

**ARTICULATION AGREEMENT
BETWEEN
*Names of Secondary School and College***

We have entered into this Agreement of intent to work together to enhance educational and career opportunities in order to promote seamless, nonduplicative instruction that benefits students, schools, and the community at large.

Developed through secondary and postsecondary school administrative and instructor course review and collaboration, this Agreement gives college credit towards an associate degree (or certification) for the following courses of study to students fulfilling the criteria as stipulated per programs.

Program Name

Program Name

Program Name

Program Name

Secondary School Official's Name

Title/Date

Postsecondary School Official's Name

Title/Date

This agreement is effective from month, day, year, through month, day, year, at which time both it will be reviewed by both schools/parties.

See Appendix A: Course List—for the list of courses available for College Credit *under terms of agreement within each program of study and the list of competencies required for each.*

See Appendix B: Articulation Agreement Competencies—for the courses and competencies the student must complete satisfactorily.

See Appendix C: Application/Verification Form—for the secondary school verification of successful competency attainment.

See Appendix D: Responsibilities—for the list of what each person is required to do for the process to be complete.

NOTE: This Agreement is between these two schools and is valid for these two institutions only. Courses awarded college credit through this agreement are unique to these institutions. No assurance is given that college credit awarded through this agreement will transfer to any other postsecondary institution.

APPENDIX A: COURSE LIST

For a student to obtain college credit for courses articulated within this program, the student must meet the following criteria:

- S/he completes the high school articulated courses with a grade of _____ or better and/or meets all required competencies.
- S/he successfully completes high school, including any required industry standards/exams, and meets the requirements for a Regents diploma.
- S/he applies to the college in a timely fashion, meets the school's standards for acceptance and for advanced college credit, and enrolls in the Program Name within amount of time.
- S/he passes required written and/or performance exams as noted in Appendix B: *Articulation Agreement Competencies*.
- The student's high school instructor submits a written recommendation on the appended Application/Verification Form (see Appendix C).
- S/he takes X # of courses or completes X # of semesters at the college level.

Each student meeting the above criteria can be awarded X # of credit hours at Name of Postsecondary Institution for any of the following articulated courses within this program of study:

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
ABCD 101	Whatever	3
ABCD 102	Continued	3
AND so on	And More	4

To know each person's responsibilities under terms of this agreement, please see Appendix D: *Responsibilities*.

IMPORTANT: In order that the college maintains quality and can assure that quality, it is the college's right to waive courses (or not) as it sees fit and/or to require that students take courses in lieu of those completed on the secondary level.

***Please note that all agreements, college credit granted, student promotion, and other decisions are subordinate to the master agreement:
Articulation Agreement Between Names of Secondary School and College***

NOTE: This Agreement is between these two schools and is valid for these two institutions only. Courses awarded college credit through this agreement are unique to these institutions. No assurance is given that college credit awarded through this agreement will transfer to any other postsecondary institution.

APPENDIX B: ARTICULATION AGREEMENT COMPETENCIES

In order for the student to receive credit for this course/these courses at Name of the Community College, the following competencies are expected.

Please check here _____ if no competencies beyond those listed in Appendix A: Course List are required for this articulated college credit.

**APPENDIX C: APPLICATION/VERIFICATION FORM
FOR COLLEGE CREDIT**

To be completed by the student and the secondary school teacher for the student who has met the secondary school course and/or competency requirements.

Part 1—To be filled out by student:

Student's name _____ Program _____

Student's address _____

City _____ Zip code _____

Teacher's Name _____ Date _____

Course Number	Course Title	Credits

Part 2—To be filled out by instructor:

Name of Secondary School

Academic grade _____ Lab Grade _____

Industry standard(s) met? _____ Yes _____ Date _____ Not applicable

If yes, what standard(s)? _____

Comments

Verified by _____
Secondary School Instructor's Signature / Date

APPENDIX D: RESPONSIBILITIES

<i>Who</i>	<i>Does what</i>
<i>High school and College Administration</i>	Complete and sign the program/course articulation agreement form.
<i>High school instructor</i>	<ul style="list-style-type: none"> ❖ Identifies the course comparable to a college course. ❖ May participate in Articulation Agreement development. ❖ Explains the APC program and various options to the student. ❖ Verifies that the student has completed a one- or two-year applied technology (or other acceptable) program and has achieved the necessary course competencies and performance level. ❖ Completes the <i>Application/Verification Form</i> and submits it to the college granting articulated credit by the required date. ❖ Gives a copy of the <i>Application/Verification Form</i> to the student and files a copy with the high school counselor or identified "go-to" person for the student's permanent record.
<i>High school counselor or designee</i>	<ul style="list-style-type: none"> ❖ Notifies instructors of the articulation agreements and programs. ❖ Helps with getting students on board. ❖ Assists instructors and students with the process by getting and supplying materials to enable and support the instructor in doing his part. ❖ Talks with parents as needed. ❖ Maintains a copy of each <i>Application/Verification Form</i> in the student's permanent file. ❖ Maintains file of all articulation agreements. ❖ Collects data on all students at the school site.
<i>High school student</i>	<ul style="list-style-type: none"> ❖ Notifies the appropriate person at the high school of her/his intent. ❖ Fills out any required forms, including Part 1 the <i>Application/Verification Form</i>. ❖ Demonstrates course competency at the approved proficiency level. ❖ Completes a one- or two-year approved program. ❖ Applies to the college for admittance in a timely fashion and submits transcripts along with the application. ❖ Has the instructor complete Part 2 of the <i>Application/Verification Form</i> and submit it to the college granting articulated credit. ❖ Matriculates at the college within the timeframe delineated within the articulation agreement.
<i>College instructor</i>	<ul style="list-style-type: none"> ❖ Collaborates with high school teacher on curriculum-level review. ❖ If assigned, reviews high school teacher <i>Application/Verification Form</i>. ❖ Signs approval for articulation credit as needed.

Who	Does what
<i>College Tech Prep Coordinator</i>	<ul style="list-style-type: none"> ❖ Reports to the central office. ❖ Forwards the <i>Application/Verification Form</i> to Registrar or designee. ❖ Sends letter to student, if required, stating terms and conditions of articulated credit award. ❖ Sends copy of letter to the student's academic advisor, if necessary. ❖ Monitors student progress, as appropriate, to ascertain meeting criteria. ❖ Notifies Registrar, if required, when credit is to be awarded.
<i>College advisor</i>	<ul style="list-style-type: none"> ❖ Maintains a copy of the <i>Application/Verification Form</i> in the student's academic advising file.
<i>College Registrar</i>	<ul style="list-style-type: none"> ❖ Reviews and records the articulated credit on the student's transcript upon notification that all criteria have been met. ❖ Sends copy of letter to the student's academic advisor, if necessary. ❖ Reports to the Consortium system for data collection and updates information for the online grid. ❖ Gets assistance from the Consortium when needed.