

PROGRAM ARTICULATION AGREEMENT

College Program:
Career Cluster:
Career Pathway:

CIP Code:

The purpose of this agreement is to grant **(Name)** College credit to high school students who have achieved the level of knowledge and skill required for the college-equivalent entry-level course(s) identified in this agreement. Upon successful completion of the identified course competencies with a grade of 'B' (3.0) or higher and the high school teacher's endorsement that the competency requirements have been met, articulated credit will be granted.

The following **(Name)** College **(Program Title)** course(s) have been approved for Tech Prep articulation with local high school courses as listed below:

High School / Course Title	College / Course Title	Credits

**see attached list(s) of competencies for articulated courses*

Student Articulation Procedure:

1. Be enrolled in the required high school class.
2. Register for Tech Prep/Dual Credit articulated course during the same academic year the high school class is completed. If a series of courses are involved in the articulation, students register for credit during the same academic year the last course in the series is completed. **Students cannot earn "retroactive credit" for courses taken in previous years.**
3. **Optional: list required fees if any**
4. Earn a grade of 'B' (3.0) or better in all courses required under the articulation agreement.
5. Complete all required skills as identified on the competency profile.
6. If an exam or review of completed work is required under the terms of this agreement, students must receive a passing score (determined by college or industry certification) to earn college credit (*see competency list for requirements*).

High School Instructors:

1. Ensure all students receive a copy of the course syllabus outlining information about Tech Prep, the college course competencies and the process required to earn college credit.
2. Hold students accountable for the same competency standard and course expectations as required by the college-equivalent course (*see competency list attached*).
3. If required for articulation, ensure students are prepared to take industry certification exams, complete a professional portfolio documenting their work, or take a final exam to measure their level of skill and competence in the coursework.
4. Submit final grades for all students registered to earn Tech Prep college credit (by the deadline).
5. Attend scheduled meetings, workshops or inservice activities that enhance the high school/college partnership & support implementation of the Tech Prep articulated program.

Articulation Review and Renewal:

The **(insert program name)** designated program facilitators, college administrators and/or instructors and high school faculty will meet *regularly* **(insert timeline)** to revise or discuss the articulation agreement. Minor revisions can be made via phone calls, correspondence or email.

