



Shoreline Community College CTE Dual Credit – Edmonds School District MEMORANDUM OF AGREEMENT 2023 – 2024

CTE Dual Credit agreements are designed to award college credit to students who successfully complete articulated college level career and technical education courses and programs while still in high school. RCW 288.50.530 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 Shoreline Community College and Edmonds School District, hereby called “The Consortium,” to facilitate the implementation of articulation through direct transcription.

I. 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. 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.

II. 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.

Shoreline Community College Will:

- Identify an administrative point of contact (Dean/Director) to ensure compliance with the articulation agreement.
- Establish the course requirements for a professional technical degree or certificate for college credit to be granted when an articulation agreement is developed.
- Identify the articulated course on the transcript as a regular college-level course.

Edmonds School District Will:

- Identify an administrative point of contact (principal/CTE director) to ensure instructor compliance with the articulation agreement.
- Ensure all CTE Dual Credit articulated courses are taught by instructors who meet the WA State CTE teaching requirements or meet Shoreline Community College employment criteria. WAC 131-16-095 (2)
- Ensure the high school program/courses meet the academic and technical standards as established in the articulation agreement for career and technical education (CTE) state approved programs.
- Ensure all participating teachers submit an updated course syllabus or other program verification information to the CTE Dual Credit office by stated deadline.

Agreement Revision/Renewal: This agreement will be reviewed regularly and approved annually by the lead administrators (college presidents and school district superintendents or their designee) of the educational partners.

Agreement Termination: The college or school district may terminate this agreement without cause by giving 90 days written notice. If the college terminates participation in the CTE Dual Credit program, the college will continue to honor articulated 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.

III. LIABILITY AND INDEMNIFICATION

Each party to this Agreement shall be responsible for the negligent acts or omissions of its own employees, agents or students in performance of this Agreement. Neither Party will be considered the agent of the other nor shall either party assume any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a part to this Agreement.

Each party shall indemnify, defend and hold harmless the others, its employees, trustees, officers, agents from and against attorney fees or expenses from any claim or actions, including without limitation for bodily injury or death, arising out of or in any way related to the negligent or intentional acts or omissions of itself, its trustees, officers, employees, students, or agents.

IV. PROCEDURAL STEPS IN THE AGREEMENT PROCESS

1. Students must be enrolled in an approved CTE Dual Credit articulated CTE course or program of study.
2. Students must register for dual credit using the consortium's registration process and specified timeline.
3. 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.
4. Students will receive college credit upon successful completion of the dual credit course(s) using the consortium's process.
5. The college will post a grade to the transcript of students who have applied, registered and successfully completed designated dual credit courses using the consortium's process. Transcripts will be made available to students.

AUTHORIZING SIGNATURES

Agreement made for 2023-2024 school year, between Shoreline Community College and Edmonds School District.

**Shoreline Community College
President or Designee**

Signature Date

Printed Name/Title of Designee

**Edmonds School District
Superintendent or Designee**

Signature Date

Printed Name/Title of Designee