

ARTICULATION AGREEMENT  
BETWEEN  
GARNET CAREER CENTER  
AND  
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

BridgeValley Community & Technical College and Garnet Career Center in order to promote the transfer of students between the two institutions seeking associate degrees and thereby increase educational opportunities for students in West Virginia, establish this articulation agreement that will allow graduates of Garnet Career Center to receive advance placement in an associate degree program at BridgeValley Community & Technical College.

This Articulation Agreement is entered into by and between Garnet Career Center (hereafter referred to as Garnet) and BridgeValley Community & Technical College (hereafter referred to as BVCTC).

WHEREAS, the parties desire to encourage and facilitate the establishment of specific articulation provisions between institutions, and

WHEREAS, the parties intend to promote the most efficient and effective use of their resources and to offer students the broadest possible range of educational opportunities, including a seamless transition from classes taken at Garnet to an associate degree program at BVCTC to encourage the recognition of prior education efforts and students recognition of the importance of continuing their education, and

WHEREAS, the intent of this agreement is to maximize opportunities for students who successfully complete classes in an adult preparatory program at Garnet by offering college credit in an associate degree program at BVCTC. NOW, THEREFORE, the parties agree to cooperate in articulating in accordance with the terms set forth herein.

WHEREAS, BVCTC will accept only those courses in **Table 1** of this agreement. The acceptance of courses and the awarding of credits are contingent upon a student's successful completion of the entire program at Garnet with a "C" or better in each articulated course.

This agreement commits BVCTC to accept credits earned at Garnet as delineated in the suggested courses that are part of this agreement.

Through this agreement, students are assured of acceptance of courses for college credit and are offered a plan for completing an associate degree as efficiently as possible.

The agreement may be amended by mutual agreement of the institutions. It may be terminated by either party with one year's notice, provided obligations by either party to enrolled participating students are met. Such obligations are those normally incurred by the institutions to their clients for reasonable opportunity to complete programs of study.

The parties to this agreement shall review the relationship every two years to assess its effectiveness and usefulness. The parties to this agreement shall inform the other party promptly if the curricular requirements of the relevant programs change.

Both institutions will designate a contact person on their perspective campuses to represent their interest and to carry out the program mutually agreed upon. These representatives will meet or otherwise communicate as needed to evaluate the program and propose changes.

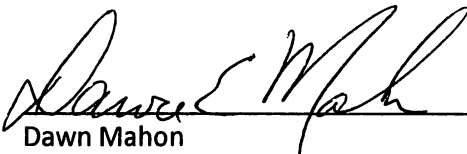
Any written notice under this agreement shall be addressed as follows:


Dawn Mahon, Principal  
Garnet Career Center  
422 Dickinson Street  
Charleston, WV 25301

Dr. Jo Harris, President  
BridgeValley Community & Technical College  
2001 Union Carbide Drive  
South Charleston, WV 25303

Garnet Career Center

BridgeValley Community and Technical College

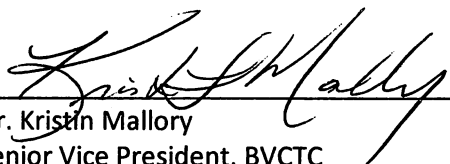
  
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Dawn Mahon  
Principal, Garnet Career Center

  
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Dr. Jo Harris  
President, BVCTC

6-18-2015  
Date

7-8-15  
Date

  
\_\_\_\_\_  
Mary Perdue,  
Department Chair Business  
Garnet Career Center

  
\_\_\_\_\_  
Dr. Kristin Mallory  
Senior Vice President, BVCTC

7-8-15  
Date

7-8-15  
Date

**Table 1**

<b>Garnet Career Center Courses</b>	<b>BridgeValley Community &amp; Technical College Courses</b>	<b>BVCTC Credit Hours</b>
Keyboarding	ATEC 110 Keyboarding	1
Document Processing	ATEC 120 Beginning Document Processing	3
Computer Office Applications I Microsoft Word and Microsoft Excel Computer Office Applications I - Microsoft PowerPoint and Microsoft Access	ATEC 115 - Fundamentals of Business Computer Technology <sup>1</sup>	3
Computer Office Applications II Advanced Microsoft Word and Microsoft Excel Computer Office Applications II - Advanced Microsoft PowerPoint and Microsoft Access	ATEC 125 – Advanced Document Processing <sup>1</sup>	3
MOS Word Certification (core)	ATEC 265 MOS Word Certification (core) <sup>2</sup>	1
MOS Excel Certification (core)	ATEC 255 MOS Excel Certification (core) <sup>2</sup>	1
MOS PowerPoint Certification (core)	ATEC 260 MOS PowerPoint Cert. (core) <sup>2</sup>	1
<b>Total Credits Possible</b>		<b>13</b>

1. Student must pass proficiency test in order to receive credit
2. Student must present original certificate in order to receive credit for certification