



“CTE Dual Credit” Articulation Agreement between Green River College and Tahoma School District Academic Year 2023-2024

I. Purpose

RCW 28B.50.531 authorizes community and technical colleges to establish agreements in collaboration with local school districts. 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. The following guidelines provide a framework and operational structure for colleges and school districts to facilitate the implementation of articulation agreements and granting of credit.

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 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) 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.

District Partners Will:

- Ensure all College articulated courses are taught by instructors who meet the WA State CTE teaching requirements or meet the employment criteria at Green River College. *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.
- Ensure that dual credit courses are identified on high school transcripts by a “T” designation.
- Inform students of transcription process and timeline.



Students Served: The college and school district partners will make reasonable efforts to ensure all student populations are served by the Dual Credit agreement.

Agreement Revision/Renewal: As required by law, this agreement will be reviewed regularly and approved annually by the lead administrators (college presidents and school district superintendents or their designees) of the educational partners.

Credit Transfer: College credits may or may not transfer to four-year institutions or other colleges outside the state’s community/technical college system. It is the responsibility of the student to consult with those institutions concerning specific credit transfer and admissions requirements.

Agreement Termination: Individual school districts and/or college partners may terminate this agreement without cause by giving 90 days written notice.

III. Procedural Steps in the Agreement Process:

1. Students must be enrolled in an approved articulated CTE course or program of study. Course transcription requests must be made to the College within four years of course completion.
2. Courses will NOT automatically be transcribed onto the official Green River College transcript. Students must earn a “C” (2.0) or better in each CTE class and request courses to be transcribed by completing the following steps:
 - Apply for admission online.
 - Once application is processed, Green River College student ID number (SID) will be emailed to the email account listed on the application for admission.
 - Submit a CTE Dual Credit Transcription Request Form with an official high school transcript (transcript must be in a sealed envelope from the high school) to Office of the Registrar.
 - Access Green River College email account. All further communication will be sent to and/or from this account.
 - Once CTE courses have been evaluated and transcribed, notification will be sent to the students Green River College email account. Student may request an official transcript.
 - Students must allow two weeks for processing.

The following Green River College course(s) have been approved for Dual Credit articulation:

Name of District Course Tahoma School District	HS Units	Green River College Course	College Credits
Accounting 1 & 2	1	ACCT 110 Practical Financial Accounting 1	5
Auto Tech 1,2,3,4	3	ATECH 111 Electrical and Electronics Systems ATECH 112 Engine Performance ATECH 116 Suspension and Steering ATECH 117 Brakes	3 3 2 2
Intro to Computer Programming	.5	IT 102 Scripting for Cybersecurity	5



Name of District Course Tahoma School District	HS Units	Green River College Course	College Credits
Marketing 1 & 2	1	BUS 121 Marketing Fundamentals	5
Marketing 3 & 4	1	BUS 159 Professional Selling	5
Sports and Entertainment Marketing	.5 **	BUS 121 Marketing Fundamentals	5
Personal Finance I & II	1	BUS 173 Basic Financial Management	5
IT Microsoft Academy I & II	1	BTAC 100 Fundamentals of Computers	5

**Units corrected from the 6/27/23 signed agreement to be .5 units on 8/28/23.

AUTHORIZING SIGNATURES

Authorizing signature from Green River College

8/28/2023

Rolita Ezeonu-Green River VPI

 Date

Authorizing signature from Tahoma School District

9/20/2023

District Superintendent or Designee

 Date

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