

## 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 (*Transcripted*) Credit. MPTC does not offer Advanced Standing dual credit agreements. Other colleges within the WTCS may offer Advanced Standing.

### 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 in the 2013-2014 school year, MPTC no longer offers courses for advanced standing.**

### Dual (*Transcripted*) 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 transcripted credit articulation agreement with MPTC. Students enroll in and complete a MPTC college course which is taught by a WTCS certified transcripted credit high school teacher at the high school.

## Who Articulates with MPTC?

MPTC articulates with in-district public and private 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 will refer to the WTCS Guiding Principles specific to articulation. MPTC requests that high schools first seek articulation with their technical college district.

## 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.

## What Courses does MPTC Articulate?

### Courses for Dual (*Transcripted*) Credit

MPTC articulates a variety of introductory and general education courses. The list of available courses can be found on the MPTC Career Prep web page. If a high school would like to articulate a course that is not on the list, please contact Jennifer Wagner, Career Pathways Coordinator.

# What are Teacher Requirements?

## MPTC Certification for Dual (*Transcribed*) Credit

MPTC teacher certification is required to establish Dual (*Transcribed*) Credit.

To become certified, a teacher must complete the online Transcribed Credit teacher application and provide a copy of his/her DPI license. MPTC is currently revising certification requirements and will provide additional information as it becomes available.

Dual credit teachers are required to participate in MPTC professional development activities.

Please contact the Career Prep office for additional information on certification requirements and professional development opportunities.

# 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. Establish, write and maintain the contracts.
3. Course set up, registration and grading.
4. Provide professional development opportunities related to transcribed credit and career pathways.

# How are dual credit agreements developed?

## 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 MPTC certification?
- 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 MPTC 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 May 15 to MPTC.**

## 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 faculty 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:

- Course section numbers-CRN's (**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. MPTC will not offer retroactive credit.

#### 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?**

### **Dual (*Transcribed*) Credit**

- Students have a college transcript upon completing the class 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.