

**MINNESOTA STATE COLLEGES AND  
UNIVERSITIES\***  
**ARTICULATION of Program of Study/Career  
Pathway Courses from Partner High School(s)**

**Northeast Metro 916 Career & Tech Center  
AND  
CENTURY COLLEGE**

*\*The Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements and has delegated this authority to colleges and universities.*

This Agreement is entered into between Northeast Metro 916 Career & Tech Center (hereinafter sending institution), and CENTURY COLLEGE (hereinafter receiving institution). This Agreement and any amendments and supplements, shall be interpreted pursuant to the laws of the State of Minnesota. The sending institution offers Program of Study Career Pathway courses, and the receiving institution has established course equivalencies, and will facilitate credit transfer for these courses as specified in the table below for the Northeast Metro 916 Medical Careers Program.

It is mutually agreed:

**Admission and Graduation Requirements**

- A. The receiving institution's admission and program admission requirements apply to both direct entry students and to students who transfer under this agreement.
- B. Students must fulfill the graduation requirements at both institutions.
- C. Students must meet the receiving institution's admission requirements for the agreement to apply.

**Transfer of Credits**

- A. Courses will transfer as described in the attached Program Articulation Table. For system institutions, once the courses are encoded, they will transfer as described in the uSelect Audit.

**Implementation and Review**

- A. The Chief Academic Officers or designees of the parties to this agreement will implement the terms of this agreement, including identifying and incorporating any changes into subsequent agreements, assuring compliance with system policy, procedure and guidelines, and conducting a periodic review of this agreement.
- B. This Course Agreement is effective on September 1, 2019 and shall remain in effect until the end date of August 31, 2021 or for five years, whichever occurs first, unless terminated or amended by either party with 90 days prior written notice. This articulation agreement will be reviewed by both parties beginning March 20, 2021 (within six months of the end date).
- C. The student will notify the receiving institution of their intent to follow this agreement, and present proof of course completion requirements.
- D. Guidelines for developing a Career Pathway and Program of Study have been followed. Course syllabi for the high school curriculum have been reviewed by high school, college and university faculty and align with college and/or university curriculum content. The Programs of Study have coherent, non-duplicated sequencing of courses from grades 9-16.
- E. The goal of this agreement is to provide for transfer or articulation of credits and to provide learners with a quality education that prepares them for successful integration into the workforce, create contributing members of society, and instill the need to be lifelong learners. In accomplishing this goal school districts, colleges and universities will comply with federal and state legislation and guidelines.

**Terms and Conditions of Credit Transfer:**

March 26, 2012

Applicants accepted must fulfill the graduation requirements of the award granting college or university.

#### Criteria for Earning College/University Credit

Students may earn up to a maximum 1 college or university credit by successfully completing the certified high school program curriculum and passing appropriate industry skill standard exams. Students who meet the following criteria are eligible to receive college or university credit for courses, as identified in the course equivalency table.

- Earn a course grade of "B" or 85 percent or better in each course being articulated for credit – (Note C grade if agreement between high school teachers and college faculty member).
- Enroll in the college or university, which is a party to this agreement.
- Enroll in the program specified in this agreement
- Provide an official high school transcript and other documentation required by the college or university

#### Documentation of College or University Credit

1. If the student's grade on each course grade was a "B" [or 85 percent] or better, a "P" grade will be recorded on a MnSCU college/university transcript indicating that credit is given.
2. The college/university will clearly indicate whether the credit will count toward diploma/degree requirements or a general elective
3. Once credit is granted for prior learning by a system college or university, each system college and university shall evaluate credit for transfer according to policy 3.21 Undergraduate Course Credit Transfer.

#### Life of the Credit

A student must provide documentation of successful completion of high school courses and requirements within three (3) years after successful completion of high school graduation for the student's request for credit to be considered.

#### Other Requirements (Please identify special requirements, as needed)

#### College/University-Level Assessment

#### College/University-Level Grading

Instructors agreed upon "B" Grade or 80% for Northeast Metro 916 Career & Tech Center articulated college credits.

#### Instructor Qualifications

##### High School Instructors

- High School instructors must be licensed as a K-12 teacher and qualified to teach in programs that contain the Program of Study/Career Pathway courses. If the Perkins funds are used, the high school instructor must be career and technical education certified.

##### College faculty

- College faculty must meet college teacher credentialing field qualifications  
<http://www.mnscu.edu/board/policy/332.html>

<b>COURSE ARTICULATION TABLE</b>			
	<b>High School(s) (sending)</b>	<b>College or University (receiving)</b>	
<b>Institution</b>	Northeast Metro 916 Career & Tech	Century College	
<b>Program Name</b>	Medical Careers	OFFT 2010 Medical Terminology	
<b>Program Award</b>			
<b>Describe program admission requirements (if any)</b>	High School Junior or senior		
<b>Instructions</b> <ul style="list-style-type: none"> <li>List all courses that have equivalencies.</li> <li>Credits applied: the receiving institution course credit amount may be more or less than the sending institution credit amount. Enter the number of credits that the receiving institution will apply toward degree completion.</li> <li>Show equivalent university college courses on the same row to ensure accurate DARS encoding.</li> <li>Equiv/Sub/Way column: If a course is to be encoded as equivalent, enter Equiv. If a course is to be accepted by the college or university as a "substitution" only for the purposes of this agreement, enter Sub. If a course requirement is waived by the receiving institution, enter Way. (To add rows, place cursor outside of the end of a row and press enter.)</li> </ul>			
<b>Program of Study Courses and Equivalencies (if any)</b>			
<b>Course</b>	<b>College/University Equivalent Course</b>	<b>Credits</b>	<b>E/S</b>
Medical Careers	OFFT 2010 Medical Terminology	3	
	<b>Total Credits Applied</b>	<b>3</b>	
*If course is equivalent to part of the college/university course, fees for the equivalent credits will be waived			

**Century College Approved Learning Outcomes**  
(List each approved learning outcome)

**High School Equivalents**

Where does the high school class address each approved learning outcome?

- Understand word parts in medical terms.
- Demonstrate knowledge structures of the body, anatomical references and pathology
- Understand terms related to the skeletal system body parts, pathology, and treatment of disease.
- Understand terms related to the muscular system body parts, pathology, and treatment of disease.
- Understand terms related to the cardiovascular system body parts, pathology, and treatment of disease.
- Understand terms related to the lymphatic and immune system body parts, pathology, and treatment of disease.

OFF-T  
2010

	<ul style="list-style-type: none"> <li>-Understand terms related to the respiratory system body parts, pathology, and treatment of disease.</li> <li>-Understand terms related to the digestive system body parts, pathology, and treatment of disease.</li> <li>-Understand terms related to the urinary system body parts, pathology, and treatment of disease.</li> <li>-Understand terms related to the nervous system body parts, pathology, and treatment of disease.</li> </ul>
--	--

High School	Name	Signature	Date
High School Teacher	Raina Cuthbert	Raina Cuthbert	2/26/19
High School Administrator	Jill Stewart-Keller	Jill Stewart-Keller	2/26/19
Career Technical Education (Perkins) Contact/Coordinator	Sarah Shanley	Sarah Shanley	2/26/19

College	Name	Signature	Date
College/University Faculty	Julie Myhre	Julie Myhre	3/4/19
Career Technical Education (Perkins) Contact/Coordinator	Herbert King	Herbert King	3/5/19

College	Name	Signature	Date
Chief Academic Officer	Janet Nelson	Janet Nelson	
Dean	Beth Hein	Beth Hein	3-8-19
Title			
DARS Encoder			
Date when equivalencies were encoded in DARS by the receiving MnSCU institution:			

March 26, 2012



## **Century College Articulation Agreement Addendum**

### **Northeast Metro Perkins Consortium**

This Addendum provides clarity for college and high school officials in the process of providing college credit through this Articulation Agreement. Articulation Agreements provide a strategy which creates an opportunity for students to obtain college credit while attending high school. The intent of this early credit approach is to create momentum for students and simplify the transfer of credits from high school to college CTE programs.

The high schools and college officials agree that students who successfully complete the secondary course(s) indicated in this agreement and also noted on the Minn. State System Articulation form [Included with this document]; by earning a grade of A or B will have attained the necessary academic and technical level to receive Articulated College Credit for this course.

To receive college credit awarded as transfer credit for the course(s) taken through the Northeast Metro Career and Technical Center and/or Northeast Metro Perkins IV Consortium students must:

1. Enroll in courses at Century College within two years of completing the high school course(s).
2. Submit a high school transcript to Century College that shows graduation in good standing.
3. Present an Articulation certificate of Credit to the Century College Transfer Student Services office Degree Audit Record System (DARS). Transfer credit will be awarded upon verification of enrollment at Century College and provided that the above criteria have been met. A Century College transcript will be developed only for those students who enroll in and successfully complete a course at Century College.

This Articulation Agreement is valid for two academic years. This agreement assumes that the course will not undergo significant content changes. The agreement is NOT TRANSFERABLE to other teachers/schools in a district.

By signing this document all high school instructors and college faculty agree to carry out the following activities:

- Use the career pathway lesson plans - provided to high school teachers.
  - Display branding materials from Century College in the classroom.
  - Display Career Tree wall graphics which outline career pathways for students.
  - Participate in professional development meetings.
  - Bring students on field trip(s) to Century College.
- Use CTE Works website to register the class and enter student grade information.
- Collaborate to enable the ability for direct mail information to students.
  - When applicable host, Century College faculty and participate in relevant Century visits.

This completed agreement documents faculty confidence that the high school course provides a minimum 80% match to the college course. Articulated college credit introduces the high school student to the rigor of a college course within their high school environment.

Please review, discuss, and verify agreement on the following course components:

☐ Course Content (min 80%) ☐ Course Rigor Satisfactory ☐ Learning Outcomes (Match)

☐ Equipment Comparable ☐ Syllabus Included ☐ Textbooks Equivalent

☐ Assessments Included ☐ Technical Skills Assessment Discussed ☐ Certification Confirmed

High School Northeast Metro 916 Career & Tech Center

Career Field Medical Careers/Medical Terminology

Century College Course Number OFFT 2010

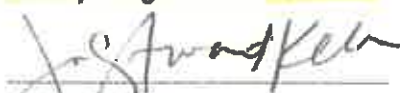
The Chief Academic Officers and High School Administrator or designees to this agreement will execute terms of this articulation agreement assuring compliance with Minn. State System policy, procedure and guidelines, and conducting a periodic review of this agreement. This also includes compliance with high school procedure and policies as they pertain to this agreement.

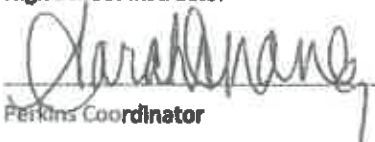
Signatures below validate and support this Technical Preparation College Credit Articulation Agreement:

  
Century College Instructor

  
Century College Administrator

  
High School Instructor

  
High School Administrator

  
Perkins Coordinator

High School course name and number Medical Careers/Medical Terminology

College course name and number OFFT 2010 Medical Terminology

Agreement Expiration Date Valid for 2019-2020 to 2020-2021 school year