

Articulation Agreement

Kentucky Department of Education
And
Sullivan University

In Reference to
Kentucky Workforce Innovation Board (KWIB)-approved Industry Certification
Microsoft Office Specialist

Agreement Number: SU_BM_23-24_0008

Introduction

The Kentucky Department of Education (KDE) and Sullivan University (SU) enter into this Articulation Agreement. This Articulation Agreement shall be effective from the date of affixing signatures.

The KDE and SU will work together to provide postsecondary opportunities for students at Sullivan University.

General Agreement

This agreement applies to the following career pathway(s) aligned to the Kentucky Workforce Innovation Board (KWIB)-approved Industry Certification: Microsoft Office Specialist

CIP Code	Secondary (K-12) State-Approved Career Pathway
N/A	Any Business or Marketing Career Pathway
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

The parties to this agreement will offer advanced courses in accordance with this written agreement.

KDE programs of study will conform to the curriculum guidelines developed by the joint curriculum committee and will be available for review on the KDE website (education.ky.gov).

KDE further agrees that the Career and Technical Education Program of Studies will encourage the integration of technical and academic content in a meaningful, applied way, and that, when possible, instructors of all courses will implement applied teaching techniques as appropriate to classroom content.

The parties agree that there will be no charge to students for any articulated credit covered in this agreement, either when the course is taken as a secondary student or when the student enrolls at Sullivan University. Further, there will be no fees associated with the transcription of these credits.

The parties further agree that the KDE personnel and SU will maintain relationships that will permit continued development, refinement and implementation of all components of the program, including evaluation, marketing, counseling, recruitment and retention plans.

Section 1 – Requirements

Sullivan University agrees that articulated credit for prior learning will be awarded, and will appear on the student’s college transcript, provided a participating student

- completes a minimum of 1 credits for courses aligned with the Secondary (K-12) State-Approved Career Pathway(s) outlined in this agreement, and
- passes the aligned Kentucky Workforce Innovation Board (KWIB)-approved Industry Certification referenced in this agreement.

In addition, the student must also

(choose all that apply)

- successfully complete the relevant coursework in a Secondary (K-12) State-Approved Career Pathway identified in this agreement with a 2.0 GPA or letter grade of C or higher
- inform Sullivan University that he/she was a part of the articulation agreement with his/her secondary school by supplying appropriate documentation from that school’s designated personnel
- be admitted to Sullivan University within 3 years of graduation
- successfully complete 3 credit hours in his/her program of study at the Sullivan University .
- enroll as a major in the College of Business Program.

Section 2 – Agreement

KDE programs will maintain current required authority and certification for any specialized program certifications as listed.

Program	Required Certification
Business & Marketing	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

Upon successful completion of the requirements for the Kentucky Workforce Innovation Board (KWIB)-approved Industry Certification ASK Exam – Fundamental of Marketing Certified High Achiever as detailed in Section 1, SU will grant the students articulated credit as follows:

SU Course Code	SU Course Title	SU Credit Hours Awarded
CSC 118	Computer Applications	4
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

Section 3 - Duration of Review

This Articulation Agreement shall be effective from the date of affixing signatures and is subject to annual review by all parties affixing signatures. Any changes must be written and reflected in a new agreement. If no changes are indicated by the annual review, continuance of this Agreement will remain in effect until terminated. Either party may terminate this agreement immediately for cause or may terminate without cause on 90 days written notice. In the event this agreement is terminated, students who are impacted shall have the opportunity to obtain credit according to the terms herein.

Sullivan University Responsibilities

SU shall be responsible for:

- Ensuring all institutional policies apply to articulated credit courses.
- Ensuring articulated credit is properly documented on postsecondary transcript in accordance with this agreement.
- Providing KDE with current postsecondary primary point of contact information to be published for general inquiries related to this Articulation Agreement and notifying KDE when updates are applicable.

Secondary School (K-12) Responsibilities

Secondary School (K-12) shall be responsible for:

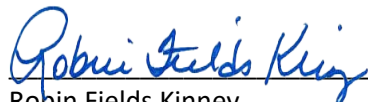
- Providing detailed information to students in writing (i.e., a syllabus) consistent with the public postsecondary institution policy, which shall include the nature of the course and the expectations and requirements that correspond to its official catalog description. Course requirement information must include course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, information on adding and dropping courses and other related course information.
- Promoting articulated credit opportunities among qualified high school students, parents and high school faculty.
- Ensuring proper Technical Education Data System (TEDS) data entry is maintained to allow for student testing.
- Ensuring articulated credit documentation (e.g., high school transcript with state course codes identified, CTE EOP assessment certificate(s), industry certification certificate(s)) is provided to the student upon meeting requirements.

The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, construction, and performance of this agreement or any of its terms. Any suit, action or other proceeding regarding the execution, validity, interpretation, construction, or performance of this agreement shall be filed in the Franklin Circuit Court of the Commonwealth of Kentucky.

This agreement is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this agreement and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

In testimony thereof, witness the duly authorized signatures of the parties hereto:

Kentucky Department of Education


Robin Fields Kinney

Interim Commissioner of Education

10/06/2023

Date

Sullivan University

Kimberly K. Daugherty

Authorized Signature of Approver

9/28/2023

Date