



DEPARTMENT OF EDUCATION

The Townsend Building
401 Federal Street Suite 2
Dover, Delaware 19901-3639
DOE WEBSITE: <http://www.doe.k12.de.us>

Susan S. Bunting, Ed.D.
Secretary of Education
Voice: (302) 735-4000
FAX: (302) 739-4654

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 Business Information Management, 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 Business Information Management (AOBIM), NAF, CTE Program of Study, which includes the following coursework: Global Business Economics' Entrepreneurship; and Business Information Technology, will be granted advanced standing in the Business 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 –

Accounting, Business Administration (transfer option), Entrepreneurship, General Business, Logistics, Supply Chain, and Operations Management, Management, Marketing, or Office Administration:

Program of Study Title:	Other Required Courses for Advanced Standing:	DTCC Course Code:	DTCC Course Title:	Number of Credits:	Type of Advanced Standing:
Academy of Business Information Management (AOBIM), NAF		BUS 101	Introduction to Business	3 credits	Articulation

Note: Other non-business programs at Delaware Tech may include BUS 101: Introduction to Business as a program requirement. Please see the Delaware Tech Programs of Study [website](#) for details.

The terms of this agreement are as follows:

Delaware Local Education Agency will:

- Submit and have approved a Delaware Academy of Business Information Management (AOBIM), NAF, CTE Program of Study proposal;
- Offer the Delaware Academy of Business Information Management (AOBIM) 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 a Delaware Academy of Business Information Management 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 Business Information Management CTE Program of Study by successfully completing all required courses;
- Earn a grade of 80% or higher in all Delaware Academy of Business Information Management 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;
- Matriculate at DTCC within five years of high school graduation; 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;
- 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
- 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 the Delaware Academy of Business Information Management program 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 Business Information Management CTE Program of Study and local education agency contact information;
- Update and maintain the Delaware Academy of Business Information Management CTE Program of Study in partnership with the institution of higher education and business & industry partners;
- Update and maintain the Delaware Academy of Business Information Management CTE Program of Study articulation agreement in partnership with the institution of higher education; and

- Provide names of graduates who complete the pathway and those who earned 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 9/20/19
 Justina Sapna
 Vice President for Academic Affairs

For Delaware Department of Education:

Charles A. Longfellow 10/15/19 *(ML)* MCB
 Charles A. Longfellow
 Associate Secretary, Operations Support

Monica Minor Gant 10/19/19
 Monica Minor Gant, Ph.D.
 Associate Secretary, Academic Support

DOE Workgroup Director Initials: DK

DOE Finance Director Initials: LM