



## CTE Dual Credit Consortium

## Memorandum of Agreement

August 5, 2020

The Columbia Basin Consortium is a partnership of business, labor, community, and education that meets common regional needs by preparing students to successfully advance from high school through postsecondary education into the world of work. Membership includes the following college and school district partners: ***Columbia Basin College, Columbia Burbank School District, Finley School District, Kennewick School District, Kiona-Benton School District, North Franklin School District, Pasco School District, Prosser School District and Richland School District.***

CTE Dual Credit agreements are designed to award college credit to students who successfully complete articulated college level career and technical education courses and programs while still in high school. RCW 28B.50.530 authorizes community and technical colleges to establish agreements in collaboration with local school districts. Articulation agreements define the criteria for equivalency and the granting of credit. The following guidelines provide a framework and operational structure for colleges and school districts to facilitate the implementation of articulation through direct transcription.

### I. Purpose

The purpose of this articulation agreement is to enable students completing high school career and technical education programs to earn college equivalent credit for courses taken as part of their secondary education program. Each program covered under this agreement will have an articulation agreement signed by the college and school district designees from each participating institution. An articulation agreement is designed to provide students with a non-duplicative, coherent, sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree.

*\* See attached list of articulated courses/programs of study.*

## **Provisions**

Maintaining college standards is important to the overall strength of a dual credit course. In an effort to prepare students who will be educationally competitive, the same rigorous college standards will be applied to all dual credit courses irrespective of where or how the instruction is delivered. High school faculty teaching the dual credit course(s) will provide instruction to support the competencies listed in the articulation agreement. Consortium school districts shall pay a predetermined and agreed upon fee to participate in the CTE Dual Credit program.

### **College Partners Will:**

- Establish the course requirements for college credit to be granted. Course competencies identify the academic and technical skills for each course and may include requirements such as term papers, portfolios, or industry certification exams. Students must achieve a B (85%) or better grade in the course EACH semester of the articulation to qualify for college credit.
- Identify the articulated course on the transcript as a regular college-level course. No designation will be used to indicate the course was taken while the student was in high school.
- At the discretion of the college division program chair, a college student failing to make satisfactory progress in a college course or a college program of study may be required to retake a college course that the student had previously earned credit for, through the high school CTE Dual Credit program.
- Assess participating school districts a fee to offset CTE Dual Credit program costs.

### **District Partners Will:**

- Ensure all College CTE Dual Credit articulated courses are taught by instructors who meet the WA State CTE teaching requirements or meet Columbia Basin College employment criteria. WAC 131-16-095 (2)
- Ensure the high school program/courses meet the academic and technical standards established for career and technical education (CTE) state approved programs.
- Identify an administrative point of contact (principal/CTE director) to ensure instructor compliance with the articulation agreement.
- Ensure student compliance with college enrollment policy to avoid duplication of courses and credits.
- Ensure all participating teachers submit an updated course syllabus or other program verification information to the CTE Dual Credit office by stated deadline.
- Remit annual membership fees of \$6.00/CTE FTE as submitted on the 1251 Full-Time Enrollment Report submitted to OSPI based on prior academic year's reporting\*.

*\* See attached costs for consortium membership by district member.*

**Students Served:** The college and school district partners will make reasonable efforts to ensure all student populations are served equitably by the CTE Dual Credit program.

**Data Collection:** All partners agree to assist in the collection of data concerning student participation, student performance, and instructor participation in the CTE Dual Credit program. Data will be used to determine the success of students who receive articulated credit during high school and then transfer to college in the same or similar pathway program.

**Transcription:** Transcription of credit will occur during the summer quarter for Columbia Basin College and will be completed by August 31<sup>st</sup> following the academic year for which credit was earned. High school students registered in the Student Enrollment Reporting System (SERS) for CTE Dual Credit will follow CBC student policies for transcription of credit. Credit and/or grades will not be removed once they have been transcribed.

**Agreement Revision/Renewal:** As required by law, this agreement will be reviewed regularly and approved annually by the lead administrators (college presidents and school district superintendents or their designee) of the educational partners. (Perkins 2006, SEC. 3)

**Credit Transfer:** College credits, including those awarded through direct transcription may or may not transfer to four-year institutions or other colleges outside the state's community/technical college system. It is the responsibility of the student to consult with those institutions concerning specific credit transfer and admissions requirements.

**Agreement Termination:** Individual school districts and/or college partners may terminate this agreement without cause by giving 90 days written notice. If the college partner(s) terminate participation in the CTE Dual Credit program, the college will continue to honor college CTE Dual Credits for students currently enrolled in articulated courses at the secondary school and registered to earn college credit at the end of the term.

**Procedural Steps in the Agreement Process:**

1. Students must be enrolled in an approved CTE Dual Credit articulated CTE course or program of study.
2. Students must register for dual credit using the consortium's registration process (SERS) and specified timeline.
3. Participating high school instructors will use the consortium's registration/grading process (SERS) to enter grades and verify student completion of articulated courses during the specified timeline.
4. Students will receive college credit upon successful completion of the dual credit course(s) with a grade "B" (85%) or better EACH semester for which they are enrolled.

5. Students may be required to submit an application to the college.
6. Participating colleges will post a grade to the transcript of students who have applied, registered and successfully completed designated dual credit courses. Unofficial transcripts will be made available to students upon CTE Dual Credit course completion.

**AUTHORIZING SIGNATURES**

Agreement made August 5, 2020 between Columbia Basin College and Columbia Burbank School District, Finley School District, Kennewick School District, Kiona-Benton School District, North Franklin School District, Pasco School District, Prosser School District and Richland School District.

College: Rebekah Woods                      8/14/2020  
 \_\_\_\_\_  
 Columbia Basin College President or Designee / Date

Keeley Spant                                      August 5, 2020  
 \_\_\_\_\_  
 Director of CTE Dual Credit and College in the High School / Date

**School Districts:**

\_\_\_\_\_  
 Columbia Burbank SD Superintendent or Designee / Date

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 North Franklin SD Superintendent or Designee / Date

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 Finley SD Superintendent or Designee / Date

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 Pasco SD Superintendent or Designee / Date

David J. Jones                      8/19/20  
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 Kennewick SD Superintendent or Designee / Date

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 Prosser SD Superintendent or Designee / Date

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 Kiona-Benton SD Superintendent or Designee / Date

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 Richland SD Superintendent or Designee / Date