

# Creating an Articulation Agreement

## Introduction

### Purpose of this Booklet:

This booklet has been developed as a “How-To-Guide” for schools and consortia to establish local articulation agreements between secondary education systems and colleges. Personnel responsible for articulation of CTE Pathways will find this booklet to be a valuable resource. Local agreements are necessary as districts develop pathways to reflect the new and emerging careers specific to their economic region. Personnel usually assigned to this area include the Career Technical Education Administrator and the Postsecondary Institution Chief Academic Officer.

**Statewide Articulation Agreements:** For many pathways, statewide Articulation Agreements are available for use by any high school/district whose local approved pathway meets the stated requirements. All KSDE approved statewide agreements are posted on the KSDE website and can be found at the following link: <http://www.ksde.org/LinkClick.aspx?link=839&tabid=839&portalid=0&mid=2077>

If the local pathway sequence of courses does not meet the requirements for one or more of the statewide agreements, a local articulation agreement will need to be developed. (See more on page 13)

### Definition of Articulation:

Articulation is a systematic, seamless, student transition process from secondary to postsecondary education that maximizes use of resources and minimizes duplication.

### Definition of Articulation Agreement:

A written commitment (A) that is agreed upon at the state level or approved annually by the lead administrators of (1) a secondary school and a college; or (2) a postsecondary associate degree granting institution and a baccalaureate degree granting institution; and (B) a program (1) designed to provide students with a non-duplicative sequence of progressive achievement leading to a technical skill proficiency, a credential, a certificate or a degree; and (2) linked through credit transfer agreements between the institutions.

### Definition of Advanced Placement Credit:

Also called a credit transfer agreement, an advanced placement agreement is a way of providing a non-duplicative program of study by authorizing college credit for a course(s) at the secondary level teaching the same competencies or ending with the same professional certification as the postsecondary course.

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This publication was developed as a joint project by the Kansas State Department of Education (Career & Technical Education Team) and the Kansas Board of Regents (Workforce Development).

Questions concerning this publication should be directed to:

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## Goal of Articulation

Students will make a seamless transition from secondary to postsecondary education within a specific career pathway of study. If desired, the two-year postsecondary program could then transfer to a four-year baccalaureate degree. This could either lead to a time-shortened program which would save on student tuition expenses or a skill-enhanced program where the student leaves with greater skill to offer the employer.



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## Guiding Criteria for Articulation

- The local curriculum review teams will consist of a minimum of one high school instructor, one post-secondary institution instructor, and an employer representative.
- High school courses for which advanced placement credit is granted must have been completed with the grade and conditions as specified in the local articulation agreement.
- Advanced placement credit shall be applied toward graduation requirements if applicable to the pathway, but may or may not be calculated in the student's grade point average.
- The student must enroll in a curriculum program within two years after leaving high school.
- The student must be enrolled the semester for which advanced placement credit is granted.
- Students who receive advanced placement credit will not be required to register and pay tuition for courses for which they receive such credit.

**"Students will  
make a  
seamless  
transition from  
secondary to  
postsecondary  
education..."**

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## Developing A Local Articulation Agreement

The questions that must be asked by the Career Technical Education (CTE) Director and the Postsecondary Institution Representatives are, “Do we offer existing programs of study with the potential for local articulation?” and “Are there any courses in existing articulated program areas that have been changed, revised, or created this year?” If the answer to either question is no, an articulation meeting may not be needed. If the answer is yes, then planning for local articulation is necessary.

The first step in planning is arranging a meeting between the Career-Technical Education Director and College Representative. During this meeting, several issues need to be addressed. (1) Identify courses and/or program areas that have been changed, revised or created, (2) Select committee members composed of program appropriate high school and college instructors, (3) Establish meeting plans: Date, Time, Place, Agenda, Deadlines, Decisions on format review, and (4) Extend invitations to committee members.

In order for an effective meeting to take place between the high school and college instructors, two things must occur:

1. Instructors must bring to the meeting
  - course outlines
  - curriculum guides
  - course descriptions
  - syllabi
  - competency profiles
  - course textbooks
  - end of program assessments
  - any other course documents deemed important in discussing the curriculum
2. Spacious table seating arrangements are necessary for the team to spread materials out while completing the Course Competency Comparison Worksheet.

If the team is considering eliminating curriculum overlapping through advanced placement credit for some courses, they will need to determine what minimum correlation standard is acceptable. The correlation amount can be determined by studying the completed Course Competency Comparison Worksheet (pg. 9)

The team must agree on whether any advanced placement credit is recommended and identify which courses are eligible for such credit.

“The team must agree on whether any advanced placement credit is recommended...”



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## Developing A Local Articulation Agreement (Cont.)

**"It is highly recommended that all articulation agreements be posted on the district and college websites."**

In addition to determining advanced placement credit, the team must also make assurances that there are no gaps in skills instruction between the secondary and postsecondary levels. If gaps are found, the team must determine whether the secondary, postsecondary, or both institutions will be responsible for adding needed skills instruction to their existing courses.

Once the discussion has ended and the worksheet is completed, it is then returned to the individual responsible for collecting them, either the CTE Director or the College Representative.

Another meeting will then be held between the CTE Director and College Representative. At this meeting, the local articulation agreement will be formulated based on the team recommendations for articulation. Follow-up correspondence that includes status reports and appreciation will need to be sent to the team members whether or not articulation was recommended.

The local articulation agreement is sent to the appropriate personnel at both the secondary and postsecondary institutions for approval. At the K-12 level the approval usually comes from the School Board, the Superintendent or the Principal. At the college level approval usually comes from the Board of Trustees (Governing Board), the President/Director, the Dean of Instruction, or the Program Advisory Committee.

Once the respective institutions formally approve the articulation agreement, personnel must be notified. Following local administrative procedures, the CTE Director is responsible for informing district and building administrators, counselors, and instructors; the College Representative is responsible for informing the college administrators, the faculty registrar (transcript reviewers), and college instructors.



The final activity involves planning an effective marketing campaign. This campaign will be easier if planned together by the CTE Director and the College Representative. Once a plan has been developed, publicizing the local articulation agreement and developing and distributing marketing materials will be necessary. It is key that Program Advisory Committee Members are involved in this part of the process as well. **It is highly recommended that all articulation agreements be posted on the district and college websites.**

## Local Articulation Agreement Development Checklist

Are there existing Programs of Study needing to be articulated?

### And / Or

Have there been any courses or pathway areas that have been changed, revised or created this year?

- ☐ No—articulation meeting may not be needed
- ☐ Yes—continue the process by working through the following six steps:

1. Meeting arranged between Career-Technical Director and College Representative:
  - ☐ Identify courses and/or pathway areas needing local articulation
  - ☐ Select committee members composed of both high school and postsecondary instructors
  - ☐ Establish meeting plans: Date, Time, Place, Agenda, Deadlines, Format of Meeting
  - ☐ Send out invitations to committee members
2. Meeting between High School and College instructors:
  - ☐ Bring course outlines, competency profiles, curriculum guides, course descriptions, syllabi, end-of-course final exams and other course documents
  - ☐ Compare competencies and complete the Course Competency Comparison Chart worksheet
  - ☐ Have thorough discussion to determine whether established minimum correlation can be found within one course or in paired or grouped courses, or through attainment of a professional certification/ credential
  - ☐ Agree on recommendation and return worksheet to Career-Technical Director and/or Postsecondary Institution Representative per instructions given at the local level
3. Meeting between Career-Technical Director and College Representative:
  - ☐ Formulate the articulation agreement based on faculty recommendations
  - ☐ Send follow-up thank you notes and status reports to participating instructors
4. If articulated credit is recommended, submit the proposal for approval:
  - ☐ Career-Technical Director follows local administrative procedures in submitting to the District's Board of Education
  - ☐ A College Representative follows local administrative procedures in submitting to the Postsecondary Governing Board/or designee



**"Have there been any courses or pathway areas that have been changed, revised or created this year?"**

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## Local Articulation Agreement Development Checklist (Cont.)



5. Once articulated credit is formally approved, follow administrative procedures in notifying the following personnel:
  - ☐ Administrators at the College and School District
  - ☐ High School Principals and Counselors
  - ☐ College Faculty and High School Instructors
  - ☐ College Registrar and Transcript Reviewers, if needed
6. Plan an effective marketing campaign
  - ☐ Publicize the local articulation agreement with the assistance of the local advisory committee
  - ☐ Develop marketing materials for the various publics
  - ☐ Distribute marketing materials/ post to websites

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## Articulation Invitation for College Faculty

### LETTERHEAD OF THE COLLEGE

To: Name of Instructor  
From: Name of College Representative  
Title  
Date: Current Date  
RE: Articulation Meeting

This memo is to invite you to the local Program of Study Articulation meeting between Name of College and Name of School District. This meeting will be on day of week, month and date at time in room number in the Name of building. The purpose of this meeting is to establish and/or revisit the Articulation Agreement taught in the Name of program area curriculum. In order to have a thorough comparison of each course, please bring with you the course syllabus and/or the course outlines containing the course competencies for your technical courses.

At this meeting, you will be paired with a Name of School District instructor(s) and together you will compare course goals, objectives, and competencies, discuss evaluation methods, and make a final recommendation concerning the appropriate sequence of courses and possible courses eligible for advanced placement credit. The procedure to be used in checking the alignment of courses helps to eliminate program overlaps and gaps for students, thus enabling them to make a smooth transition from secondary to postsecondary education and possibly to enroll in more advanced courses as they enter college. Kansas data shows that students taking advanced placement courses have lower remediation rates in their freshman year of college, creating a win-win situation for the student, the high school and the postsecondary institution.

Thank you for serving on this curriculum team. Should you have questions or need clarification, please contact me at phone number or email address. I look forward to seeing you at the articulation meeting.

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Plan an  
effective  
marketing  
campaign.



## Articulation Invitation for Secondary Faculty

### LETTERHEAD OF SCHOOL DISTRICT

To: Name of Instructor  
From: Name of Career – Technical Director  
Title  
Date: Current Date  
RE: Articulation Meeting

This memo is to invite you to the local Program of Study Articulation meeting between Name of College and Name of School District. This meeting will be on day of week, month and date at time in room number in the Name of building. The purpose of this meeting is to establish and/or revisit the Articulation Agreement taught in the name of program area curriculum. In order to have a thorough comparison of each course, please bring with you the course syllabus and/or the course outlines containing the course competencies for your technical courses.

At this meeting, you will be paired with a Name of College instructor(s) and together you will compare course goals, objectives, and competencies, discuss evaluation methods, and make a final recommendation concerning the appropriate sequence of courses and possible courses eligible for advanced placement credit. The procedure to be used in checking the alignment of courses helps to eliminate program overlaps and gaps for students, thus enabling them to make a smooth transition from secondary to postsecondary education and possibly to enroll in more advanced courses as they enter college. Kansas data shows that students taking advanced placement courses have lower remediation rates in their freshman year of college, creating a win-win situation for the student, the high school and the postsecondary institution.

Thank you for serving on this curriculum team. Should you have questions or need clarification, please contact me at phone number or email address. I look forward to seeing you at the articulation meeting.

It is vitally  
important  
to invite all  
parties  
involved to  
the  
articulation  
meetings.



**Worksheet for Course Competency Comparison to  
Determine Advanced Placement Viability**

**High School Course:**

\_\_\_\_\_

**Objectives/Competencies:**

**College Course:**

\_\_\_\_\_

**Objectives/Competencies:**



Worksheet for Course Competency Comparison to  
Determine Advanced Placement Viability (Cont.)

PART II:

Are courses appropriately aligned for Advanced Placement Credit?

\_\_\_\_\_ yes                  \_\_\_\_\_ no

Are there curriculum gaps that need to be addressed?

\_\_\_\_\_ yes                  \_\_\_\_\_ no

If yes, what are those curriculum areas/competencies and which course needs to add competencies?

Curriculum/Competencies	Course
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Other recommendations and/or conditional requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Instructor Signature

Date of Review: \_\_\_\_\_



## Sample Articulation Agreement

### MEMORANDUM OF AGREEMENT

THIS AGREEMENT, by and between Name of Secondary Institution, City, State and Name of College, City, State is made to provide students enrolling in the Name of postsecondary Program of Study the option to earn an Name of degree, certificate, credential, etc. through Name of postsecondary institution. It is the intent of this cooperative effort to provide the student with a non-duplicative program of study leading to enhanced employment opportunities.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. The Name of degree in Name of program may be granted through the Name of College joint agreement. The awarding of such a degree is contingent upon the joint cooperation of the specific program by the two institutions.
2. Name of secondary institution will provide the courses listed on the attached Program of Study / Course Sequence form.
3. Name of college will provide the courses listed on the attached Program of Study / Course Sequence form.
4. Any courses articulated for Advanced Placement Credit are outlined in the table below. Restrictions for Advanced Placement Credit include:  
 Credit will be posted on the college/university transcript as Advanced Placement Credit.  
 The college/university course name will appear on the transcript.  
 Advanced Placement credit will only be given for a final grade of "C" or better.  
 The grade will be posted as "P".  
 Credit will be posted after 12 additional hours of Name of college have been successfully completed.  
 No fee will be assessed for the credit.  
 Credits may not apply toward the college/university residency requirement.  
 A maximum of 12 credit hours of technical courses will be accepted for Advanced Placement Credit.  
*(These can be changed to fit the requirements of the college)*

Secondary Technical Course(s)	College Technical Course(s)	Credit Hours

Secondary Academic Course(s)	College Academic (General Education) Course(s)	Credit Hours

## Sample Articulation Agreement (Cont.)

5. Both parties may advertise the programs and will jointly advise the students that this option is available to them.
6. Students must complete a minimum of 45 hours of technical education coursework and a minimum of 15 credit hours of general education coursework with a cumulative grade point average (GPA) of 2.0 or better to be eligible for an Associate Degree *(This can be changed to fit the requirements of the college)*
7. This agreement may be revised/modified by mutual agreement as needed, or in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas State Department of Education or the Kansas Board of Regents.
8. Both parties agree to evaluate this program on an annual basis and in the context of student benefits, program efficiency, and effectiveness.
9. This agreement shall begin Date.
10. This agreement is subject to change or cancellation by the Legislature at any time in accordance with Article 6, Section 5 of the Kansas Constitution.

IN WITNESS WHEREOF, the parties accept and approve THIS AGREEMENT.

\_\_\_\_\_  
Secondary Institution Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Representative

\_\_\_\_\_  
Date



# PROGRAM OF STUDY / COURSE SEQUENCE

High School \_\_\_\_\_  
School/College/University \_\_\_\_\_

CLUSTER: \_\_\_\_\_  
Pathway: \_\_\_\_\_

This Career Pathway Agreement can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework. This Articulation Agreement, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDU- CATI ON LEV- ELS	GRADE	English/ Lan- guage Arts	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recom- mended Learner Activities	*Career and Technical Courses and/ or Degree Major Courses for Design/Pre-Construction Pathway
SEC- OND ARY	9						
	10						
	11						
	College Placement Assessments-Academic/Career Advisement Provided						
	12						
Advanced placement Transcribed-Postsecondary courses may be taken/moved to the secondary level for advanced placement purposes.							
POS TSEC OND ARY	Year 13						
	Year 14						
	Year 15						
	Year 16						

## Statewide Articulation Agreement Information

The inception of the Career Cluster Pathways system (with the prescribed courses for pathway approval) has enabled KSDE to work with postsecondary institutions to develop statewide articulation agreements. In each statewide agreement the postsecondary institution has stipulated requirements to be met by students in order for them to receive advanced placement credit, transcribed credit, tuition waivers, and/or scholarships.

These agreements may be utilized by any Kansas high school student who has successfully completed their high school approved CTE pathway and who meets the requirements set forth in the agreement.

Any high school with the appropriate approved pathway that contains the courses listed in the statewide agreement, may utilize the agreement in their application for new or maintenance pathway approval (CPPSA). In the CPPSA a local district may use a locally arranged articulation agreement and/or a statewide articulation agreement, but a separate Program of Study must be completed for each agreement used.

In order to complete the Program of Study on the CPPSA, the high school will need to contact the college to determine the technical courses students will take at the postsecondary level. This may be done through personal contact with postsecondary instructors or by accessing the program of study on the college website.

All statewide articulation agreements are posted on the KSDE website and can be accessed at: <http://www.ksde.org/Default.aspx?tabid=5049>

**“These agreements may be utilized by any Kansas high school student who has successfully completed their high school approved CTE pathway and who meets the requirements set forth in the agreement.”**

Since the purpose of an articulation agreement is to ensure a smooth transition for students from high school to postsecondary training, marketing of all articulation agreements is vitally important. KSDE recommends that all agreements—both local and statewide—being utilized by a pathway, be posted to the district and college websites. Both students and parents need to have easy access to these documents.



## Articulation Extension Agreement

If there is no change in the agreement specifications or courses, an Articulation Extension Agreement may be used up to two times. All agreements must be formally updated every three years. An example of an extension agreement is shown below.

### Articulation Extension Agreement

It has been agreed upon that the articulation agreement, created on January 31, 20XX, between Unified School District XXX and XXXXXX postsecondary institution is still intact for 20XX-XY school term. The following mutual promises were made in the mentioned agreement:

Pathway	USD School	USD School - Lead	Institution - Dept.	Institution- Lead	Summary (Specific Requirements may apply)
52.0799	XXXX High	James Doe	Business	Jane Doe	Award three ungraded undergraduate credit hours for BU 101 to students who complete the approved USD 340 Business Management, Accounting, Finance, or Marketing Pathway curriculum

In addition, this executive summary still honors that each cluster/pathway curriculum must consist of a minimum of three secondary-level credits, a work-based element, and consists of a sequence that includes introductory-level, technical level, and application level courses.

These determinations allow us to continue the agreement for another year. We will formally assess the mentioned agreement three years from its origination date.

USD XXX Superintendent	XXX President or Designated Postsecondary Rep.
Date	Date

*(This document must be on official letterhead from either USD or postsecondary entity)*



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