

# SECONDARY CREDIT ARTICULATION GUIDE



Office of Transfer and  
Secondary School  
Partnerships

## FSU General Information

### About

Ferris State University is the fastest growing public university in Michigan, with 14,381 students enrolled in classes on the main campus in Big Rapids, 19 off-campus sites throughout Michigan and at Ferris' Kendall College of Art and Design in Grand Rapids. By offering people what they want, when and where they need it, Ferris is Michigan's "statewide university," with a transfer rate higher than any other university in Michigan, facilitated by the ease of "laddering" from a two-year to a four-year degree.

Ferris is distinguished by its strong heritage of opportunity and career-oriented approach to education where theory meets practice, along with unique degrees that are not available at other universities in the state, region or nation. More than 180 programs, ranging from associate to doctoral degrees, are offered through nine degree-granting colleges: Allied Health Sciences, Arts and Sciences, Business, Education and Human Services, Engineering Technology, Kendall College of Art and Design, Michigan College of Optometry, Pharmacy, and Professional and Technological Studies.

The majority of Ferris State's offerings are tailored with a specific occupation in mind and align directly with many occupations that are expected to experience growth across the country through 2016. The University has at least 140 degrees that align directly with in-demand occupations.

### History

Ferris is the only university in Michigan named after its founders, Woodbridge Nathan Ferris (two-term Michigan governor and U.S. senator) and Helen Gillespie Ferris. It was founded in 1884 as the privately-owned Big Rapids Industrial School and provided opportunity for people who might otherwise have become lumberjacks, farm laborers and food processing workers, instead offering paths to lives of greater possibility. Ferris did not become a state institution until 1950, undergoing several name changes until becoming Ferris State University in 1987.

### Mission

Ferris State University prepares students for successful careers, responsible citizenship, and lifelong learning. Through its many partnerships and its career-oriented, broad-based education, Ferris serves our rapidly changing global economy and society.

### Accreditation

Ferris State is accredited by the Higher Learning Commission.

### Non-Discrimination Statement

Ferris State University does not discriminate on the basis of race, color, religion or creed, national origin, sex, sexual orientation, gender identity, age, marital status, veteran or military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable State or federal laws or regulations in education, employment, housing, public services, or other University operations, including, but not limited to, admissions, programs, activities, hiring, promotion, discharge, compensation, fringe benefits, job training, classification, referral, or retention. Retaliation against any



person making a charge, filing a legitimate complaint, testifying, or participating in any discrimination investigation or proceeding is prohibited.

Inquiries or complaints of discrimination may be addressed to the Director of Equal Opportunity, 120 East Cedar St., Big Rapids, MI 49307 or by telephone at (231) 591-2152; or Title IX Coordinator, 805 Campus Dr., Big Rapids, MI 49307, or by telephone at (231) 591-2088. On the KCAD Grand Rapids campus, contact the Title IX Deputy Coordinator, 17 Fountain St., Grand Rapids, MI, (616) 451-2787 ext. 1113. See [ferris.edu/non-discrimination](http://ferris.edu/non-discrimination).



## FSU Office of Transfer and Secondary School Partnerships

### About

The Office of Transfer and Secondary School Partnerships at Ferris State University is committed to creating conditions that foster student success and promote access to high education and degree attainment by fostering successful transfer of college and articulated credit. Our department offers support and services for Post-Secondary/Community College transfer students and facilitates Pre-College Programs for high school students.

### Purpose

The mission of the Office of Transfer and Secondary School Partnerships is to promote, support, and complement the academic mission of the institution by working collaboratively with local schools, career and technical education centers, community colleges, universities, students, faculty, and staff. The Office of Transfer and Secondary Partnerships and its partners create and extend transfer services and student learning opportunities outside the classroom.

### Contact Information

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## About Secondary Articulation at Ferris State

### Articulation Defined

Secondary articulation agreements are formal agreements between a secondary and postsecondary institution that are designed to assist students in continuing their education. Articulation agreements provide a systematic, seamless student transition process from secondary to postsecondary education that maximizes the use of resources and minimizes content duplication.

### State-Wide Articulated Credit

In 2013, Ferris State University became the first public university in Michigan to implement state-wide articulation agreements for the specific programs in the federal career clusters and their corresponding Michigan career technical education programs. By streamlining the articulation agreements into a state-wide format, Ferris State is able to strengthen its collaboration with career technical education centers and high schools while maintaining consistency when awarding articulated credit to students.

These Statewide Articulation Agreements are formal contracts between the Michigan Department of Education, the Michigan Office of Career and Technical Education and Ferris State University. Agreements were developed based on the secondary state-approved programs that met all of the required technical skills and standards.

Ferris State faculty determined the criteria a student must meet to be granted articulated credit.

### Articulated Credit

Articulated Credit is Ferris State college-level credit that is awarded to eligible career technical education/high school students who have demonstrated specific skill levels by successfully completing a state-approved program and/or a testing process. Based on test results and completion of career technical education programs, career education students are awarded Ferris college credit for the skills they have learned and developed at the career technical centers and/or high school career centers.

### Where to Locate Ferris State Articulation Agreements

All articulation agreements and the corresponding 2+2 plans are available on the Ferris State University Office of Transfer and Secondary School Partnerships website at [http://ferris.edu/HTMLS/colleges/university/transfer/precollege/hsarticulation/statewideagreements/secondary\\_articulation.htm](http://ferris.edu/HTMLS/colleges/university/transfer/precollege/hsarticulation/statewideagreements/secondary_articulation.htm).

### Timelines

Articulation agreements are implemented for three-year periods. Agreements are reviewed and may be updated at the end of the three-year period.

### Benefits of Articulated Credit

- Students can save money on tuition, fees, and books
- Accelerate academic progress
- Reduce duplication of courses at the college level
- Create the opportunity for expanded program content
- Improve job readiness skills
- Improve job placement potential
- Earn college credits

## Articulation Agreement Creation Process

Ferris State University has evaluated the Michigan Career Technical Education program standards. Members of the corresponding Ferris State faculty have also reviewed these standards and have determined which Ferris State courses are compatible with the secondary program so students may apply for articulated credit.

As all state-approved programs offered at Michigan's career technical centers and high schools must adhere to the same state-wide curriculum, offering state-wide agreements allows for greater consistency and academic integrity when granting articulated credit to students.

## Preparing Students to Earn Articulated Credit

### What Every Student Should Know

Students should understand how articulated credit earned through their career technical education center or high school can assist them in reaching educational goals. Students need to be aware of the requirements to earn articulated credit before applying at Ferris State. All of the articulation agreements are available on-line at the Office of Transfer and Secondary School Partnerships webpage at [http://ferris.edu/HTMLS/colleges/university/transfer/precollege/hsarticulation/statewideagreements/secondary\\_articulation.htm](http://ferris.edu/HTMLS/colleges/university/transfer/precollege/hsarticulation/statewideagreements/secondary_articulation.htm).

### Course Completion

The student must complete the articulated career technical center and/or high school program at the letter grade indicated on the articulation agreement.

Agreements generally require at least a “B” grade or better.

### Other Assessments

Some articulation agreements require assessments such as a portfolio review or a competency exam. Please refer to the individual program articulation agreements for full details. Portfolios, assessment results, certifications, and any other required materials must be submitted to the Office of Transfer and Secondary School Partnerships with the Articulated Credit Verification Application Form.

### Instructor Recommendations

All students applying for articulated credit must have an instructor recommendation from the program that they are requesting articulated credit.

### Articulated Credit Student Application Process

- 1) Review the articulation agreement to ensure the student meets required qualifications and submits all appropriate materials.
- 2) Student must complete the required forms.
  - Students must submit an **Application for Admissions** to Ferris State University. The student may complete the free, on-line application at <http://www.ferris.edu/admissions/application/>. Students cannot apply for articulated credit until they have been accepted at Ferris State.
  - Student must complete the **Articulated Credit Verification Application** to be considered for articulated credit. This form may be downloaded from the Ferris State website at <http://ferris.edu/HTMLS/colleges/university/transfer/forms.htm>.
  - Students are responsible for obtaining all appropriate signatures and instructor recommendations.
  - The Articulated Credit Verification Application Form and any other required materials/assessment scores should be sent to the Office of Transfer and Secondary School Partnerships at the following address:

Office of Transfer and Secondary School Partnerships  
Ferris State University  
401 South Street, SRC 102  
Big Rapids, MI 49307  
[transferservices@ferris.edu](mailto:transferservices@ferris.edu)

### 3) Awarding Credit

- The Office of Transfer and Secondary School Partnerships will forward the student's Articulated Credit Verification Application and any other supporting materials to the corresponding Ferris State faculty for review.
- Students will receive a message through their Ferris State email accounts once articulated credit has been awarded and placed on their FSU transcripts.

### Deadlines

Students have one year from the date of their high school graduation to apply for articulated credit.