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<b>MINNESOTA STATE COLLEGES AND UNIVERSITIES*</b> <b>ARTICULATION of Program of Study/Career Pathway Courses from Partner High School(s)</b>	<b>[Chisago High School] AND [CENTURY COLLEGE]</b>
<b>*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.</b>	

This Agreement is entered into between [Chisago High School] (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 and Minnesota State College and University applicable policy.

The sending institution offers Program of Study Career Pathway courses, and the receiving institution have established course equivalencies, and will facilitate credit transfer for the identified courses as described below.

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 college admission requirements for the agreement to apply.

**Transfer of Credits**

- A. Courses will transfer to a Century College program as described in below.

**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 review of this agreement every three years.
- B. This Course Articulation Agreement is between the signing high school teacher, and not transferrable. It is effective on (03-01-2019) and shall remain in effect until the end date of (02-28-2022), unless terminated or amended by either party with 90 days prior written notice.
- C. The student will notify the receiving institution of their intent to follow this agreement, and present proof of course completion via the certificate generated from [www.ctecreditmn.com](http://www.ctecreditmn.com)
- D. By signing this agreement, the high school teacher agrees that;

d) An/or successfully earn an industry recognized credential

Documentation of College Credit on student transcript

- A. If the student's grade on each course grade was a C or better, a "P" grade is recorded on a Minnesota State College transcript indicating that credit is awarded.
- B. The college/university will clearly indicate whether the credit will count toward diploma/degree requirements or transfer as a general elective.
- C. 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 the identified high school course/ or industry credential within three (2) years after high school graduation.

High School Instructors

MDE requires that 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.

COURSE ARTICULATION TABLE		
	High School(s) (sending)	Century College (receiving)
Institution	Chisago High School	Century College
Career Pathway/Program Name	Business Management and Administration	
Name of High School Course	Keyboarding	College Course Number: OFFT 1001 College Course Name: Document Formatting Essentials
Articulated Credits 1.0		Number of College Credits Articulated: 1.0

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High School	Name	Signature	Date
High School Teacher	Lynn Stoltz	Lynn Stoltz	3.1.19

College	Name	Signature	Date
College Program Faculty	CAROL LIBSON	Carol Libson	3/1/2019
College Program Dean	Beth Hein	Beth Hein	7.20.19
College Perkins Representative	Herbert King	Herbert King	3/4/19

College	Name	Signature	Date
Chief Academic Officer			
Title			
DARS Encoder			
Date when equivalencies were encoded in DARS by the receiving MnSCU institution.			