

MINNESOTA STATE COLLEGES AND UNIVERSITIES* ARTICULATION of Program of Study/Career Pathway Courses from Partner High School(s)/Agency	Roseville Area High School AND Saint Paul College
*The Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements and has delegated this authority to colleges and universities.	

This Agreement is entered into between Roseville Area High School (hereinafter sending institution), and Saint Paul College (hereinafter receiving institution). This Agreement and any amendments and supplements, shall be interpreted pursuant to the laws of the State of Minnesota.

The sending institution offers **Keyboarding**, and the receiving institution has an established **course equivalency**, and will facilitate credit transfer for this course as specified below for the specified Business Administration and Info Tech course. It is mutually agreed:

Admission and Graduation Requirements

- A. The receiving institution's admission and program admission requirements apply to both direct entry students and to students who transfer under this agreement.
- B. Students must fulfill the completion requirements at both institutions.
- C. Students must meet the receiving institution's and program admission requirements for the agreement to apply.

Articulation of Credits

- A. Course credit will transfer as described in the attached Program Articulation Table.

Implementation and Review

- A. The Chief Academic Officers or designees of the parties to this agreement will implement the terms of this agreement, including identifying and incorporating any changes into subsequent agreements, assuring compliance with system policy, procedure and guidelines, and conducting a periodic review of this agreement.
- B. This Course Agreement is effective on 06/2015 and shall remain in effect until the end date of 06/2020 (five years), unless terminated or amended by either party with 90 days prior written notice. This articulation agreement will be reviewed by both parties beginning 12/2019 (within six months of the end date).
- C. The student will notify the receiving institution of their intent to follow this agreement, and present proof of course completion requirements.
- D. Course content and/or syllabi for the sending institution's curriculum have been reviewed by high school, college and university faculty and align with college and/or university curriculum content.
- E. The goal of this agreement is to provide for articulation of credits and to provide learners with a quality education that prepares them for successful integration into the workforce, create contributing members of society, and instill the need to be lifelong learners. In accomplishing this goal the sending institution, colleges and universities will comply with federal and state legislation and guidelines.

Terms and Conditions of Credit Transfer:

Applicants accepted must fulfill the graduation requirements of the award granting college or university.

Criteria for Earning College/University Credit

Students may earn college credits by successfully completing the **Keyboarding** curriculum and passing appropriate industry skill standard exams.

Students who meet the following criteria are eligible to receive college or university credit for courses, as identified in the course equivalency table.

- Earn a score of 85 percent (B grade) or better in each course being articulated for credit.
- Earn a score of 85 percent (B grade) or better on the hands-on technical final exam.
- Enroll in the college or university which is a party to this agreement.
- Enroll in one of the programs specified in this agreement.
- Provide an official high school transcript, official documentation of passing **Keyboarding**, official documentation of passing the hands-on technical final, and other documentation required by the college

Documentation of College or University Credit

1. If the student's grade on each course grade was 85 percent (B) or better, a "P" grade will be recorded on a MnSCU college/university transcript indicating that credit is given.
2. The college/university will clearly indicate whether the credit will count toward diploma/degree requirements or a general elective.
3. The credit will be granted at Saint Paul College only.

Life of the Credit

A student must provide documentation of successful completion of **Keyboarding** within three (3) years after successful completion of high school graduation for the student's request for credit to be considered.

Instructor Qualifications

High School/Organization Instructors

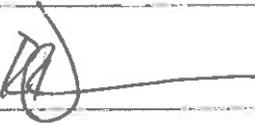
- Roseville district instructors must be licensed as a K-12 teacher and qualified to teach in programs that contain the Program of Study/Career Pathway courses. If the Perkins funds are used, the high school instructor must be career and technical education certified.

COURSE ARTICULATION TABLE

	High School(s) (sending)	College (receiving)
Institution	Roseville Area High School	Saint Paul College
Program Name		Business Administration and Info Tech
Program of Study Courses and Equivalencies (if any)		
Course	College/University Equivalent Course	Credits
Keyboarding	BUSN 1415 -- Business Communications	
*If course is equivalent to part of the college/university course, fees for the equivalent credits will be waived		

High School	Name	Signature	Date
Administrator			
ASSOCIATE PRINCIPAL Title	ERIC J. SINGER		10/5/15
College	Name	Signature	Date
Academic Dean			
Dean of Business, Career and Technical Education Title	Frank Buswell		10/21/15

Saint Paul College			
College	Name	Signature	Date
Chief Academic Officer			
Vice President of Academic Affairs Title	Kelly Murtaugh		11/6/16

College	Name	Signature	Date
College President			
President Title	Rassoul Dastmozd		11/6/2016