Secondary Articulation Agreement Instructions and Forms

Includes the following instructions and forms:

● Secondary Articulation Agreement
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Instructions

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

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

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.

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.
Secondary Articulation Agreement

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

District / High School / Career Center: Dearborn Public Schools

Secondary Program Title: Forensic Science

Name and Title of Secondary Contact: Shannon Peterson, Executive Director of Student Achievement

Mailing Address: 18700 Audette

Office Phone: 313-827-3023

E-Mail: peterss@dearbornschools.org

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

HFCC Program Title: 

CIP Code: 

Date of Agreement: 

Agreement Period: 

Expiration Date: 

*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.

Revised: 4/16/10
**Secondary Articulation Agreement**

**Program Specific Terms, Conditions, and Requirements**

Part A (To be completed by HFCC Instructor and/or Administrator.)

<table>
<thead>
<tr>
<th>HFCC Program Title</th>
<th>For articulated credit in CRJ 234 (Criminalistics)</th>
<th>CIP Code: 43.0100</th>
</tr>
</thead>
</table>

(The space below is used by HFCC Instructors and/or Administrators to specify secondary articulation agreement terms, conditions, and requirements for the above program.)

For articulated credit in CRJ 234 (Criminalistics), students must demonstrate competency at a satisfactory level for each course objective stated in the Course Competencies Survey and complete prescribed courses at Henry Ford College.

To receive escrowed credit for CRJ 234, I will certify that the student has satisfactorily completed Dearborn Public Schools’ Forensic Science 1 and 2 with a “C” or better before the escrowed credit is released.

To receive credit for CRJ (Criminalistics: Criminal Investigation Laboratory Techniques – 3 credit hours), the student must also complete:

- CRJ 131 Introduction to Criminal Justice 3 hours
- CRJ 132 Police Administration-Staff and Line Operations 3 hours
- OR
- CRJ 134 Criminal Investigation 3 hours

TOTAL: 6 hours

This articulation agreement is predicated only on the evaluation of Criminal Justice curriculum. Supportive or ancillary courses have not been considered for this agreement.

Part B (To be completed by Secondary CTE Instructor and/or Administrator.)

<table>
<thead>
<tr>
<th>Secondary Instructor / Administrator Name and Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name</td>
<td>Printed Title</td>
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</tbody>
</table>

Authorizing Signatures:

<table>
<thead>
<tr>
<th>Secondary Instructor / Administrator</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFCC Instructor / Administrator</td>
<td>Date</td>
</tr>
</tbody>
</table>