(Insert College Logo Here)

Information Technology Dual Credit
Memorandum of Agreement
AY2019-2021

I. Purpose

RCW 28B.50.531 directs community and technical colleges to create agreements with high schools and skills centers to offer dual high school and college credit for secondary career and technical courses. 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, to provide students with a non-duplicative, coherent, sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree.

In the spirit of fostering collaboration between _____ College and the _____ School District, the following Dual Credit agreement provides a framework and organizational structure to

facilitate qualified students in the _____ School District in their application and admission to

_____.

II. Provisions

Maintaining college standards is essential to the validity 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 information technology (IT) dual credit courses irrespective of where or how the instruction is delivered. High school faculty teaching the IT dual credit course(s) will provide instruction to support the competencies listed in the articulation agreement.

Under this agreement, _____College will:
- Establish the requirements for IT high school courses that allow college credit to be granted. Requirements include course competencies that identify the academic and technical skills for each course, and may include requirements such as portfolios or IT industry certification exams. Students must achieve a C (2.0) or better grade in the high school course(s) to qualify for college credit.
- Transcript the college credit upon: 1) request of the student within two years of the student's high school graduation; 2) presentation of high school transcript; 3) completion of admissions process; and, 4) verification of the articulation.
- Waive the admissions application fee for students who achieve a C (2.0) or better in high school IT dual credit course(s).
- 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 program Dean, a 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 in high

school under the Dual Credit agreement.

- Provide prospective students access to _____ advisors for assistance in the application and admissions processes.
- Conduct a Dual Credit information session and tour of the _____ campus at least once per year.
- Provide informational documents, logos, another marketing materials for distribution to schools, teachers, and potential students.
- Conduct other communication efforts as agreed upon between the institutions.

Under this agreement, the _____ School District will:

- Identify high school IT courses or IT course series that cover all competencies as defined by the college for courses offered for articulation.
- In pursuance with *WAC 131-16-095 (2,* ensure all College Tech Prep articulated courses are taught by instructors who meet the WA State CTE teaching requirements or meet the employment criteria of _____.
- Ensure the high school IT 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 articulation agreements.
- Ensure that IT dual credit courses are identified on high school transcripts by a "T" designation.
- Allow _____ IT program faculty and staff to visit schools within the district at least once per year.
- Disseminate informational documents marketing the pathway to potential students.
- Dedicate classroom time for _____ IT program visits and information sessions.
- Conduct other communication efforts as agreed upon between the institutions.

Students Served: The college and school district will make reasonable efforts to ensure all student populations are served by the IT dual credit courses.

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

Agreement Revision/Renewal: This agreement will be reviewed regularly and approved annually by the lead administrators (the _____ college president and school district superintendent or their designee) of the educational partners.

Credit Transfer: College credits 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: The _____ School District and/or the college may terminate this

agreement without cause by giving 90 days written notice.

III. IT Courses approved for articulation for Academic Years 2019-2021:

The College and school district will annually review and approve courses for articulation. In cases where a high school IT course or IT course series is approved for articulation with more than one college course, credit will be granted for only one college course.

School District Courses:	_____ Technical Courses:
IT Academy: Excel, PowerPoint, Word	CSI 102 Office Applications and Business Communications
Web Design: HTML, CSS	CSI 145 Web Design
Visual Communications: Foundations, Digital Design	CSI 147 Web Graphics
Computer Programming OR AP Computer Science (Minimum score 3)	CSI 152 Introduction to Programming

School District Courses:	_____ General Education Courses:
AP Biology (Min score 3)	BIOL& 160 General Biology
AP English Literature (Min score 4)	ENGL& 111 English Literature
AP English Language (Min score 4)	ENGL& 101 English Composition
AP Government	POLS& 202 American Government
AP U.S. History (Min score 3)	HIST& 136 U.S. History I
AP World History (Min score 4)	HIST& 126 World History
AP Calculus (Min score 3, additional credit for score of 5)	MATH& 151 Calculus I (Min score 3) OR MATH& 151 Calculus I and MATH& 152 Calculus (Min score 5)
AP BC Calculus (Min score 3, additional credit for score of 5)	MATH& 151 Calculus I (Min score 3) OR MATH& 151 Calculus I and MATH& 152 Calculus II (Min score 5)
AP Statistics (Min score 3)	MATH& 146 Introduction to Statistics
AP Macro Economics (Min score 4)	ECON& 202 Macroeconomics
AP Micro Economics (Min score 4)	ECON& 201 Microeconomics
AP Psychology (Min score 3)	PSYC& 100 General Psychology
AP Physics One (Min score 3)	PHYS& 121 General Physics I

AUTHORIZING SIGNATURES

Authorizing signature from _____College:

_____   _____
President, _____College President   **Date**

Authorizing signature from School District:

_____   _____
School District Superintendent or Designee   **Date**
_____   _____