



## **Roles of the Career Technical Centers and Ferris State University**

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In order for the articulation program to be successful and effective, each of the participants must remain active in the process. The responsibilities of the participants involved in the articulation agreement program are as follows:

### The Secondary School Teacher's Role:

- Contact the Ferris State University instructor to express interest in articulating courses.
- Provide the Ferris State University instructor with current task sheets, which include a detailed list of competencies covered in the courses taught.
- Align the secondary education curriculum in a manner that supports a seamless transition for students from high school to college.
- Sign the articulation agreement and forward the document to the appropriate administrator with signatory authority.
- Encourage students to perform well and promote the use of articulated credit with Ferris State University.
- Fulfill the learning objectives and competencies as specified in the task lists for the articulated courses.
- Advise students on whether they meet the conditions for articulated college credit.
- Review and sign the students' application for articulated credit form to verify the applicant meets the conditions stipulated in the articulation agreement.

### The Secondary School Administrator's Role:

- Coordinate and administer the articulation agreement program as necessary at the secondary education level.
- Ensure that the competencies listed in the task lists are being followed by secondary school teachers in all courses articulated with Ferris State University.
- Review and sign the articulation agreements and forward the documents to the academic dean at Ferris State University for processing.
- Promote the use of articulation agreements with Ferris State University so eligible students can take advantage of this seamless transition to college programs.
- Review the articulation agreements as often as necessary to ensure they remain current and appropriate.
- Review and sign the student's application forms and forward it to the academic dean at Ferris State University.



#### The College Instructor's Role:

- Be receptive to the possibility to articulate entry-level college courses.
- Communicate regularly with the secondary teaching counterpart to address curricular issues and possible program changes.
- Review the secondary course task sheets for competencies taught.
- Prepare a draft articulation agreement utilizing the template and forward the template to the academic dean for review and final printing.
- Assist the secondary school teachers with the alignment of their courses so that a seamless path to college can be achieved.
- Review the student application for articulated credit and forward the form to the academic dean for processing.
- Monitor the performance of students receiving articulated credit and report any problems or concerns to the academic dean.

#### The College Dean's Role:

- Coordinate and administer the articulation agreements for courses listed under their purview and within their divisions.
- Review the proposed articulation agreements for completeness and appropriateness.
- Prepare a finalized articulation agreement on Ferris State University letterhead and disseminate the agreements for signatures.
- Upon the receipt of all signatures, forward the articulation agreements to the registrar's office for recording.
- Distribute copies of the signed articulation agreements to all signatory parties listed on the agreements.
- Review and sign the students' application form for articulated credit and forward it to the registrar's office.
- Send copies of the approved student application form to the signatory instructor listed on the application.
- Maintain copies of all articulation agreements and applications.
- Evaluate the articulation agreement program on an annual basis.



University Articulation Role:

- Give credit for competencies mastered outside the classroom
- Offer college in classes higher than entry level
- Transfer community college credits to replace the general education requirements of a four-year university
- Transfer lower level program course work programmatically to the four year university rather than transferring as elective credit

Articulation agreements are formal, written documents agreed upon by two or more institutions.

Student's Role:

- Meet the conditions as set forth in the articulation agreement for each course to ensure the eligibility for college credit.
- Register to become a full-time student at Ferris State University within 12 months from high school graduation.
- Meet with the secondary school teacher for advising prior to filling out the paperwork.
- Complete the application form and have the secondary school teacher and administrator sign the form.
- Forward the application form to the appropriate academic dean at Ferris State University.
- Meet with the designated college program advisor to discuss a plan of study in the selected career path.



**FLOW CHART  
FOR  
APPLICATION OF ARTICULATED ADVANCED PLACEMENT CREDIT**

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**ARTICULATION AGREEMENT IMPLEMENTATION TIMELINE**

Time Period	Activity	Participants
Fall Semester	Articulation Agreement Handbook Approved and adopted by the college.	Academic deans and college president.
Fall Semester	Handbook contents are distributed to secondary school administrators and counselors.	The Ferris State University Tech Prep Contact person will be responsible for the distribution.
Winter Semester	Secondary school task sheets and list of competencies are submitted to the appropriate Ferris State University faculty for review. Educators will meet or correspond to discuss differences in course competencies and align curriculum.	Secondary school teachers and Ferris State University faculty in areas being articulated.
Winter Semester	Articulation agreements are reviewed and processed for approval.	Secondary school teachers, Ferris State University faculty, secondary school administrators, academic deans and Academic Affairs at Ferris State University.
Winter Semester and each subsequent winter semester	The articulation agreement program and handbook are reviewed for effectiveness.	Academic deans with feedback from all participants.