

Following is a recommended template for articulation agreements between the Michigan Department of Education, Office of Career and Technical Education and Post-Secondary Institutions.

Things to note:

1. Option 1 Qualifications: MDE-OCTE notifies the CTE programs of what the passing score is for each CIP.
2. Wording for the contact person for secondary schools was changed to Articulation contact Personnel. Not all schools have guidance counselors and not all schools have articulation specialists. We hope this helps secondary programs discuss who to contact in each building.
3. Attached to the agreement would be a list of program-to-program outcomes & credits possible, and a list of course-to-course outcomes & credit possible. This should be updated regularly.

Technical instructions:

1. The text within brackets and blue in color i.e. [brackets and blue in color] should be reviewed and modified as necessary before signing. Please remember to change the text back to black on final documents.
2. When inserting the Post-Secondary logo, you must also insert an Alt Tag in order to be ADA Compliant.



[Insert Post-Secondary Institution Logo Here]

Articulation Agreement Between
Michigan Department of Education
Office of Career and Technical Education
And

[Insert Post-Secondary Institution's Name Here]

Articulation is a method of granting university-level course credit for learning and skills accomplished as part of secondary school instruction. The Michigan Department of Education, Office of Career and Technical Education (MDE/OCTE) and [P.S. Institution name here] will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions. This articulation agreement will be honored at all locations of [P.S. Institution name here].

Two options have been established for students to earn articulated credit through this agreement:

Option 1 is followed by those students who have successfully completed the Michigan Department of Education, Office of Career and Technical Education State assessment with a passing score. Students will be granted articulated credit for the block of coursework and credit hours (upon instructor recommendation and meeting the student qualifications) as listed on the Option 1 Program grid. (See details listed below)

Option 2 is followed by those students who may have completed one year of a two year program or those that may not have successfully completed the Michigan Department of Education - Office of Career and Technical Education State assessment with a passing score or when an assessment does not exist. Students will be granted articulated credit (upon instructor recommendation and meeting the student qualifications) on a course-by-course basis as listed on the Option 2 Program grid. (See details on page two of this document)

Option 1 Program Grid: Program-to-Program Articulation Student Qualifications (Post-Secondary Institutions may differ. The following qualifications are a recommendation. Please make adjustments to the qualifications before signing.)

1. The student must have successfully completed the Michigan Department of Education, Office of Career and Technical Education State assessment with a passing score.
2. The student must have successfully completed all course outcomes listed and State approved standards for the course.
3. The student must have graduated from secondary school no more than [27 months] prior to enrollment at [P.S. Institution name here].

Procedure (Post-Secondary Institutions may differ. The following procedure is a recommendation. Please make adjustments to the procedure before signing)

1. The student will go the [P.S. Institution name here] website (insert website link) and print the MDE/OCTE program-to-program submission form.
2. The student presents the form to the Career and Technical Education instructor and indicates that he or she is interested in articulating the career and technical education course for credit at [P.S. Institution name here].
3. The Career and Technical Education instructor completes the program-to-program submission form, certifying that the student has completed all outcomes to the required level.
4. The Career and Technical Education instructor provides the course submission form to the [Title of Secondary Articulation Contact]. The [Title of Secondary Articulation Contact] will send or fax the form to the [Appropriate Office i.e. - Registrar] at [P.S. Institution name here] along with a final copy of the student's official transcript.

Option 2 Program Grid: Course-to-Course Articulation

Student Qualifications (Post-Secondary Institutions may differ. The following qualifications are a recommendation. Please make adjustments to the qualifications before signing.)

1. The student must have successfully completed the career and technical education course with a grade of 3.00 (on a 4.00 scale) or better.
2. The student must have successfully completed all course outcomes and State approved standards listed for the course.
3. The student must have graduated from secondary school no more than [27 months] prior to enrollment at [P.S. Institution name here].

Procedure (Post-Secondary Institutions may differ. The following procedure is a recommendation. Please make adjustments to the procedure before signing)

1. The student will go the [P.S. Institution name here] website (insert website link) and print the MDE/OCTE Education course-to-course submission form.
2. The student presents the form to the Career and Technical Education instructor and indicates that he or she is interested in articulating the career and technical education course for credit at [P.S. Institution name here].
3. The Career and Technical Education instructor completes the course submission form, certifying that the student has completed all outcomes to the required level.
4. The Career and Technical Education instructor provides the course submission form to the [Title of Secondary Articulation Contact]. The [Title of Secondary Articulation Contact] will send or fax the form to the [Appropriate Office i.e. - Registrar] at [P.S. Institution name here] along with a final copy of the student's official transcript.

These articulated courses will be treated as transfer courses and thus will not affect the student's GPA at [P.S. Institution name here].

Conditions of Agreement

1. The Michigan Department of Education - Office of Career and Technical Education and [P.S. Institution name here] will review the list of equivalent courses and their outcomes annually. Changes will be made to the course outcomes and to the list of equivalent courses as necessary based on changes in courses offered.
2. The Michigan Department of Education - Office of Career and Technical Education and [P.S. Institution name here] will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
3. [P.S. Institution name here] will not charge tuition for any courses for which a student receives articulated credit.
4. The list of equivalent courses will be attached as a chart to the articulation agreement.
5. [P.S. Institution name here] will furnish an annual summary of students and credits articulated through the Michigan Department of Education - Office of Career and Technical Education articulation agreement.

This agreement may be terminated at any time by either the Michigan Department of Education - Office of Career and Technical Education or [P.S. Institution name here] through providing ninety (90) days' notice. In the event of a termination, both entities agree that students who are currently in secondary courses and working toward fulfilling the outcomes or who are in their first semester at [P.S. Institution name here] will be allowed to complete the articulated credit.

ARTICULATION AGREEMENT SIGNATORIES

Brian J. Whiston
State Superintendent
Michigan Department of Education

[Postsecondary Personnel's Name]
[Title]
[Postsecondary Institution's Name]

Implementation Date: [Insert Date]