

High School Articulated Credit

Mott Community College

Through articulation agreements Mott Community College may grant college credit for certain courses taken in high school. These agreements recognize that skills and competencies are developed through successful completion of specific coursework. Articulated credit is awarded to students who achieve the competencies agreed to and continue in a related program of study at Mott Community College. Benefits of articulated credit can include savings on tuition, books and fees, saving time and avoiding duplicative coursework, and providing time in the schedule for expanded program content.

There are three major processes required for articulation:

- Developing the Agreement (HS/CC)
- Earning the articulated credit (High School)
- Utilizing the articulated credit (Community College)

Developing the Agreement

An articulation agreement may be written between Mott Community College (MCC) and a local high school or career center. The articulation agreement reflects a Program of Study that begins at the secondary level and continues at MCC. Secondary and postsecondary instructors/program coordinators compare the skills and competencies, expected outcomes, assessments, textbooks, syllabi and other related information to ensure that students who earn articulated credit are prepared to continue in the sequence of courses to complete the program. If it is determined that an articulation agreement is warranted, an agreement is developed and signed by institutional leaders.

Provisions of the written agreement include:

- No fee shall be charged for articulated credit
- The high school instructor must recommend the MCC course credit(s) for individual students in the **CATEMA™** software system. The student will inform the MCC advisor or program coordinator of their intention to use the articulated credit when they develop their course sequence during the admission, registration and advising process.
- Students must enroll and apply for articulated credit within two years of graduation from High School
- Students must declare a related Program of Study (Major) when enrolling and requesting articulated credit
- A minimum of 15 credits of satisfactory work must be earned at MCC to be eligible for graduation with an associate degree or a certificate of achievement.
- Students receiving articulated credit must meet and maintain entrance academic standards, including pre-requisites of the intended program of study
- Articulated credit will carry no grade (*will not be included in the GPA calculation*)
- Articulated credits may not be accepted by transfer institutions

Earning the Articulated Credit

Once an articulation agreement is in place, the high school or career center provides instruction and assesses individual student achievement. The instructor determines if the student has achieved the skills and competencies (per the articulation agreement) necessary for success in the next course in the sequence in the Program of Study. Upon completion, the instructor will use the **CATEMA™** software system to indicate the recommendation (credit or no credit) for students in their courses.

Secondary CTE teachers and high school counselors are encouraged to communicate the opportunity to articulate credit in the related program(s) of study to students and parents.

Listings of articulation agreements (by high school, program or county) are available on the MCC website at http://www.mcc.edu/articulation/hs_index.shtml. Students are encouraged to review specific agreement(s) for their program of study and meet with the Coordinator of the program prior to scheduling classes.

Utilizing School Agreements

Students who intend to continue the program of study and take advantage of articulated credit at Mott Community College (MCC) are responsible for informing college personnel (Program Coordinator, Advisor, Counselor) of their intention to use the articulated credit when they develop their course sequence during the admission, registration and advising process. College personnel will review the teacher recommendation in **CATEMA™** and assist the students with course selection to complete the program of study.

If the student chooses to use the articulated credit, the Program Coordinator will be informed that the student intends to complete provisions of the agreement (*i.e. enrolled in related program of study; completion of subsequent course*). The Program Coordinator will authorize the posting of credits on the student transcript by the Registrar once the provisions are fulfilled.

Notes:

1. *Articulated credit will not be awarded to students who are “undecided” and/or who do not continue in a related program of study.*
2. *Students who intend to transfer to other colleges or universities should contact the institution to determine if the articulated credits will be accepted.*