

# High School Articulation at Ohio University

## Proposed Process and Guiding Principles/Policies

November 15, 2010

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### Definitions

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#### Articulated High School Credit: CTAG or Bi-lateral Agreement

- Ohio University credit that is awarded to a student upon admission to Ohio University for coursework completed as a part of their high school or adult career center curriculum.
- No course registration (by the student) prior to content completion.
- Credit will only be awarded to students who meet the minimum criteria set forth in the respective program articulation agreement or state approved CTAG.
- Credit will only be awarded after receipt of an official credit request form has been received.
- A unique grade will be created to identify each type of credit on an OHIO transcript: CTAG and Bi-lateral Agreement.

#### High School Program Articulation Agreement: (Bi-lateral agreement)

- A signed, formal agreement between Ohio University and a specific school or school district that outlines how specific Ohio University credit will be awarded to students upon admission to Ohio University.
- Will include curricular details for both the school and Ohio University programs.

### Policies

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Credit Limitations: Bi-lateral high school articulation agreements will award and apply no more than 18 quarter hours (12 semester hours) of Ohio University coursework to students who complete the defined program and meet admission and eligibility requirements. Bi-lateral high school articulation agreements will not award credit for any courses that are included in any state transfer guarantee model: Transfer Assurance Guides (TAG), Career-Technical Assurance Guides (CTAG), or Ohio Transfer Module (OTM).

Duration: no individual bi-lateral high school articulation agreement will be written for a time period longer than four (4) years. All agreements must include information on whether or not there is a “use by” date: i.e. students who graduate from the school program during the timeframe defined in the agreement have X number of years after graduating from the school program to receive credit (upon admission) at Ohio University. Any defined “use by” date must be written into the Specific Terms: Program Delivery section of the agreement.

Bi-lateral Agreement Development: Bi-lateral high school articulation agreements may be developed with individual high schools and career centers or with school districts that share a common curriculum between its schools.

## **Process: Bi-lateral Articulation Agreements**

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### Step 1: Establish a program link

- Determine school, program, and Ohio University degree links
- Program link interest can be initiated by either Ohio University faculty/staff or school faculty/staff
- Contact Director of Articulation Services before continuing: review/learn policies and procedures

### Step 2: Review curriculum and determine equivalencies

- Detailed course and program syllabi must be provided to Ohio University program director/lead faculty for review
- Ohio University faculty will determine what equivalencies exist and how credit can be applied toward degree requirements

### Step 3: Map pathway

- Ohio University faculty will provide detailed information on remaining degree requirements at Ohio University once high school articulated credit is awarded and applied
- When appropriate, this pathway will be entered into the prescribed pathway tables on the articulation agreement template. \*\*Faculty may elect to include the overall degree requirement information in this section of the agreement, either in the tables or as an Appendix

### Step 4: Confer and establish terms

- Ohio University faculty will work with school representatives to review planned equivalencies
- Ohio University faculty working on any agreement must first meet with appropriate school or campus administration to discuss any special agreement terms. Once approved internally, the agreement terms will be reviewed by university and school representatives: faculty or staff.

### Step 5: Create agreement

- Designated Ohio University degree faculty/staff will use the approved template to create the formal agreement
- Sections / information that must be completed:
  - Effective date
  - Partner address
  - Terms of agreement
  - Specific terms: program delivery
  - Program curriculum pathway
  - Accreditation

- Expiration date
- Designees to sign for each institution
- Faculty review and approval of secondary instructor credentials
- Designated faculty/staff will provide final draft to Director of Articulation Services in electronic format, including school contact information.

#### Step 6: Submit for review

- Draft agreement must be reviewed at Ohio University and at partner school.
- The Director of Articulation Services will distribute the agreement draft as follows:
  - Ohio University review (in order):
    - Department chair
    - Relevant Associate Dean
    - Director of Articulation Services
  - School:
    - Program faculty
    - Principal or Assistant Principal

#### Step 7: Submit for signatures

- Director of Articulation Services will prepare the final, reviewed draft for signatures.
- Two copies will always be created for signature so that each institution may maintain an original.
- Ohio University signatures will always be obtained first.

#### Step 8: File with appropriate offices

- Copies of all signed agreements will be forwarded to the following Ohio University offices
  - Undergraduate Admissions: online repository will be created and maintained
  - Registrar
  - College student services
  - Email notification of signed agreement will be forwarded to the UCC Chair or designated representative
- Original, signed copy will be maintained by the Director of Articulation Services

#### Step 9: Agreement use

- Once signed, students who graduate from the defined school program during the effective timeframe can claim defined articulated credit
- Students must be admitted to Ohio University in order to receive the credit
- Students must submit an original, signed approval form (from their school program) to Ohio University in order to have credit applied
- Students who submit original, signed approval forms will have the designated special grade placed on their official Ohio University record. Per Ohio Board of Regents transfer credit policies, credits earned through bi-lateral articulation agreements are transferrable to other Ohio state-supported institutions.

Step 10: Review and extend

- Prior to their expiration, all agreements will be reviewed to determine if an extension addendum should be created and signed