



## CAREER AND TECHNICAL EDUCATION

STANWOOD-CAMANO SCHOOL DISTRICT

Ross Short, Director

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January 2, 2024

To: School Board Members

From: Ross Short, Director, CTE

Re: Career & Technical Education Dual Credit Memorandum of Agreement

Attached for your approval is a memorandum of agreement with Everett Community College (EvCC) to be part of the Sno-Isle/ Everett Community College Consortium for Career and Technical Education (CTE) Dual Credit. This agreement allows students from our Career and Technical Education programs to earn credit at Everett Community College for meeting standards in courses that are articulated with Everett Community College. Currently 9 of our courses are articulated for credit.

Recommendation: That the Board approves the Memorandum of Agreement with Everett Community College for Career & Technical Education Dual Credit.

**EXPLORE**

**PREPARE**

**APPLY**



**2023 - 2025**  
**Memorandum of Agreement**  
**Sno-Isle/Everett Community College Consortium**

The Sno-Isle/Everett Community College CTE Dual Credit Consortium is a partnership of business, labor, community, and education that meets common regional needs by preparing students to successfully advance from high school through postsecondary education into the world of work.

**CTE Dual Credit** agreements are designed to provide a collaborative CTE program pursuant to RCW 28B.50.530 which authorizes community and technical colleges to establish agreements in collaboration with local school districts.

Articulation agreements define the criteria for equivalency and the granting of credit. The following guidelines provide a framework and operational structure for colleges and school districts to facilitate the implementation of articulation through direct transcription. The program's success will require ongoing collaboration and communication between the College, Stanwood Camano School District Administration and high school faculty.

**Purpose**

The purpose of this articulation agreement is to enable students completing high school career and technical education programs to earn college equivalent credit for courses taken as part of their secondary education program. Each program covered under this agreement will have an articulation agreement signed by the college and school district designees from each participating institution. An articulation agreement is designed to provide students with a non-duplicative, coherent, sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree.

## 1. Provisions

Maintaining college standards is important to the overall strength of a dual credit course. In an effort to prepare students who will be educationally competitive, the same rigorous college standards will be applied to all dual credit courses irrespective of where or how the instruction is delivered. High school faculty teaching the dual credit course(s) will provide instruction to support the competencies listed in the articulation agreement.

### College Partners Will:

- Establish the course requirements for college credit to be granted. Course competencies identify the academic and technical skills for each course and may include requirements such as term papers, portfolios, or industry certification exams. Students must achieve a C (2.0 - 70%) or better grade in the course competencies to qualify for college credit.
- Identify the articulated course on the transcript as a regular college-level course. No designation will be used to indicate the course was taken while the student was in high school.
- At the discretion of the college division program chair, a student failing to make satisfactory progress in a college course or a college program of study may be required to retake a college course that the student had previously earned credit for through the high school CTE Dual Credit program.

### District Partners Will:

- Ensure all EvCC CTE Dual Credit articulated courses are taught by instructors who meet the WA State CTE teaching requirements or meet employment criteria. *WAC 131-16-095 (2)*
- Ensure the high school program/courses meet the academic and technical standards established for career and technical education (CTE) state approved programs.
- Identify an administrative point of contact (principal/CTE director) to ensure instructor compliance with the articulation agreement.
- Ensure student compliance with college enrollment policy to avoid duplication of courses and credits.

**Students Served:** The EvCC Dual Credit program serves high school students in grades 9th, 10th, 11th, and 12th. The college and school district partners will make reasonable efforts to ensure equitable participation of all student populations in the EvCC CTE Dual Credit program. Students are responsible for ensuring they follow all registration steps and meet registration deadlines.

**Program Fee:** The EvCC CTE Dual Credit program will charge a \$50 non-refundable administrative fee per student per year..

Students are responsible for paying the fee by the program deadline and ensuring they are registered in SERS before paying the fee. The School can pay the fee directly to the College. School districts or high schools interested in paying for students must indicate their intent to the Director of High School Programs by emailing [cte@everettcc.edu](mailto:cte@everettcc.edu) no later than the last day of September. The Director of High School Programs will provide the payment process.

**Data Collection:** All partners agree to assist in the collection of data concerning student participation, student performance, and instructor participation in the CTE Dual Credit program. Data may be used to determine the success of students who receive articulated credit during high school and then transfer to college in the same or similar pathway program.

**Grades:** A "C" grade is considered as a passing grade and eligible for transcription on the EvCC college transcript.

Each District and/or CTE Director agrees to ensure that student grades are submitted in a timely manner once the academic year concludes. Grades that are not submitted through the SERS grading module may subject a student to lose any college credits they may have been entitled to earn through the CTE Dual Credit program.

**Agreement Revision/Renewal:** As required by law, this agreement will be reviewed every three years and approved by the lead administrators (college presidents and school district superintendents or designee) of the educational partners. (Perkins 2006, SEC. 3)

**Credit Transfer:** College credits, including those awarded through direct transcription, may or may not transfer to four-year institutions or other colleges outside the state's community and technical college system. It is the responsibility of the student to consult with those institutions concerning specific credit transfer and admissions requirements.

**Agreement Termination:** This contract is valid for a period of 3 years. Commencing on September 1, 2023 to August 31, 2026. Individual school districts and/or college partners may terminate this agreement without cause by giving 90 days written notice. If Everett Community College terminates participation in the CTE Dual Credit program, the college will continue to honor CTE college credits for students currently enrolled in articulated courses at the secondary school and registered to earn college credit at the end of the term.

**II. Procedural Steps in the Agreement Process:**

1. Students must be enrolled in an approved EvCC CTE Dual Credit articulated course at their high school or tech skills center.
2. Students must register for CTE Dual Credit dual credit following the EvCC’s program registration process and deadlines.
3. Students must register to earn credit at only one college when the same high school course is articulated at multiple colleges within the consortium.
4. Participating high school instructors will use the consortium's registration/grading process to enter grades and verify student completion of articulated courses during the specified timeline.
5. Students will receive college credit upon the successful submission of the EvCC transcription request form, completion of the dual credit course, and payment of the EvCC CTE Dual Credit administrative fee. Transcripts will be made available to students once processing and reporting have been completed, usually by the end of summer.

**CONTRACT MANAGEMENT**

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

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Contract Manager for the COLLEGE:	Contract Manager for Stanwood Camano School District:
Name: Karen Landry	Name: Ross Short, CTE Director
Address: 2000 Tower St	Address: 26920 Pioneer Way
City, State, Zip: Everett, WA 98201	City, State, Zip: Stanwood, WA 98292
Phone: 426-267-0153	Phone 360-629-1313
Email klandry@everettcc.edu	Email rshort@stanwood.wednet.edu

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IN WITNESS WHEREOF, the parties have executed this Agreement.

Karen Landry

Dr. Deborah Rumbaugh

Director of Instruction for High School  
Programs

Superintendent

Everett Community College

Stanwood Camano School District



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Signature

Signature

Date: 11/17/23

Date: