



**Henry Ford College  
Academic Services / P-12 Relations**

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**Secondary Articulation Agreement Packet**

**Includes all instructions and forms:**

- **Secondary Articulation Agreement**
- **Student Application for Articulated Credit**
- **Authorization to Grant Secondary Articulated Credit**

## **Table of Contents**

<b>Secondary Partnership with HFC.....</b>	<b>3</b>
Instructions .....	3
<b>Secondary Articulation Agreement .....</b>	<b>4</b>
Part A .....	4
Part B .....	4
Purpose .....	4
General Terms and Conditions .....	4
Revisions and Renewals.....	4
Program Specific Terms, Conditions, and Requirements – Part C.....	5
<b>Student Application for Articulated Credit .....</b>	<b>6-7</b>
Instructions .....	6
Part A .....	7
Part B .....	7
<b>Authorization to Grant Secondary Articulated Credit.....</b>	<b>8</b>

## ***Secondary Partnership with HFC***

### **Instructions**

**Secondary School and Career & Technical Education (CTE), Instructors or Administrators** interested in establishing new secondary partnership articulation agreements:

1. Complete *Part A* of the Secondary Articulation Agreement (page 4).
2. Attach secondary program documentation including:
  - a. program description including list of required CTE courses;
  - b. course description for each required CTE course; and
  - c. syllabus for each required CTE course;
3. Once completed, email or mail *Part A* of the Secondary Articulation Agreement (page 4) and supporting documents to:

Brandon Nowak, Articulation Agreement Manager at:

[bnowak1@hfcc.edu](mailto:bnowak1@hfcc.edu)

-Or-

Henry Ford College  
Academic Services / P-12 Relations  
5101 Evergreen Rd., Bldg. L-314  
Dearborn, MI 48126-3460

4. The appropriate HFC Instructor, Faculty Chair, Dean or Associate Dean will review your program and course documents to determine if articulated credit opportunities exist; they may request follow-up information if necessary; they will complete the *Program Specific Terms, Conditions, and Requirements* section (page 5); and the completed agreement will be returned to you for your signature.

### *Secondary Articulation Agreement*

**Part A (To be completed by Secondary CTE Instructor or Administrator.)**

<b>District / High School / Career Center</b>			
<b>Secondary Program Title:</b>		<b>CIP Code:</b>	
<b>Name and Title of Secondary Contact:</b>			
<b>Mailing Address:</b>			
	<small>Street &amp; Office Number</small>	<small>City</small>	<small>State &amp; Zip</small>
<b>Office Phone:</b>			
	<small>Area Code</small>	<small>Number</small>	<small>Email:</small>

**Part B (To be completed by HFC Instructor, Dean or Associate Dean.)**

<b>HFC Program Title:</b>		<b>CIP Code:</b>	
<b>Date of Agreement:</b>			
<b>Agreement Period:</b>	3 Years		
<b>*Expiration Date:</b>			

\*For the purposes of students enrolling and receiving articulated credit, this agreement remains effective for three (3) additional years after the expiration date. This will allow students who completed the secondary program during the agreement period to finalize the agreed upon requirements and receive articulated credit.

**Purpose:** The purpose of this agreement is to facilitate the transition of students from the above-named high school Career and Technical Education program to the aligned Associate Degree Program or Career and Technical Education Program at Henry Ford College (HFC). Academic credit is awarded for course requirements of the HFC certificate or degree program based on the completion of equivalent courses in the above named program at the recognized secondary institution.

**General Terms and Conditions:** An articulation agreement established with the College shall not exceed three years in duration. Students requesting articulated credit shall satisfy the conditions and requirements as stated in this agreement within three (3) years after their termination of student status at the secondary institution. Any request received after that period shall be subject to approval by the appropriate HFC instructor and associate dean. Credit will be awarded as specified under the "Program Specific Terms, Conditions, and Requirements" of this agreement. Students shall be responsible for initiating the process to receive articulated credit as specified by this agreement by submitting a completed "CTE Student Application for Articulated Credit" form.

**Revisions and Renewals:** This agreement shall be reviewed annually by both parties or at such time that substantive program changes occur within the HFC or secondary program. Revisions and renewals may be initiated by either party for review, negotiation, and approval. **Contact: Brandon**

Nowak, Articulation Agreement Manager [bnowak1@hfcc.edu](mailto:bnowak1@hfcc.edu)

### ***Secondary Articulation Agreement Program Specific Terms, Conditions, and Requirements***

**Part C (To be completed by HFC Instructor and/or Associate Dean.)**

HFC Program Title:

CIP Code:

(The space below is used by HFC instructors, Faculty Chair or Administrators to specify secondary articulation agreement terms, conditions, and requirements for the above program.)

**Secondary Instructor or Administrator Name and Title:**

Printed Name

Printed Title

**Authorizing Signatures:**

Secondary Instructor or Administrator

Date

HFC Instructor or Faculty Chair

Date

### ***Student Application for Articulated Credit***

#### **Instructions**

Students who have completed or will complete an articulated secondary (high school) or CTE program and would like to apply for articulated credit:

1. **Students** - Complete *Part A* on the *Student Application for Articulated Credit* form. (Admission to HFC is required to apply for articulated credit.)
2. **High school / CTE, instructor or administrator** - Complete *Part B* on the *CTE Student Application for Articulated Credit* form, including the authorizing signature.
3. **High School / CTE, instructor or administration** should submit the completed application with supporting secondary institution course/program completion verification documents by email or mail to:

**Email:** [academicservices@hfcc.edu](mailto:academicservices@hfcc.edu)

**Subject:** Student Application for Articulated Credit

-Or-

Henry Ford College  
Academic Services / P-12 Relations  
5101 Evergreen, Bldg. L-314  
Dearborn, MI 48126-3460

4. Allow two (2) weeks for your application to be reviewed.
5. Once your application is reviewed a representative from HFC's Office of Academic Services / P-12 Relations will contact you.

**Questions?** All questions regarding completing the application for articulated credit, secondary articulation agreements, or articulated credit opportunities can be directed to the HFC Office of Academic Services / P-12 Relations at [academicservices@hfcc.edu](mailto:academicservices@hfcc.edu) or 313-845-9785.

### *Student Application for Articulated Credit*

**Part A (To be completed by Student.)**

<b>HFC Program Title:</b>		
<b>District /High School / Career Center:</b>		
<b>Secondary Course(s) Taken to Qualify for Articulated Credit:</b>		
<b>Secondary Program Title:</b>		
<b>Date of High School Graduation: (Month/Year)</b>		

<b>Student Name:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Last	First	Middle
<b>Mailing Address:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Street	City	State & Zip
<b>Primary Phone</b>	<input type="text"/>	<input type="text"/>	<b>Birth Date:</b>
	Area Code	Number	<input type="text"/> <input type="text"/> <input type="text"/>
			Month      Day      Year

The signatory below certifies that the above-named student has satisfactorily met all performance standards, terms, and conditions as stated in the Henry Ford College Secondary Articulation Agreement for the secondary program indicated above and is recommended to receive articulated credit as specified under that agreement.

**Part B (To be signed by Secondary Instructor and/or Administrator.)**

**Secondary Instructor / Administrator Name and Title:**

<input type="text"/>	<input type="text"/>
Printed Name	Printed Title

**Authorizing Signature:**

<input type="text"/>	<input type="text"/>
Secondary Instructor / Administrator	Date

If the articulated credit is held in escrow per the Program Specific Terms, Conditions, and Requirements for the HFC program indicated above, course credit(s) will be transferred from escrow to the student's official transcript once all indicated terms, conditions, and requirements have been met.

Return completed form to:

Email: [academicservices@hfcc.edu](mailto:academicservices@hfcc.edu)  
 Subject: Student Application for Articulated Credit  
 -Or-  
 Henry Ford College  
 Academic Services / P-12 Relations  
 5101 Evergreen Rd., L-314

Dearborn, MI 48126-3460

### ***Authorization to Grant Secondary Articulated Credit***

(To be completed by HFC Instructors and/or Administrators only)

Student Name:     
Last First Middle

Hank ID#:

Program of Study:

The above-named student has met all terms, conditions, and requirements as indicated in the Henry Ford College Secondary Articulation Agreement for the program indicated above. Please transfer credit for the course(s) listed below to the student's transcript.

Course Code	Course Title	Credit Hours
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

Authorizing Signature(s):

HFC Program Instructor or Faculty Chair

Date

HFC Dean or Associate Dean

Date

Once completed, the authorizing instructor and/or associate dean should distribute as follows:

- 1) Original to the Registrar's Office
- 2) Copy to the Office of Academic Services / P-12 Relations
- 3) Copy to Student
- 4) Retain a copy in the AA Office