



DEPARTMENT OF EDUCATION

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MEMORANDUM OF UNDERSTANDING

BETWEEN

DELAWARE TECHNICAL COMMUNITY COLLEGE

AND THE

DELAWARE DEPARTMENT OF EDUCATION

On Behalf of Local Education Agencies in the State Of Delaware*

July 2019 – June 2022

(Three-year Term)

The Delaware Department of Education (DDOE) and Delaware Technical Community College (DTCC) enter into this articulation agreement in order to facilitate the enrollment of students from the Delaware **Academy of Finance, NAF**, Career and Technical Education (CTE) Program of Study into the Delaware Technical Community College.

Subject to terms of this agreement, a student who successfully completes the Delaware Academy of Finance, NAF, CTE Program of Study, which includes the following coursework: Fundamentals of Finance; Fundamentals of Accounting; and Financial Services, will be granted advanced standing in the Accounting, Business Administration, Entrepreneurship, General Business, Management, Marketing, Multimedia, Office Administration, and Web Development programs at DTCC, specifically:

When a student completes the above coursework as part of an approved CTE program at the secondary level – then the student may enter DTCC in the identified programs with advanced standing in the following courses – and earn the following number of credits –

Program of Study Course Title:	Other Required Courses for Advanced Standing	DTCC Course Code:	DTCC Course Title:	Number of Credits:	Type of Advanced Standing:
Academy of Finance (NAF)		BUS 101	Introduction to Business	3 Credits	Articulation
		SSC 130	Where's My Money?	1 Credit	Articulation
		SSC 131	Are You Credit Worthy?	1 Credit	
Academy of Finance (NAF)		SSC 132	Planning for the Beach?	1 Credit	Articulation

The terms of this agreement are as follows:

Delaware Local Education Agency will:

- Submit and have approved a Delaware Academy of Finance CTE Program of Study proposal;
- Offer the Delaware Academy of Finance CTE Program of Study as stated in the program proposal;
- Communicate details of the CTE program and this agreement to all stakeholders, which includes but is not limited to – members of the local advisory committee, principals, school counselors, teaching staff, parents, and students;
- Communicate advanced standing status to parents and students; and
- Identify an Academy of Finance contact person at the local education agency central office who will communicate with DTCC regarding this agreement.

Students will:

- Complete the entire Delaware Academy of Finance CTE Program of Study by successfully completing all required courses;
- Take and pass the identified NAF End of Course Assessments as evidenced by passing scores on the culminating project and end-of-course exams;
- Earn a grade of 80% or higher in the Delaware Academy of Finance CTE Program of Study courses and maintain an overall grade point average of 2.5;
- Receive a high school diploma;
- Meet all academic prerequisites as defined above and within the Program of Study;
- Meet the admission dates and procedures that apply to all new students at DTCC;
- Apply within five years of high school graduation to be accepted; and
- Provide a copy of their official transcript and/or attainment of industry recognized credential upon request.

Delaware Technical Community College will:

- Award the appropriate number of academic and/or technical credits upon completion of the student's requirement – as specified in this agreement and upon appropriate review of the student's high school transcript and standing at the college;
- Ensure credits are recorded on the student's transcript;
- Provide timely notice to stakeholders regarding any major changes to relevant Delaware Technical Community College programs including, but not limited to, programs under review to be eliminated
- Communicate details of this agreement to all stakeholders, which includes but is not limited to – academic leadership, department chair(s), faculty and adjunct faculty, customer service staff, program managers, career development office, and admissions; and
- Provide the Delaware Department of Education with the number of students matriculating from the Delaware CTE Program of Study into the Accounting, Business Administration, Entrepreneurship, General Business, Management, Marketing, Multimedia, Office Administration, and Web Development programs with advanced standing and the number of credits articulated.

Delaware Department of Education will:

- Communicate details of this agreement to all stakeholders, which includes but is not limited to – local education agency staff, business and industry partners, state agencies, and community members;

- Provide DTCC with a list of approved Delaware Academy of Finance, NAF CTE Program of Study and local education agency contact information;
- Update and maintain the Delaware Academy of Finance, NAF CTE Program of Study in partnership with the institution of higher education and business & industry partners;
- Update and maintain the Delaware Academy of Finance, NAF CTE Program of Study articulation agreement in partnership with the institution of higher education; and
- Share with DTCC a list of students who have completed pathway and technical skill attainment.

Delaware Technical Community College will work with staff from the Delaware Department of Education to support Career and Technical Education programs and provide local education agencies with technical assistance and information to help students matriculate to DTCC. The Admissions Office of DTCC will work with students to assist in the registration process.

For Delaware Technical Community College:

Justina M. Sapna 2/15/19

Justina Sapna
Vice President for Academic Affairs

Mark T. Brainard

Mark T. Brainard
President

For Delaware Department of Education:

Chuck Longfellow

Dr. Chuck Longfellow
Associate Secretary, Operations Support

Monica Gant 3/5/19

Dr. Monica Gant, Ph.D.
Associate Secretary, Academic Support

LOR

