



MC1850 – K-12 Operations
[Lansing Community College](http://www.lansingcommunitycollege.edu)
Mackinaw Building, Suite 214
430 N Capitol Ave
Lansing MI 48933
Phone (517) 483-1514 Fax (517) 483-9703

HIGH SCHOOL CAREER & TECHNICAL EDUCATION CREDIT-BY-EXAMINATION AGREEMENT 2019-2022 LANSING COMMUNITY COLLEGE and

District/RESA/ISD

Statement of Intent

The purpose of this High School (HS) Career & Technical Education (CTE) Credit-by-Examination agreement is to provide a mechanism that will enable career and technical educational curricula at _____ and Lansing Community College to interface, thereby awarding transfer credit to students for identified task competencies achieved.

Participating Institutions

We, the undersigned representatives of _____ and Lansing Community College, agree to the terms of this HS CTE Credit-by-Examination agreement for a period of three academic years after the date of signing. This agreement will be renewed automatically thereafter unless either party notifies the other in writing of its intent to cancel this agreement 90 days prior to the end of the current academic year. In addition, the agreement will be reviewed and revised as needed every three years. The alignment will be reviewed yearly, as the partners see fit. For the purposes of students enrolling and applying for LCC's HS CTE Credit-by-Examination to potentially obtain credit for prior learning, this agreement remains effective for 6 months after a student completes the agreed upon course to permit student access to agreed upon credits through the HS CTE Credit-by-Examination process.

Authorized Agents

LCC Provost or Designee (sign): _____

LCC Witness (sign): _____

Date: _____

District/RESA/ISD Superintendent or Designee (sign): _____

District/RESA/ISD Witness (sign): _____

Date: _____

LCC K-12 Coordinator Name (sign): _____

Date: _____

Agreement Implementation Date: June 1, 2019

Agreement Expiration Date: June 1, 2022

Agreement Discard Date: June 1, 2024



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Articles of Agreement

1. Indemnification: To the extent permitted by Michigan Law, _____ and Lansing Community College (LCC) agree to indemnify and hold one another harmless from any and all claims initiated by student participants, their parents, survivors, agents, or third party beneficiary rights, arising from any negligent acts or willful misconduct on the part of either institutions or any of their employees.
2. Definition: For the purpose of this agreement, HS CTE Credit-by-Examination describes the process that students may use to demonstrate they have met the scholastic equivalent and the learning outcomes for the course under consideration.
3. High school students in grades 9th through 12th are eligible to participate in the HS CTE Credit-by-Examination process based on items 4 - 7 below.
4. All students must be applied and admitted to LCC and intend to study corresponding program of study.
5. _____ will provide students with the process of how to earn LCC transfer credit through HS CTE Credit-by-Examination process.
6. Upon achievement of the required HS CTE Credit-by-Examination pass rate for the specific course(s) under consideration, LCC transfer credits for that specific course will be recorded on the student's transcript.
7. A student must apply for transfer credits through the HS CTE Credit-by-Examination process within 6 months of completing the course(s) under consideration in order to be eligible for LCC transfer credit under this agreement.
8. Credits earned through passing the LCC assessment during the HS CTE Credit-by-Examination process will become part of the total number of credits earned for program completion at LCC and will appear as transfer credit by course code, title, and credit hour(s) on the student's LCC transcript. No grades will be recorded. These courses may or may not transfer beyond LCC.
9. LCC transfer credit through HS CTE Credit-by-Examination will be limited to a maximum of 16 semester credits.
10. Tuition will not be charged for HS CTE Credit-by-Examination transfer credits under this agreement if the student completed the HS CTE Credit-by-Examination process within 6 months of completing the course(s) under consideration. After this timeframe, students will be required to pay the required fee per credit hour and follow the traditional [LCC Credit-by-Examination](#) process.
11. An annual review and update of HS CTE Credit-by-Examination courses will be conducted by curricular specialists from the _____ and LCC. If necessary, the occupational tasks and competency-based records used to measure achievement levels will be revised so that high school programs remain aligned with LCC courses for which HS CTE Credit-by-Examination is sought.

2 updated: 9/24/2019 – accessible

Lansing Community College is an equal opportunity, educational institution/employer.



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12. Faculty and administrators directly involved in this agreement will receive orientation in the HS CTE Credit-by-Examination process through the Annual Pathway Meeting.
13. Courses that are part of the [General Education \(Core or MTA\)](#) courses are not eligible for the HS CTE Credit-by-Examination. See [LCC's website](#) for a current listing of courses in each of these categories.
14. _____ and LCC have agreed that the following HS Program Name and State CIP Code align with the corresponding LCC course(s) and are eligible for the HS CTE Credit-by-Examination process:
 - **HS Program Name, CIP Code**
 - LCC Course Code – LCC Course Name
 - LCC Course Code – LCC Course Name
 - LCC Course Code – LCC Course Name
 - LCC Course Code – LCC Course Name
 - LCC Course Code – LCC Course Name