

Attachment D
Articulation Agreement Template



Maine Department of Education
Career and Technical Education
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ARTICULATION AGREEMENT

*For the coordination of curricula between Maine's Career and Technical Education
Centers/Regions and the Maine Community College System Campuses*

Program Objectives

- To encourage career and technical education students to pursue a postsecondary education.
- To reduce repetition of mastered competencies between secondary career and technical education and Community College.
- To provide a smooth transition from secondary career and technical education to Community College education.
- To reduce student and state costs.

Role of the Institutions

The secondary career and technical education centers/regions and Community College campuses are jointly responsible for developing and executing Articulation Agreements. Secondary and postsecondary faculty should partner to identify competencies a student will need to successfully transition into the professional/technical program(s) being articulated. As the needs of students and the demands of business and industry change, it is reasonable to re-evaluate and update agreements on an annual basis to reflect those changes in the curriculum.

Secondary and postsecondary faculties will agree upon competencies to be examined for the courses to be articulated. They will jointly develop an Articulation Agreement listing the student requirements needed to achieve the articulated credits. Instructors at the secondary and postsecondary levels will meet annually to review course competencies and amend the Articulation Agreement as necessary.

The career and technical education centers/regions and Community Colleges will develop methods of publicizing the Articulation Agreements to encourage students to take advantage of seamless transitions and advanced placement opportunities. To benefit from articulation, all Community College admissions requirements must be met by the student.

The State requires that a contact/position be identified by the individual postsecondary Community Colleges and the individual secondary CTE schools to be responsible for the facilitation, record keeping, and reporting on Articulation, Maine Enhanced Articulation and Program of Study Agreements.

Types of Articulation Agreements

Dual Credit

Dual credit exists when a student is enrolled in a secondary CTE program, as well as the corresponding Community College course at the same time. Students enrolled in dual credit courses earn college and high school credit by successfully completing these courses. The program is operated jointly by the career and technical center and community college and students receive credit at both institutions upon successful completion of dual credit courses. Final grades for dual credit courses are reflected on both the student's high school transcript and on the community college's permanent record.

Escrow Credit

Escrow credits become available when the student completes the secondary CTE program and then requests the Community College credit, once they are matriculated and have completed the Community College requirements to complete the articulation. Matriculated students are awarded college credit for the articulated course(s) following successful completion of a college's identified number of credit hours taken at the college. The escrow credit program is governed by a formal, written agreement that identifies courses or sequence of courses at a career and technical center which successful completion assures the Community College that the student has the necessary background, instruction and preparation to enable the student to progress to the next level of instruction at the Community College. These escrow credits are applied to a degree, but do not carry quality points. They are listed on a transcript as "P" for passed.

Time Consideration

A student has up to three years to take advantage of the postsecondary credits made available under an Articulation Agreement.

Articulation Agreement

1. Secondary institution name:
2. Postsecondary institution name:
3. Secondary course of study:
4. Postsecondary course of study:
5. Secondary course(s) to be used for articulation:
6. Postsecondary course(s) to waived because of articulation:
7. Type of articulation:
(please check)
 - Dual Credit
 - Escrow Credit
 - Student choice of Dual Credit or Escrow Credit
8. What are the minimum and maximum number of credits a student may articulate from the postsecondary institution?
9. How will the student demonstrate meeting the competencies?
10. How will the secondary instructor document the student as meeting the competencies?
11. What are the education, training, and/or experience requirements for the secondary instructor?
12. What college entrance requirements must be met by the student?

We, the undersigned administrators, agree to enter into this Articulation Agreement to provide students a seamless transition from high school instruction to Community College instruction.

We hereby mutually agree that this Articulation Agreement will remain in effect for a period of one year.

We do hereby mutually agree to abide by all of the terms specified within the Articulation agreement.

Secondary School Name

Community College Name

Director Signature/Date

Campus President Signature/Date

Secondary Instructor/Date

Academic Dean/Date

Department Chair/Date

Postsecondary Instructor/Date