



DEPARTMENT OF EDUCATION

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C19-478

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MEMORANDUM OF UNDERSTANDING

BETWEEN

Sussex Tech Adult Education

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 Sussex Tech Adult Education enter into this articulation agreement in order to facilitate the enrollment of students from the Delaware Agricultural Structures and Engineering Career and Technical Education Program of Study into the Sussex Tech Adult Education program.

Subject to terms of this agreement, a student who successfully completes the Delaware Agricultural Structures and Engineering Career and Technical Education (CTE) Program of Study, which includes the following coursework: Fundamentals of Agricultural Structures and Engineering (FASE), Structural Systems in Agricultural (SSA), and Essential Skills in Agricultural Structures and Engineering (ESASE) will be granted advanced standing in the Carpentry Technology program at Sussex Tech Adult Education.

When a student completes the following coursework as part of an approved Career and Technical Education program at the secondary level – then the student may enter Sussex Tech in the Carpentry Technology program with advanced standing in the following course(s) – and earn the following number of credits –

Table with 6 columns: Program of Study Courses or Requirements, Academic Course Prerequisites, Sussex Tech Adult Education Program, Sussex Tech Adult Education Course Title, Number of Credits, Type of Advanced Standing. Row 1: Agricultural Structures and Engineering, [blank], Carpentry Technology, Carpentry Technology Year One, 144 hours, Articulation.

The terms of this agreement are as follows:

Delaware Local Education Agency will:

- Submit and have approved a Delaware Agricultural Structures and Engineering Career & Technical Education (CTE) program of study proposal;

- Offer the Delaware Agricultural Structures and Engineering 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 – local education agency staff, business and industry partners, principals, school counselors, teaching staff, parents, and students;
- Identify an Agricultural Structures and Engineering contact person at the local education agency central office who will communicate with Sussex Tech Adult Education regarding this agreement; and

Students will:

- Complete the entire Delaware Agricultural Structures and Engineering CTE program of study by successfully completing all required courses;
- Earn a “B” letter grade in all Delaware Agricultural Structures and Engineering 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 Sussex Tech – applies to local education agencies that choose to offer the CTE coursework listed above through articulation;
- 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.

Sussex Tech Adult Education 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 transcript and standing at the Higher Ed Institute;
- Ensure credits are recorded on the student’s transcript;
- 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 Carpentry Technology with advanced standing and the number of credits previously earned.

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

For Sussex Tech Adult Education :


 3/1/19

Lynn Danner
Industrial Training Coordinator




Stephen Guthrie
Superintendent

For Department of Education:

 2/28/19

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

 2/28/19

Charles A. Longfellow
Associate Secretary, Operations Support

LTK
2/25/19
MCS

(1/1/19)