



ST. CLOUD  TECHNICAL & COMMUNITY COLLEGE

A member of Minnesota State

REQUEST FOR ARTICULATION
INSTRUCTIONS

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Welcome

On behalf of the St. Cloud Technical and Community College (SCTCC), thank you for your willingness to articulate your high school course(s) with similar course(s) offered at SCTCC. SCTCC is highly committed to providing high school students opportunities to earn credits that apply both towards high school graduation as well as specific programs at SCTCC. Your work and effort in this process is much appreciated.

Defining Articulation

An articulated high school course is one in which a determination has been made that a course offered at the secondary level (high school) is comparable to a specific technical or community college course. This articulation process is designed to help students advance from one course, program, or education level to the next without the unnecessary repetition of similar courses for which credit has been received. Articulated classes give high school students an opportunity to obtain college credit while still enrolled in high school.

Defining Articulation Agreements

As per Minnesota State Procedure 3.21.1, Part 2, Subpart B

(<http://www.mnscu.edu/board/procedure/321p1.html>), an articulation agreement “...is a formal agreement between two or more educational entities to accept credits in transfer toward a specific academic program.”

At St. Cloud Technical and Community College, articulation occurs with dozens of Minnesota high schools in a variety of career fields. These include business, computers and informational technology, culinary, medical

and nursing, automotive, welding, mathematics, computer-aided design, childcare, engineering, and others. To see a list of articulated courses disaggregated by high school, go to www.ctecreditmn.com and use the “Select Your School” dropdown menu.

Students must receive a “B” grade or better in most courses for credits to articulate. Articulated credits will transfer to SCTCC for up to five (5) years from the time of completion.

Benefits of Articulation Agreements

There are a number of benefits to students and parents as a result of approved articulation agreements. Students who enter college with earned articulated credit are more likely to complete a certification, diploma, or degree than students who do not. Articulated credits give students a head start on the career pathway they have chosen. Students, parents, and families spend less money on college tuition, books, fees, and living expenses. Students with articulated credit enter college with better academic skills and often spend less time completing a degree.

Schools, at both the secondary and post-secondary levels, benefit from articulation agreements. Stronger relationships develop between high schools and colleges, often leading to better partnering in the future. Both high schools and colleges learn more about each other, and have a better understanding of how the other operates.

Articulation Process

The process of articulation is not always simple nor immediate. It begins with the high school teacher completing the *Request for Articulation* form, attaching relevant and supporting documentation, and submitting it to the Director of K-12 Initiatives. From there, the appropriate SCTCC faculty and academic dean review the request to determine whether student learning outcomes, course outcomes, and course objectives are equivalent between both the high school and college course. SCTCC staff and faculty are available to help high school teachers build a solid case for articulation, and to work with teachers to modify a proposal should articulation be denied.

Here are the steps to articulation:

- ***STEP 1.*** The high school teacher identifies the high school course that has potential for possible articulation. It is helpful if the high school teacher also identifies the SCTCC course to which articulation is being requested. SCTCC course descriptions can be found by using the search function at <http://www.sctcc.edu/courses>. A complete PDF course catalog can be found by going to <http://www.sctcc.edu/catalog> and then scrolling down to the appropriate academic year.
- ***STEP 2.*** The high school teacher completes the *Request for Articulation* form, and gathers any supporting documentation that helps make the case for articulation (for a list of useful documentation, please see the list on the *Request for Articulation* form). The SCTCC Director of K-12 Initiatives is available to offer support to high school teachers who are requesting articulation.

- **STEP 3.** The high school teacher electronically submits the *Request for Articulation* form, along with other supporting documentation as identified on the form, to the SCTCC Director of K-12 Initiatives.
- **STEP 4.** The SCTCC Director of K-12 Initiatives will share the articulation request with the appropriate SCTCC faculty. SCTCC faculty will review the request, and then schedule a meeting with the high school teacher for discussion. This meeting may take place either in-person or electronically (conference call, FaceTime, Skype, Go2Meeting, etc.).
- **STEP 5.** If the SCTCC faculty determines that the requirements of articulation have been satisfied, the request is forwarded to the appropriate academic dean for final approval. If articulation is denied by SCTCC, the SCTCC Director of K-12 Initiatives will work with high school teachers wishing to modify an articulation request.
- **STEP 6.** After articulation has been approved, the SCTCC K-12 Initiatives Assistant draws up an *Articulated College Credit Approval Verification* form which is then signed by both high school teacher and the appropriate SCTCC faculty and academic dean. To help expedite the process, electronic signatures and PDF's of the form are acceptable.
- **STEP 7.** The SCTCC K-12 Initiatives Assistant creates a formal *Articulation Agreement*, using the official *CTE Minnesota Articulation Agreement Template*, and posts the course and additional documentation to the Minnesota CTE website (www.ctecreditmn.com). The articulated credits earned in a high school class are effective and valid at SCTCC the following academic semester.

Annual Articulation Meetings

SCTCC sponsors two large-group Articulation Meetings each year to review and update existing articulation agreements. The meetings are generally held in the fall, and invitations are sent out to all high school teachers who are registered on the Minnesota CTE website (www.ctecreditmn.com).

Questions

If you have further questions or would like more information regarding articulated credit, please contact:

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