

2020-2021

MICHIGAN DEPARTMENT OF EDUCATION - OFFICE OF CAREER AND TECHNICAL EDUCATION  
AND  
DAVENPORT UNIVERSITY  
**ARTICULATION SUBMISSION FORM**

**Student:** Complete your personal information below.

**Instructor:** Place a check in the left-hand column for course(s) that are to be articulated. Please sign and date, then mail completed page along with a copy of the student's **final official transcript** to: Davenport University, Attention: Registrar's Office. 6191 Kraft Avenue SE, Grand Rapids, MI 49512. This form may also be faxed to: 616-732-1150.

**PLEASE PRINT:**

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Student's NameXXX-XX-

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Last four digits of SSN

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Student's Address

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Student's Home High School

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City, State and Zip Code

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Name of Instructor Making Recommendation**In order to be granted articulated credit the student must meet the following requirements:**

1. Students who have successfully passed the State assessment for program will be granted articulated credit for the block of coursework and credit hours as listed on the following page (upon instructor recommendation and meeting the student qualifications) **OR**
  - 1a. If no State assessment exists, the student must earn a 3.0 cumulative GPA or higher in their program in order for credit to be articulated **OR**
  - 1b. Students who have completed one year of a two-year program or those that **have not** successfully passed their program's assessment will be granted articulated credit (upon instructor recommendation and meeting the student qualifications) on a course-by-course basis.
2. The student must also begin attending Davenport University within 27 months from the date of their high school graduation.
3. The instructor must sign the articulation submission form which verifies the student has completed the necessary course work to be granted the articulated credit requested.

\*Credits articulated will become part of the total number of credits for program completion at Davenport University and will appear on the student's Davenport University transcript by course code and credit hours. No grade will be recorded. Tuition and fees will not be charged for articulated credits.

| Michigan Department of Education -<br>Office of Career and Technical Education<br>Career Cluster and CIP Program |                          | Davenport University Equivalent Courses                   |   |              |
|--|--------------------------|---|---|--------------|
| Education & Training Cluster   |                          | ABA, Business Administration<br><br>BBA, General Business |   |              |
| Education General 13.0000  | Check all that apply     | DU Course Number  | DU Course Name  | Credit Hours |
|  | <input type="checkbox"/> | BUSN210   | Professional Ethics   | 3            |
|  | <input type="checkbox"/> | COMM120   | Presentation Techniques   | 3            |
|  | <input type="checkbox"/> | SOSC201   | Diversity in Society  | 3            |
|  | <input type="checkbox"/> | GNBS  | General Business Credit<br>(Complete one year of a two-year program)  | 6            |
|  | <input type="checkbox"/> | GNBS  | General Business Credit<br>(Complete two years of a two-year program) | 12           |
|  | <input type="checkbox"/> | GNSS  | General Social Science Credit   | 3            |
|  |                          |   | Total Articulated Credit Hours  | Up to 24     |

**Instructor's Signature:** I certify that I have examined the outcomes for the Davenport University course (s) and that the student listed has successfully completed work at the secondary level that is essentially the same in content and depth with **a 3.0 GPA or higher**. I therefore recommend that the student receive Davenport University credit for the course (s) that I have checked above.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional Instructor or Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional Instructor or Authorized Signature

\_\_\_\_\_  
Date