

# ARTICULATION AGREEMENT

Between



and

## West Side Career and Technical Center

### Participating College

Johnson College  
3427 North Main Ave.  
Scranton, PA 18508  
Phone: (570) 702-8949

Contact: Rose M. Jacklinski Recruitment Advisor

### Participating Secondary School

West Side CTC  
75 Evans Street  
Kingston, PA 18704  
Phone: (570) 288-8493  
[www.wsctc.org](http://www.wsctc.org)

Contact:

*Elaine Pallone*

## **Part 1. Guidelines for Awarding Articulated Credits**

Johnson College (JC) has agreed to grant articulated credits for students completing the **courses listed in Appendix A** at West Side CTC.

The Following criteria must be met in order for a student to apply for articulation credit:

1. The student must have completed the course(s) specified in Appendix "A" with a grade of "B" or better as well as received a competent or better on the applicable NOCTI Exam.
2. The student must obtain a signed Teacher Certification Form recommending that articulated credit be awarded. The form should be submitted to the designated Enrollment Specialist at Johnson College.
3. The student understands that if he/she is unable to make satisfactory progress as a student in the area for which articulated credit is awarded, he/she may, at the discretion of the JC faculty, be required to complete a lower level course.
4. The student understands that he/she must complete the first semester with a GPA of 2.0 or better at Johnson College before articulated credit is posted on the transcript.
5. The student understands that credits will be provided only if they meet high school and PA Chapter 4 graduation requirements, have no failure in any high school required class and meet all entrance requirements of the program and College.
6. Johnson College will waive the application fee for students participating in articulation agreement. A request for fee waiver must be accompanied by the Johnson College enrollment application.
7. Courses will be awarded as Articulated Credits on the Johnson College transcript.

## **Part 2. Implementing Procedures at Johnson College**

1. The Recruitment Advisor will maintain follow-up files and closely monitor the academic progress of the students in articulated programs.
2. Set up procedures with the Registrar to ensure that the articulated credit is posted on the student's JC transcript.
3. The Enrollment Team will develop and coordinate methods for publicizing the Articulation Agreement in order to encourage students to take advantage of this opportunity.

### **Part 3. Implementing Procedure at West Side CTC**

To implement the Articulation Agreement at the secondary school, the following procedures are suggested:

1. Communicate the details of the Articulation Agreement to the high school principals, teaching staff, guidance personnel, students, and parents.
2. Develop procedures for certifying that a student has satisfied the requirements for receiving articulated credit and has been recommended by one of the student's teachers.
3. Develop and coordinate methods for publicizing the Articulation Agreement in order to encourage students to take advantage of this opportunity.

### **Part 4. Articulation Agreement Maintenance and Review.**

To provide an objective means for assessing the success of the articulation activities, the following procedures are required:

1. The appropriate administrators at the participating secondary school and Johnson College will review the Articulation Agreement each year.
2. Revisions at any time, to the applicable course syllabi of the participating school or at Johnson College, will be sent to the appropriate department heads and program faculty.
3. The JC program faculty and the Enrollment & Student Engagement Specialist will maintain records of the students certified for articulated credit.
4. The progress of students receiving credit will be monitored annually by the Recruitment Advisor until completion of the program or termination.
5. The annual report will be completed by the Recruitment Advisor at the end of the academic year, including the number of students who received articulated credit and the secondary schools the student previously attended. A copy of the annual report will be sent to the appropriate administrators at the participating secondary schools and Johnson College's Student Success.

**Articulation Agreement between Johnson College and West Side CTC**

The following course(s) must be successfully completed with a "B" or better in order for a student to apply for articulated credit\*.

West Side CTC	Johnson College
AC/DC Fundamentals	ECM 121 – Fundamentals of Electricity
Basic Construction Wiring	ECM 122 – Intro to Residential Wiring
Advance Construction Wiring	ECM 124 – Advanced Residential Wiring

Ray Eichler  
 Electrical Instructor  
 West Side CTC

4/23/18  
 Date

[Signature]  
 School Official  
 West Side CTC

4/23/18  
 Date

Frank Mickavicz  
 Frank Mickavicz, Assistant Department Chair  
 Electrical Construction & Maintenance Technology, Johnson College

5/3/2018  
 Date

Katie Leonard  
 Katie Leonard  
 Executive Vice President, Johnson College

5/3/18  
 Date

\* Students must have successfully completed one semester at Johnson College before articulated credit is awarded.

This is to certify that (Student Name) \_\_\_\_\_

Last 4 of S.S. # \_\_\_\_\_

Year of Graduation \_\_\_\_\_

Has successfully completed the following courses and based upon the Articulation Agreement West Side CTC and Johnson College, it is recommended that credit be given for the following courses: (enrollment must occur within two years of the graduation date.)

List of applicable course(s) and grades:

Title	Grade Received

Other Comments:

The undersigned certifies that the student has met the criteria as defined in the Articulation Agreement of 2017, signs by representatives from West Side CTC and Johnson College.

\_\_\_\_\_

Name (Please Print)

\_\_\_\_\_

Date

\_\_\_\_\_

Title

\_\_\_\_\_

Signature