



2021-2022
Articulation Handbook

Northwood Technical College



NorthwoodTech.edu
800.243.9482

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INTRODUCTION AND WELCOME

Thank you for your commitment to enriching your students' educational pathways by providing them the opportunity to earn Northwood Tech credits while still in high school. Together, we can provide experiences that better prepare students for post-secondary success.

Articulation agreements are developed, reviewed, and finalized as a collaborative process that is outlined in this document. In this handbook you will find detailed information on articulation options, credentialing requirements for teachers, and a complete list of Northwood Tech courses available for articulation.

As part of an agreement between Wisconsin's sixteen technical college districts, articulated credit is transferable to other technical colleges provided they offer similar courses. In addition, the University of Wisconsin System and other colleges have transfer credit agreements with Northwood Tech that may allow a student to obtain university credit for coursework successfully completed through articulated agreements. Students should contact the college they are planning to attend for verification that coursework will transfer.

We also invite you to view current and past articulation agreements on our website at: <http://www.northwoodtech.edu/admissions/preparing-for-college/information-for-high-school-staff/advanced-standing-dual-credit>.

Again, thank you for your commitment to helping students make an easy transition to Northwood Technical College. We look forward to working with you.

All inquiries should be directed to the Articulation Team:

Staff Member	Position	Email Address	Responsibilities
Natalie Landgreen	Career Prep Technician	natalie.landgreen@northwoodtech.edu	Articulation Agreements, Contracts, Career Prep Events
MaKayla Kuhn	Career Prep Assistant	makayla.kuhn@northwoodtech.edu	Dual Credit, Registrations and Grades
Randy Schullo	Dual Credit Mentor	randy.schullo@northwoodtech.edu	Assists & Supports Dual Credit Teachers. Liaison
Eric Lockwood	Director, Apprenticeships & Academies	eric.lockwood@northwoodtech.edu	Credentialing, Academies
Jeanne Germain	Dean, Career Prep, Manufacturing & Apprenticeships	Jeanne.germain@northwoodtech.edu	Develops & Maintains Partnerships, Oversees Articulations

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NEW ARTICULATION AGREEMENT PROCESS AND TIMELINE

21-22 Schedule (Target Dates)	Activity	Responsibility of:	
		High School	Northwood Tech
Friday, September 10	<ul style="list-style-type: none"> Dual Credit Day notice, articulation handbook, and application link sent to high school instructors 		Career Prep Technician
Monday, September 20	<ul style="list-style-type: none"> Deadline for high school instructors to: Complete Northwood Tech application w/required documentation & RSVP for Dual Credit Day 	High School Instructors	
By Monday, September 27	<ul style="list-style-type: none"> Reviews application materials to determine if instructors meet credentialing requirements; communicates results High school instructors provided with: <ul style="list-style-type: none"> Teacher articulation eligibility (dual credit or advanced standing) and instructions regarding curriculum Course checklists Dual Credit Day schedule 		Credentialing Manager Career Prep Technician
Friday, October 1	<ul style="list-style-type: none"> Deadline for high school instructors to submit completed AS checklists and portfolios 	Advanced Standing High School Instructors	
By Wednesday, October 6	<ul style="list-style-type: none"> Northwood Tech Mentors assigned to HS instructors and scheduled for Dual Credit Day Completed Articulation Checklists forwarded to mentors 		Academic Program Deans Career Prep Technician
By Friday, October 15	<ul style="list-style-type: none"> Deadline for mentors to seek additional information from AS instructors if checklists were incomplete 		Northwood Tech Mentors
Friday, October 22 Dual Credit Day	<ul style="list-style-type: none"> Participate in Northwood Tech Dual Credit Day to initiate new and/or review existing dual credit agreements for the <u>following school year</u>. Articulation Checklists are reviewed, signed, and submitted. If not ready for signature, document what is needed and submit. 	High School Instructors and Administrators High School Instructors	DC Mentors, Academic Deans, Career Prep Staff Northwood Tech Mentors
By Friday, December 31	<ul style="list-style-type: none"> Articulation Checklists are completed and Advanced Standing forms are signed and submitted. (If not done on Dual Credit Day.) 	High School Instructors	Northwood Tech Mentors Career Prep Technician
By Monday, January 31	<ul style="list-style-type: none"> Agreements are finalized, signed, and distributed to High School instructors 		Career Prep Technician

CLASSROOM VISITS BY NORTHWOOD TECH CAREER SPECIALISTS

Northwood Tech Career Specialists can visit high school dual credit classes to help students understand the importance of college coursework and grading on a college transcript, provide information on the transferability of the dual credit course to Northwood Tech and other colleges, and discuss various career pathways and options related to the course in which they are enrolled.

To have a Career Specialist visit with your students, please contact career.spec@northwoodtech.edu.

ARTICULATION OPTIONS GUIDE AND TERMINOLOGY

Terminology	Advanced Standing	Dual Credit
DEFINITIONS	Application of the credit is delayed until students enroll in a technical college program. If an Advanced Standing course is approved for less than full credit (e.g. 2 of 3 credits), students may need to retake the course at Northwood Tech, but will only pay for the credits unearned.	Dual Credit may also be referred to as: "transcripted credit" as student earns credit(s) that are on their Northwood Tech transcript OR "direct credit" as students are earning technical college credit directly from the technical college.
RELATIONSHIP BETWEEN HIGH SCHOOL AND TECHNICAL COLLEGE COURSES	High school course(s) or competencies are determined to be equivalent or comparable to a technical college course. Agreements require a minimum of a 3.0 grade point on a 4.0 scale for students to earn credit. High school grading policies and standards are followed. No limit regulated. High school receives FTE.	Starting with the 2018-2019 school year, all Dual Credit courses <u>must</u> use Northwood Tech curriculum, software, and textbooks. Technical college curriculum is taught to high school students. No limit regulated. Students earn both high school credit and technical college credit simultaneously. Technical college grading policies and standards established in the agreement are followed. High school receives FTE. Limited funds <u>may</u> be available to help defray the cost of textbooks for new Dual Credit courses.
TEACHER CREDENTIALING REQUIREMENTS	High school teacher with current DPI license in the related area of instruction teaches the course and is paid by the high school.	A high school teacher with current DPI license in a related area granted WTCS articulation certification, or WTCS certified technical college instructor teaches the course and is paid by the high school. (See next page.)
LOCATION	High School is responsible for course facilities.	High School is responsible for course facilities.
DOCUMENTATION	School district maintains student transcript. Technical college credit for prior learning is awarded to the student after the student's transcript is compared with the agreements posted on the College web site to determine credit.	Technical college maintains the student's transcript for technical college course work. The school district maintains the student's transcript including high school and technical college course work.
DATA REPORTING	School districts receiving Perkins funds are required to report current articulation in the Vocational Education Enrollment Reporting System (VEERS).	The technical college reports the course in the WTCS Client Reporting System.
AGREEMENT/COSTS	Involves a written articulation agreement. No fees are charged to the student or school district.	Involves a written contractual agreement and cost-neutral arrangement between a school district and a technical college.
THREE YEAR REVIEW	All agreements will be reviewed every three years to ensure that the integrity of course credit is maintained and curriculum is updated as necessary.	
TRANSFER TO ANOTHER WTCS TECHNICAL COLLEGE	According to the Credit for Prior Learning policy (Educational Services Manual 12.10.5), technical college credit awarded for high school coursework covered by an articulation agreement at the originating technical college shall be accepted as credit toward completion of a comparable course or courses by the receiving technical college.	All courses taken for technical college credit appear on a student's transcript and shall be transferrable to other technical colleges that have the same program.

DUAL CREDIT RESPONSIBILITIES

Teachers of Northwood Tech Dual Credit coursework are expected to complete the following activities:

1. Submit an electronic Northwood Tech job application.
<https://chp.tbe.taleo.net/chp03/ats/careers/v2/viewRequisition?org=JHQB64&cws=40&rid=235>
2. Take responsibility for overseeing the registration of students who wish to enroll in the Northwood Tech Dual Credit course. **Submit* registrations no later than two weeks after the course start date.**
3. Review the class roster to verify that all high school students who wished to enroll for Dual Credit are listed. **Any additions or changes must be submitted within two weeks of receipt of the class roster.**
4. Work with the Northwood Tech Dual Credit Mentor to assure the content, rigor, and evaluation standards of the Northwood Tech course are being met.
5. **Submit final grades, using the Northwood Tech grading policy, within five days of the course end date.** Northwood Tech's new registration process is facilitated by MaKayla Kuhn, Career Prep Assistant. Please email MaKayla with any questions at makayla.kuhn@northwoodtech.edu.

See page 5 for the **Substitute Policy Related to Dual Credit Instruction at the High School.**

Northwood Tech Grading Scale, Grading Policy, Dropping Students & Transcript Information

1. All dual credit course grades must:
 - be calculated using Northwood Tech's grading scale (see grade scale listed below)
 - reflect comparable (if not the same) assessment strategies and level of rigor
 - be measured by achievement of the course objectives only (attendance, effort, and extra credit should not be a factor)
 - reflect a letter grade and not a percentage
2. Northwood Tech will enter the student's final course grade (provided by the Dual Credit teacher) to their Northwood Tech student record. Students earning a grade of F will receive a grade of TCU (transcripted credit unearned).
3. Northwood Tech will allow student drops from dual credit classes up until 80% of the class is completed. The latest date to drop students will be listed on the class rosters and registration forms provided by the Career Prep Assistant. **It is highly recommended to drop a student (prior to the drop deadline) rather than the student receiving a grade lower than C on their transcript (due to potential financial aid repercussions later).**
4. All dual credit students will receive information from Northwood Tech on how to obtain a Northwood Tech transcript near the end of the school year. Transcript information can also be found at: <https://www.northwoodtech.edu/transcript>.

Northwood Tech Grading Scale			
Letter Grade	Description	Grades Scored Between	Grade Points/Credit
A	Excellent	94.5 and 100%	4.00
A-		92.5 and less than 94.5%	3.67
B+		90.5 and less than 92.5%	3.33
B	Above Average	86.5 and less than 90.5%	3.00
B-		84.5 and less than 86.5%	2.67
C+		82.5 and less than 84.5%	2.33
C	Average	79.5 and less than 82.5%	2.00
C-		77.5 and less than 79.5%	1.67
D+		75.5 and less than 77.5%	1.33
D	Below Average	71.5 and less than 75.5%	1.00
D-		69.5 and less than 71.5%	0.67
F	Failure	0 and less than 69.5%	0.00

SUBSTITUTE POLICY FOR DUAL CREDIT INSTRUCTION AT THE HIGH SCHOOL

It's expected that the primary instructor teach transcribed credit courses from start to finish.

Long-term substitutes for transcribed credit courses MUST meet credentialing requirements and complete application materials if either of the following situations apply:

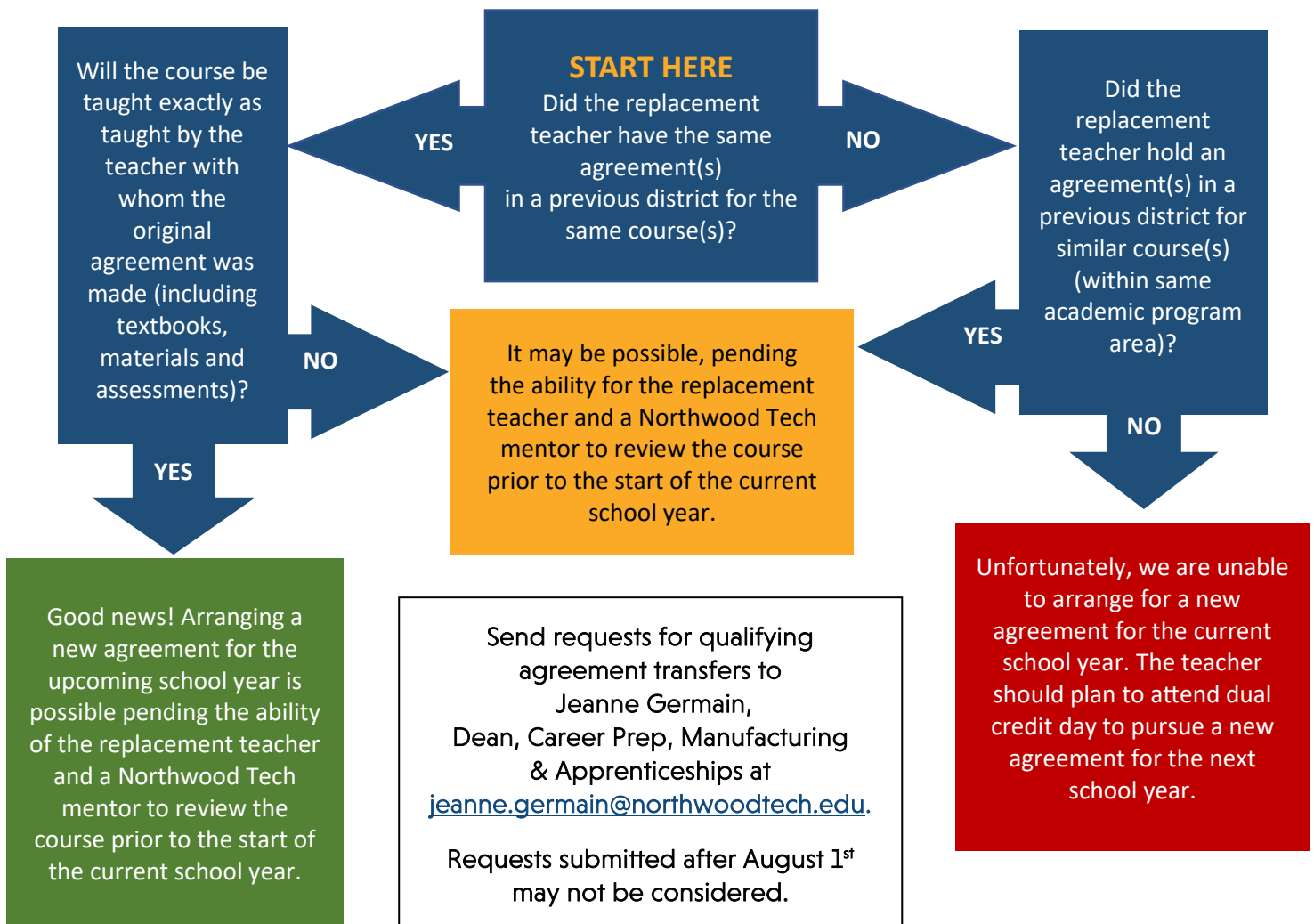
- The substitute teaches more than 25% of the course
- The substitute assigns the final grade for the course

If either of the above apply:

- The substitute must complete all application materials prior to students registering for the course(s) and, if approved for transcribed credit, meet with a Northwood Tech mentor for the course(s).
- If the long-term substitute is not approved for transcribed credit, the course will be reduced to Advanced Standing for the term.

TEACHER TRANSFER POLICY

If there is a new teacher for courses included on your district articulation agreement, refer to the chart to determine whether the agreements can be continued for the current school year.



CREDENTIALING REQUIREMENTS FOR PART-TIME INSTRUCTORS*

High school instructors who teach Dual Credit courses must meet the same credentialing requirements as part-time Northwood Tech Instructors.

NOTE: All K12 instructors are required to hold a bachelor's degree for DPI licensure.

Degree	Academic Requirements	Occupational Experience
One-Year Technical Diploma Two-Year Technical Diploma Associate Degree	Bachelor's degree or higher	<p>One of the 3 listed below.</p> <ol style="list-style-type: none"> 1) At least 2 years (4000 hours) of verifiable, professional experience directly related to the course(s) they are being hired to teach 2) at least 1 year (2000 hours) of verifiable, professional experience and 2 years of verifiable teaching experience at the post-secondary level in a field directly related to the course(s) they are being hired to teach 3) appropriate certifications or licenses relevant to the course they are teaching as defined by the academic department/unit (i.e.: Microsoft Office Specialist-MOS certification to teach Business Software Application Classes). <p>OR</p> <p>Faculty member has at least 2 years (4000 hours) of verifiable, professional experience directly related to the course(s) they are being hired to teach and appropriate degrees, certifications, or licenses relevant to the course they are teaching as defined by the academic department/unit (i.e.: Microsoft Office Specialist-MOS certification to teach Business Software Application Classes, Associates in Diesel Technology to teach Diesel Classes, Journeyworker).</p> <p>OR</p> <p>Faculty member can demonstrate regional, national or international recognition for excellence in the field in which they are being hired to teach.</p>
General Studies	<p>Master's degree or higher in the required discipline or closely related field</p> <p>OR</p> <p>Master's degree or higher in any discipline AND at least 18 graduate credit hours in the required discipline or closely related field</p>	n/a

* Please reference **Northwood Tech Administrative Policy G-200 Minimum Qualifications of Instructional Staff Teaching for Academic Credit Policy** for additional information.

2021-2022 NORTHWOOD TECH COURSES AVAILABLE FOR ARTICULATION

Northwood Tech Course #	Northwood Tech Course Title	Articulation*		Credits	Credential Requirements for Dual Credit Instructors (Refer to page 6)
		DC	AS		
Agriculture					
31080371	Soil Management	X	X	3	One-Year Technical Diploma
31080372	Crop Management	X	X	3	One-Year Technical Diploma
31080375	Farm Records and Analysis	X	X	3	One-Year Technical Diploma
31080374	Livestock Management	X	X	3	One-Year Technical Diploma
Architecture and Construction					
10614172	Architectural Drafting and Design 1	X	X	4	Assoc Degree AutoCAD experience
10614170	Architectural Materials and Methods 1	X	X	3	Associate Degree
10614176	Architectural Technology 1	X	X	3	Assoc Degree AutoCAD experience
10614177	Architectural Technology 2	X	X	2	Associate Degree Revit experience
Business Management					
10196145	Contemporary Business for Supervisors	X	X	2	Associate Degree
General Studies					
32801362	Advanced Communications Skills	X	X	2	General Studies
32801361	Applied Communications	X	X	2	General Studies
32804303	Applied Math	X	X	2	General Studies
10804123	Math with Business Applications		X	3	N/A - (Adv. Standing Only)
Health					
10510135	Anatomy, Physiology and Disease Concepts	X	X	2	Associate Degree & DPI Lic. #'s 605, 910, 75, or 210 AND Anatomy & Physiology on transcript
10501107	Digital Literacy for Healthcare	X	X	2	Associate Degree & DPI Lic. #'s 605, 910, 75, or 210 AND Anatomy & Physiology on transcript
Family and Consumer Services					
10307148	ECE: Foundations of Early Childhood Ed	X	X	3	Associate Degree & DPI Lic. # 210
10307151	ECE: Infant and Toddler Development	X	X	3	Associate Degree & DPI Lic. #210
Information Technology					
10150139	IT Essentials	X	X	2	Associate Degree & DPI Lic. #'s 250 or 220 AND CISCO Credential
10152135	Program Logic	X	X	3	Associate Degree
10152101	Web Design and Development	X	X	3	Associate Degree
Manufacturing					
32414335	DC Electricity	X	X	3	Two-Year Technical Diploma
32462317	Industrial Safety	X	X	1	Two-Year Technical Diploma
32420306	Machine Shop Theory 1	X	X	2	Two-Year Technical Diploma
32420311	Materials for Machine Tooling Technics	X	X	1	Two-Year Technical Diploma
31442376	Oxyfuel and Arc Cutting Processes	X	X	2	One-Year Technical Diploma
32420321	Print Reading for Machine Trades	X	X	1	Two-Year Technical Diploma
31442321	Print Reading for Welding Trades	X	X	1	One-Year Technical Diploma

*DC = Dual Credit • AS = Advanced Standing • Please refer to page 3 for details.

 = STEM courses

Northwood Tech Course #	Northwood Tech Course Title	Articulation*		Credits	Credential Requirements for Dual Credit Instructors (Refer to page 6)
		DC	AS		
Transportation, Distribution and Logistics					
32404375	Automotive Fundamentals		X	2	N/A - (Adv. Standing Only)
31461310	Introduction to 12-Volt Electrical Theory		X	1	N/A - (Adv. Standing Only)
31461312	Introduction to Hydraulics		X	1	N/A - (Adv. Standing Only)
31461301	Engine and Chassis Repair 1		X	5	N/A - (Adv. Standing Only)

*DC = Dual Credit • AS = Advanced Standing • Please refer to page 3 for details.

Course descriptions can be found in the college catalog on our website at:

<https://www.northwoodtech.edu/about/news-and-publications/publications>

ACCEPTABLE ACCOMMODATIONS IN DUAL CREDIT CLASSES

Technical colleges and high schools both have independent legal obligations to students with disabilities. This means allowable accommodations can look different between high school and college. Since dual credit courses are actually college classes, the following information should be considered for students requiring accommodations (taken from [Dual Enrollment and Disability Services PPT](#)):

- College disability services staff do not provide the same services or perform the same functions as a high school special education teacher, case manager, or transition specialist
- It is possible that accommodations available to the student in the high school setting will not be allowable in college
- Specifically, accommodations should not fundamentally alter the essential components of the course
- The student’s IEP team should help decide which accommodations are necessary to be successful in a Dual Enrollment Program

Commonly Approved at a College Level	May Not be Appropriate at College Level
Extra time on tests	Change in contents of an exam, unlimited time, or reduced possible answers
Reduced distraction testing environment	Change in licensing or certification requirements
Access to additional technology (Smart pens, iPads, alternative textbooks)	Modified attendance in certain programs
Tests read aloud by software	Personal care attendants
Peer note takers	Modified curriculum or course expectations
Preferential seating in the classroom	Extension of deadlines for assignments
Screen readers and audio textbooks	

For questions regarding dual credit class accommodations, please contact the Northwood Tech Accommodations Specialist, Heidi Diesterhaft at heidi.diesterhaft@northwoodtech.edu.

To search Northwood Tech programs and required classes: <https://www.northwoodtech.edu/academic-programs>

NORTHWOOD TECH ARTICULATION AGREEMENT 3-YEAR REVIEW PROCESS/TENTATIVE TIMELINE

1. Syllabus Review
 - a. Teacher sends syllabus for dual credit course under review
 - b. Mentor reviews syllabus provided
 - c. If satisfied curriculum is current, mentor approves course and no further action is needed
 - d. If not satisfied curriculum is current, Mentor requests Artifact Review

2. Artifact Review
 - a. Teacher completes course checklist, providing artifacts for each learning objective
 - b. Mentor reviews artifacts provided
 - c. If satisfied curriculum is current, mentor approves course and no further action is needed
 - d. If not satisfied curriculum is current, Mentor requests Dual Credit Day meeting

3. Dual Credit Day Meeting
 - a. Teacher meets one-on-one with Mentor to discuss necessary changes to course
 - b. To retain Dual Credit status, teacher must comply with changes by start of next school year
 - c. If changes cannot be implemented, the review is not approved and the course is removed from the Articulation Agreement

Dual Credit 3-Year Review Process

Career Prep, Manufacturing and Apprenticeships • Jeanne Germain, Dean
northwoodtech.edu • 800.243.9482

