



Articulation Agreement

**Kirtland Community College
And
West Branch-Rose City Schools**

The purpose of this agreement is to facilitate the transition of students from high school Occupational and/or Career and Technical Education (CTE) courses and programs offered at West Branch-Rose City Schools to college degrees and certificates at Kirtland Community College (KCC).

General Conditions & Requirements:

1. Student must apply for Articulated Credit at Kirtland Community College within two years of high school graduation.
2. Student must complete the Articulated Credit Application/Verification form, gather necessary documentation, obtain appropriate signatures, and request that the career technical center/high school send the form and documentation to Kirtland Community College Registrar's office.
3. Student must complete secondary course competencies with a "B" or better final grade. (The grade can be established by the department).
4. Articulated credit will be applied to a transcript on evaluation of required documentation and application to the college.

Aligned/Articulated Courses:

Michigan Career Pathway: Business, Management, and Administration; Finance

Perkins Approved: True

Secondary: Business Administration Management and Operations, Finance & Financial Management Services

Federal Career Cluster (Secondary): Management and Entrepreneurship, Financial Services



Courses at Ogemaw Heights High School:

Course Name(s)	Local Secondary	Year(s) Taken
Accounting I Accounting II	Ogemaw Heights High School 960 M-33 West Branch, MI 48661	

Post-Secondary Programs:

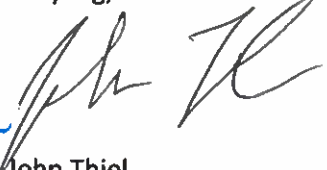
Post-Secondary Degree	CIP Code Number	Post-Secondary Course Title	Course Number or Elective	College Credits
Accounting Clerk Specialist Certificate of Completion (CACLO)	52.0302	Accounting Principles I	ACC 12100	4
Accounting Clerk Specialist Certificate of Completion (CACLO)	52.0302	Accounting Principles II	ACC 12200	4
Business Office Specialist Certificate of Completion (CBOSO)	52.0408	Accounting Principles I	ACC 12100	4
Entrepreneurship Certificate of Completion (CENT1)	52.0701	Accounting Principles I	ACC 12100	4
Business Management Associate in Applied Science (DBSM0)	52.0201	Accounting Principles I	ACC 12100	4

Business Management Associate in Applied Science (DBSM0)	52.0201	Accounting Principles II	ACC 12200	4
Associate in Business Administration (DABA1)	24.0101	Accounting Principles I	ACC 12100	4
Associate in Business Administration (DABA1)	24.0101	Accounting Principles II	ACC 12200	4
Associate in Accounting (DACC0)	52.0301	Accounting Principles I	ACC 12100	4
Associate in Accounting (DACC0)	52.0301	Accounting Principles II	ACC 12200	4

ASA=Associate in Science and Arts AAS = Associate in Applied Science CC= Certificate of Completion



Kirtland Community College will award articulated credit to students for the secondary program according to the condition/requirements as outlined in this agreement. Articulated Credit applies to degrees and certificates. This agreement is valid until date of discard.

Michigan Career and Technical Education	Secondary School Information	Post Secondary School Information
Michigan Department of Education Career and Technical Education 608 W. Allegan Street PO Box 30008 Lansing, MI 48909	Ogemaw Heights High School 960 M-33 West Branch, MI 48661  Trisha Ziegler Principal	Kirtland Community College 4800 W. 4 Mile Rd. Grayling, MI 49738  John Thiel Vice President of Academic Affairs  Shawn Ott Registrar

For the purposes of students enrolling and receiving articulated credit, this agreement remains effective for two additional years after expiration date to permit student access to agreed upon credits.

FOR OFFICE USE ONLY			
Implementation Date:		Expiration Date:	

- ☐ Documentation of secondary instructional delivery/segments, which includes the postsecondary delivery (Examples-GAP Analysis, CIP Program Review Summary Document, (2010) Assessment Taken/Passed) is available for review at (our web page when developed.)



Articulated Credit Verification Application

For High School/Tech Center Use Only:

Student's final cumulative GPA in CTE Program Course(s):

GPA 11th Grade: _____

GPA 12th Grade: _____

High School Instructor Signature: _____

Date: _____

High School Counselor/Administrator Signature: _____

Date: _____

***NOTE:** Prior to submitting the application for articulated credit, the student must submit an Application for Admission to Kirtland Community College. Online applications can be completed at <http://www.kirtland.edu/admissions>.

Student Information:

Student Full Legal Name:	
Gender: ☐ Male ☐ Female	Date of Birth:
Permanent Address (Where you live):	
Mailing Address (If different from permanent):	
City/State/Zip:	
County:	

High School Name:
Tech Center Name (If attending a tech center):
Parent/Guardian Full Name:
Career Program Articulated with Kirtland:
Program you intend to enroll in at Kirtland:

E-mail:	High School Graduation Year:
Home Phone:	Cell Phone:
Semester of anticipated enrollment: ☐ Fall ☐ Winter ☐ Summer	

**** I have read and understand all of the general conditions and requirements, and if applicable, the special conditions and requirements listed on the articulation agreement.***

Student Signature: _____ **Date:** _____



Articulated Credit Verification Application

This section must be completed by the high school faculty/counselor/administrator:

Records of Assessments and Scores:

- Each course(s) the student is requesting for articulated credit.
- If required, the assessment that was used (please see the articulation agreement for appropriate assessment).
- The score that the student received on the assessment.

Submit the following with this completed form:

- A copy of the student's official transcript. Student must have a "B" or higher in the courses/programs that he/she is requesting for articulated credit. (The grade can be established by the department).
- Score sheet for each assessment completed as well as any certifications that reflect the student's attainment of the course objectives.

Name of Course(s) as Listed on High School Transcript	CIP Code(s)

Kirtland Course(s) Requested for Credit	Credits

High School/Tech Centers:

Please return this form and all supporting documentation to:

Kirtland Community College
Registrar's Office
4800 W. 4 Mile Rd.
Grayling, MI 49738

Articulated Credit Verification Application

Kirtland Community College Registrar's Office Use Only:

Course(s) approved for articulated credit:

Course Number	Course Title	Credits

Registrar Signature: _____ Date: _____