



**Henry Ford Community College**  
Career and Technical Education Office of Secondary Partnerships

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**Secondary Articulation Agreement Instructions and Forms**

Includes the following instructions and forms:

- **Secondary Articulation Agreement**



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# Henry Ford Community College

## Career and Technical Education Office of Secondary Partnerships

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### *Instructions*

**Secondary Career and Technical Education (CTE) Instructors and/or Administrators** interested in establishing new articulation agreements:

1. Complete *Part A* of the Secondary Articulation Agreement (page 4).
  2. Attach secondary program documentation including:
    - a. program description including list of required CTE courses;
    - b. course description for each required CTE course; and
    - c. syllabus for each required CTE course;
  3. Once completed, mail or e-mail *Part A* of the Secondary Articulation Agreement (page 4) and supporting documents to:

Henry Ford Community College  
CTE Office of Secondary Partnerships  
ASCC Room 338  
5101 Evergreen Road  
Dearborn, MI 48128-1495

~OR~

E-mail Carole Jones, Articulation Manager at [CAJones5@hfcc.edu](mailto:CAJones5@hfcc.edu)
  4. The appropriate HFCC instructor and/or Associate Dean will review your program and course documents to determine if articulated credit opportunities exist; request follow-up information if necessary; complete the *Program Specific Terms, Conditions, and Requirements* section (page 5); and return the completed agreement for your signature.
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**Questions?** All questions regarding completing the forms included in this packet, secondary articulation agreements, or articulated credit opportunities can be directed to HFCC's CTE Office of Secondary Partnerships at 313-317-6509.



# Henry Ford Community College

## Career and Technical Education Office of Secondary Partnerships

### *Secondary Articulation Agreement*

#### **Part A (To be completed by Secondary CTE Instructor and/or Administrator.)**

|  |   |                       |  |
|--|---|-----------------------|--|
| <b>District / High School / Career Center:</b> | Dearborn Public Schools                                     |                       |  |
| <b>Secondary Program Title:</b>                | Forensic Science  | <b>CIP Code:</b>      | 43.0100                                    |
| <b>Name and Title of Secondary Contact:</b>    | Shannon Peterson, Executive Director of Student Achievement |                       |  |
| <b>Mailing Address:</b>                        | 18700 Audette   | Dearborn              | MI   |
|  | <small>Street and Office Number</small>                     | <small>City</small>   | <small>State &amp; Zip</small>             |
| <b>Office Phone:</b>                           | 313   | 827-3023              | <b>E-Mail:</b> peterss@dearbornschools.org |
|  | <small>Area Code</small>                                    | <small>Number</small> |  |

#### **Part B (To be completed by HFCC Instructor and/or Administrator.)**

|                            |                  |
|----------------------------|------------------|
| <b>HFCC Program Title:</b> | <b>CIP Code:</b> |
| <b>Date of Agreement:</b>  |                  |
| <b>Agreement Period:</b>   |                  |
| <b>*Expiration Date:</b>   |                  |

\*For the purposes of students enrolling and receiving articulated credit, this agreement remains effective for three (3) additional years after the expiration date. This will allow students who completed the secondary program during the agreement period to finalize the agreed upon requirements and receive articulated credit.

**Purpose:** The purpose of this agreement is to facilitate the transition of students from the above-named high school Career and Technical Education program to the aligned Career and Technical Education program at Henry Ford Community College (HFCC). Academic credit is awarded for course requirements of the HFCC certificate or degree program based on the completion of equivalent courses in the above named program at the recognized secondary institution.

**General Terms and Conditions:** An articulation agreement established with the College shall not exceed three years in duration. Students requesting articulated credit shall satisfy the conditions and requirements as stated in this agreement within three (3) years after their termination of student status at the secondary institution. Any request received after that period shall be subject to approval by the appropriate HFCC instructor and associate dean. Credit will be awarded as specified under the "Program Specific Terms, Conditions, and Requirements" of this agreement. Students shall be responsible for initiating the process to receive articulated credit as specified by this agreement by submitting a completed "CTE Student Application for Articulated Credit" form.

**Revisions:** This agreement shall be reviewed annually by both parties or at such time that substantive program changes occur within the HFCC or secondary program. Revisions may be initiated by either party for review, negotiation, and approval.



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