

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Secondary School Articulation Agreements	<i>Number:</i> T 118 A	<i>Page(s):</i> 3
	<i>Date:</i> August 13, 2018	

PURPOSE

Vermont Technical College has established this policy to enumerate the expectations and procedures for articulation agreements between the college and secondary schools

STATEMENT OF POLICY

Vermont Tech has several programs, which encourage academic collaboration between secondary schools and Vermont Tech. Chief among these is the articulation of technical center program courses and Vermont Technical College credited courses.

The purpose of articulation agreements between Vermont Tech and Vermont high schools and technical centers is to facilitate the most meaningful programs of study for students who may enroll in a post-secondary degree program at Vermont Tech upon completion of technical center programs.

Articulation Agreements should:

- Be developed only after a thorough review of the secondary school program for which articulation of credits is sought. Review should be approved by the Academic Dean's Office and conducted by appropriate Vermont Tech faculty under guidance of the Academic Dean or designee.
- Define the process by which secondary graduates may earn credits in articulated post-secondary courses for which they have demonstrated achievement
- Provide clear statements of how much articulated credit students may earn and in which courses and programs.
- Ensure that students graduating from the secondary institutions have the level of academic skills necessary for entry into college level courses without the need for remediation in basic skills courses (math and English) at the college level;

- Provide students with advising and financial aid assistance that makes the transition from the secondary to post-secondary level as efficient as possible.
- Enumerate a beginning and ending date under which the Agreement will be valid.

It should be noted that acceptance of course credit does not guarantee acceptance into any academic program at Vermont Tech. The Admissions Office reserves the right to ask any student to repeat a course as part of a contingency to his/her acceptance.

A. Responsibilities of Vermont Technical College to the students:

- Inform all students in the articulated course/program of the articulation agreement and the credit opportunities available.
- Waive the college's application fee
- Provide class visitation opportunities at Vermont Tech
- Provide opportunities for students to meet with college faculty and students

B. Responsibilities of Vermont Technical College to the instructors:

- Provide updates about curriculum and program changes
- Provide a contact person to serve as a resource in obtaining college information
Cooperate with faculty and advisory boards to review and coordinate the technical program curriculum

C. Responsibilities of the approved instructor:

- Provide all resume information needed
- Fill out all necessary information concerning course(s) to be offered and delivery of course(s)
- Assist in maintaining all college correspondence as it relates to course and student information
- Notify the dual enrollment coordinator of any program or curriculum changes

D. Responsibility of participating technical center or other secondary school:

- Expose students to career options and the opportunity for articulation with the Vermont Tech degree programs
- Provide counseling for students and parents about the articulation between secondary and post-secondary programs

- Interact with Vermont Tech faculty to coordinate curriculum review and - when possible - to sponsor joint activities
- Target recruitment of non-traditional students by ensuring that the curriculum and class environment support equity goals
- Notify the Vermont Tech dual enrollment coordinator of any instructor changes within articulated program areas
- Assist in release time for instructors involved with professional development activities
- Assist dual enrollment coordinator with monitoring student progress and with appropriate paperwork as it relates to articulated courses

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered deprecated.
 - a) August 8, 2005
 - b) June 30, 2009
 - c) August 13, 2018

Signed By:  Patricia Moulton President
