

What is Articulation?

Articulation is a method for technical colleges and high schools to partner to provide students the opportunity to enroll in and complete associate degree and technical diploma course work while fulfilling high school graduation requirements. Moraine Park Technical College (MPTC) and high schools enter into formal agreements which are reviewed annually.

Agreements do not automatically roll over from year to year.

There are two methods of articulation – Advanced Standing and Dual (*Transcribed*) Credit.

Advanced Standing

High school curriculum is reviewed by MPTC deans and faculty and competencies are determined to be equivalent or comparable. A formal Advanced Standing Agreement is written. Students enroll in and complete the high school course which is taught by a high school teacher at the high school. **Beginning with the 2013-2014 school year, MPTC will no longer offer courses for advanced standing.**

Dual (*Transcribed*) Credit

The college course is delivered at the high school including competencies, assignments, grading policies, textbooks, and software (if applicable). The high school enters into a transcribed credit articulation agreement with MPTC. Students enroll in and complete a MPTC college course which is taught by a WTCS certified transcribed credit high school teacher at the high school.

Who Articulates with MPTC?

MPTC articulates with in-district public high schools. The college will consider articulation with high schools outside of its district if that high school's local technical college does not offer the instructional content area of interest. Requests are assessed on an individual basis and MPTC asks that high schools first seek articulation with the technical college nearest to them offering that specific instructional area.

Who Initiates Articulation?

High School Teacher

If a high school teacher has an interest in articulation, he/she should contact Jennifer Wagner. The high school teacher is also welcome to attend the fall Cluster Focused Workshops at MPTC.

To obtain additional information, including the required steps for articulation, a teacher may visit the MPTC Career Prep website please visit <http://www.morainepark.edu/programs-and-courses/high-school-opportunities/career-prep/high-school-staff/#high-school-career-prep> .

What Courses does MPTC Articulate?

Occupation Specific Core Courses for Dual (*Transcribed*) Credit

MPTC articulates a variety of introductory and general education courses. The 2013-14 Career Clusters & Pathways Guide provides high school teachers with a document that lists current occupational and general education courses for articulation consideration that is organized by Wisconsin's 16 career clusters and 79 pathways. This guide is updated annually and is always a work in progress. There is also a document on the MPTC Career Prep website that provides a complete listing of courses available for articulation. If a high school would like to articulate a course that is not on the list, please contact Jennifer Wagner, Career Pathway Coordinator.

What are Teacher Requirements?

WTCS Certification for Dual (*Transcribed*) Credit

WTCS teacher certification is required to establish Dual (*Transcribed*) Credit. Certification must be renewed for every teacher for every course every year. MPTC pays a small fee annually to WTCS for each certification. To minimize expense, please identify high school teachers for Dual (*Transcribed*) Credit thoughtfully.

To become WTCS certified, a teacher must complete and submit a Transcribed Credit application and a copy of his/her DPI license for that instructional area good through minimally the year of the articulation.

Some courses have additional requirements. For example, to teach any courses in the Culinary Arts program, a teacher must present documentation of ServSafe certification with a minimum of 90% test score by the National Restaurant Association. Please reference the certification guidelines document on the MPTC Career Prep website for additional information on requirements.

What are the Related Costs/Expenses for Transcribed Credit?

Dual (*Transcribed*) Credit

Students: FREE

High Schools

Expenses related to the teacher's time and labor required to establish and maintain the agreement, learn the course, register and grade students and for the district's purchase of required textbooks, software and equipment.

MPTC

1. Expenses related to MPTC staff to qualify teachers, identify courses and provide instructional support.
2. Expenses related to coordinate WTCS certification (also Certification Officer) and payment of fees to WTCS for each high school teacher.
3. Establish, write and maintain the contracts.
4. Course set up, registration and grading.
7. Provide professional development opportunities related to transcribed credit, advanced standing and career pathways.

How is Articulation Developed?

The High School Teacher contacts MPTC to share there is an interest in articulating a course. When appropriate, the high school teacher will meet with MPTC staff or faculty to determine the best option.

Dual (*Transcribed*) Credit

Step 1

A high school teacher contacts MPTC to indicate an interest in articulating a course. In most cases, the high school teacher will meet with appropriate MPTC staff (including the Career Pathway Coordinator, faculty and deans) to discuss the course and review what is currently being offered at the high school.

All new course requests must be submitted to the Career Prep office by May 1.

The following questions should be addressed:

- Does the college faculty consider the Dual (*Transcribed*) Credit request feasible?
- Does the high school teacher meet college instructor qualifications as determined by MPTC?
- Does the high school teacher meet WTCS certification with the required DPI license?
- Has the high school teacher reviewed the curriculum for the course?
- Does the high school teacher confirm district board approval?
 - textbook information
 - course outline summary

Step 2

- The approval of the new Dual (*Transcribed*) Credit agreement is communicated to the high school.
- Request the high school teacher complete WTCS certification.
- Provide curriculum access instructions and MPTC faculty contact information.

Step 3

The high school teacher submits the completed MPTC application, DPI license and other required documentation (*if needed*) by September 1 to MPTC. MPTC's Certification Officer submits certification documentation to the Wisconsin Technical College System Office in Madison.

How is Articulation Maintained?

Step 1

The Career Prep office provides each high school a listing of current articulated courses in March of each year. The high school must review the course listings and complete the course listing sheet no later than April 1 of each school year. For each articulated course, the high school will:

- Request re-approval for the upcoming school year
- Identify the high school teacher
- List the semester and number of course sections to be offered

Step 2

In May, MPTC will send out articulation agreements for the upcoming school year. The articulation agreement must be completed and sent back to MPTC by June 1. All high school teachers must provide the last 4 digits of his/her social security number and must sign and date the agreement.

Is there Additional Work?

As deliverers of college coursework and credit, high school teachers are required to maintain a connection with their college instructor partners. Department expectations vary and will be communicated by MPTC.

Dual (*Transcribed*) Credit

High school teachers attend professional development opportunities where they can network with college faculty/deans. High School teachers also attend required training sessions related to articulation.

Registration

Teachers are provided course information that includes:

- class numbers (**change every semester/every year**)
- student registration materials

High School students are required to complete a registration form for the class they wish to enroll in. Incomplete registration forms will be sent back to the high school teacher for corrections.

Grading

High school teachers will be sent a grade sheet at the conclusion of the semester. Grade sheets must be completed, signed and sent back to MPTC prior to the due date.

Students that do not withdraw from the transcribed credit course by the identified withdraw date will be given the grade they earn in a course. Withdrawal dates are provided to the high school teachers at the onset of each semester.

How do Students Claim Credit Earned?

Advanced Standing

- Students must enroll in an associate degree or technical diploma at the college to receive advanced standing. There is reciprocity between technical colleges; therefore, advanced standing with one technical college should travel to another technical college as either a required course or as an elective credit. Acceptance of advanced standing at UWs and private colleges is at the discretion of the receiving college.
- Students become eligible to receive advanced standing (not a letter grade) when they meet the conditions of the articulation agreement and achieve a minimum of 3.0 on a 4.0 scale on the high school transcript (a grade of B or better).
- Students have their high school transcript sent to the technical college so that it can be compared against the advanced standing agreements that were in place for each year (9th, 10th, 11th, 12th).

Students **must** self-identify and **ask** for advanced standing.

Dual (*Transcripted*) Credit

- Students have a college transcript upon completing the course successfully at the high school.
- If a student is attending a different college, he or she must request an official transcript from MPTC to be sent to that college.