the Articulation agreement should be filed with the Secondary School Department Office, SUNY Broome Community College Program Office, and the Career and Technical Education Office.

### SUNY Broome Community College Course(s) Articulated:

<b>BIT 184</b>	<b>Introduction to Microsoft Office</b>	<b>3 credits</b>
Course Number	Title	SUNY Broome 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 Community College.
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 Community College 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.

# SUNY BROOME

**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.
5. Notify students they are responsible for contacting SUNY Broome Business Information Technology Division Chair, after their official high school transcripts denoting BOCES courses have been received, to request a transfer credit evaluation.

**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 80% 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.

**Signatures**

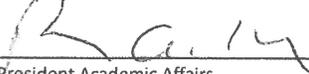
**SUNY Broome Community College:**

 6/24/2025

Chairperson, Business Information Technology Date  
Denise Wells

 9/11/25

Dean of BPS Date  
Dr. Jeffrey Anderson

 8/14/25

Vice President Academic Affairs Date  
Dr. Penny Kelly

 8/14/25

President Date  
Dr. Tony Hawkins

**Broome-Tioga BOCES:**

 9/18/25

Program Instructor Date  
Jeremy Stevens

  
[Matt Sheehan \(Sep 8, 2025 15:18:26 EDT\)](#)

Director, Center for Career & Technical Excellence Date  
Matt Sheehan

# SKM\_C30825090810430

Final Audit Report

2025-09-08

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