

**Articulation Agreement
Between
Hardy County Board of Education
And
Potomac State College or WVU**

THIS ARTICULATION AGREEMENT (“Agreement”) is made on this date, November 17, 2014, by and between the Hardy County Board of Education and West Virginia University Board of Governors on behalf of Potomac State College of West Virginia University (“PSC”).

WHEREAS, this Agreement provides a means by which graduates of the Hardy County Machine Tool Technology Program (the “Hardy Program”) will receive advanced standing credit in the A.A.S. Technical Studies (“Machinist Technology”) degree program offered by PSC.

WHEREAS, the following appendices are attached and incorporated into this Agreement for the purposes stated below:

- Appendix A – Hardy County Board of Education Machine Tool Program (“the County Program”)
- Appendix B – PSC A.A.S. Technical Studies (Machinist Technology - the “PSC Degree Program”)
- Appendix C – Letter of Intent

I. Principles of Agreement

- A. Students who successfully master the technical requirements of the Hardy County Machine Tool Technology program (Appendix A) shall receive the following West Virginia EDGE credits upon enrollment in the Potomac State College of WVU A.A.S. in Machinist Technology program. Credits only, not grades, will be recorded on the PSC transcript for these courses; these credits will not be used to calculate the student’s college grade point average.

Hardy County Board of Education	Potomac State College of WVU
<u>Machine Tool Technology Program</u>	<u>A.A. S. Technical Studies (Machinist Tech.)</u>
(Appendix A)	(Appendix B)

WV EIS (1905/1907) – 6 EDGE credits		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">MT 105 Industrial Safety.....</td> <td style="text-align: right;">2 cr.</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">MT 121 Introduction to Machining</td> <td style="text-align: right;">4 cr.</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">6 cr.</td> </tr> </table>	MT 105 Industrial Safety.....	2 cr.	MT 121 Introduction to Machining	4 cr.		6 cr.
MT 105 Industrial Safety.....	2 cr.							
MT 121 Introduction to Machining	4 cr.							
	6 cr.							

- B. Students who successfully master the technical requirements of the Hardy County Machine Tool Technology program (Appendix A) as verified by NIMS Machining Certifications are eligible to receive the following college credit upon enrollment in the A.A.S. Technical Studies (Machinist Technology) degree program at PSC (Appendix B). The student must complete all courses in their Hardy County Machine Tool Technology program with a B average (85%) or better and must achieve “Advanced Level” certification (four or more NIMS credentialing assessments – see below). Credits only, not grades, will be recorded on the PSC transcript for these courses, so these credits will not be used to calculate the student’s college grade point average.

Hardy County Board of Education	Potomac State College of WVU
<u>Machine Tool Technology Program</u>	<u>A.A. S. Technical Studies (Machinist Tech.)</u>
(Appendix A)	Appendix B)

National Institute for Metalworking Skills (NIMS)

1. Measurement, Materials & Safety **OR**
2. Job Planning, Benchwork, & Layout

AND at least 3 of the following:

3. Manual Milling
4. Manual Turning BTW Centers
5. Manual Turning with Chucking
6. Manual Surface Grinding
7. Manual Drill Press Operations
8. CNC Turning: Programming Setup & Ops.
9. CNC Milling: Programming Setup & Ops.

MT 200 Blueprint Reading & CAD.....	3 cr
MT 205 Precision Measurement	3 cr
MT 215 Metalworking Theory & Application..	9 cr.
MT 223 Advanced Technical Specialization	6 cr.
MT 233 NIMS Credentialing	<u>3 cr</u>
	24 cr.

- C. To receive these credits and have them posted on a college transcript, the student must: 1) have completed and achieved at least a cumulative “B” average (85%) in their high school Machine Tool Technology program, 2) apply and be admitted to the PSC A.A.S. Machinist Technology program (EDGE Credits only), 3) successfully complete the NIMS Precision Machining written and performance assessments (listed above), and 4) complete at least 15 General Studies credits (see Appendix B) with PSC and a cumulative 2.0 grade point average or better within three years of completing the Hardy County Machinist Technology program. During the application, Hardy County High School students/graduates must submit their PSC admission application complete with all required components and a signed *Letter of Intent* (see Appendix C) to the following address: Office of Admissions, 75 Arnold St., ATTN: Hardy County H.S. Agreement, Potomac State College of WVU, Keyser, WV 26726
- D. Students will be assessed a one-time \$300.00 Prior Learning Assessment (PLA) fee for transcribing the 30 Machine Technology credits. This fee could be covered in our financial aid package for high school graduates who enroll in the PSC A.A.S. Machinist Technology program and complete a minimum of 15 General Studies credits **AFTER** H.S. graduation. Students are **NOT** eligible for federal financial aid prior to graduating from high school.
- E. Students who successfully complete the A.A.S. Technical Studies degree at PSC will also be eligible to enter the +2 B.A.S. Technical Studies: General program (*once developed*).
- F. PSC agrees to market this program and the Hardy County Board of Education will provide information concerning program to students, guidance counselors, teachers, and administrators in their sending schools. Students’ parents will be informed about the availability of the program through appropriate channels. PSC will assist Hardy County in providing information about the program at the secondary level. Hardy County will provide PSC with opportunities to explain the associate degree program to students in the program, parents, guidance counselors, teachers, and administrators in conformance with Hardy County’s policies relating to presentations by outside speakers and use of facilities.
- G. This articulation agreement and awarding of credit is acceptable up to three years after the student has graduated from Hardy County High Schools. Students who apply for credit after the three year period must be able to document that they: 1) have been employed or are currently working in an area related to their Hardy County technical program of study, 2) are or have actively served in the military since graduating from high school, or 3) had a documented medical condition that prevented them from applying within the previously mentioned time period.
- H. The awarding of credits included in this agreement may only be applied at PSC to the A.A.S. in Technical Studies (Machinist Technology) program and a B.A.S. Technical Studies: General program (once developed). The credits awarded in this agreement may not be accepted by or applicable to other degree programs at PSC. Hardy County students who are interested in other degree programs should consult with advisors or department chairs for those programs to determine the acceptance and applicability, if any, of

the credits earned under this agreement. Also, PSC does not guarantee that the credits earned under this agreement will be transferable to another college or university.


- I. To ensure that students entering the associate degree program schedule courses that articulate into the baccalaureate degree, the student must contact an academic advisor in the PSC Division of Applied Science and Technology to assist them in making the most advantageous course selections. Since all courses taken for the associate degree are also required for the baccalaureate degree, no special testing is required. This structured sequence provides the required seamless articulation process.
- J. Hardy County and PSC agree to notify each other immediately of any modification in the courses, curriculum, competency lists, or any aspect of the articulated programs during the term of this agreement.

II. Mutual Terms and Conditions

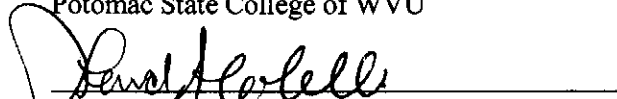
- A. *Term* The term of this Agreement shall be from August 15, 2014 to August 14, 2015. This agreement will be reviewed annually and may be renewed for a period not to exceed five (5) calendar years.
- B. *Termination* Either institution may terminate this agreement at any time by written notice of at least six (6) months in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to PSC under terms of this agreement, but not yet enrolled in classes.
- C. *Non Discrimination* The parties agree to continue their respective policies of nondiscrimination and related procedures to insure such based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended and the Americans with Disabilities Act (ADA) of 1990.
- D. *Modification of Agreement* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- E. *Relationship of Parties* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
- F. *Liability* Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the State's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Hardy County Board of Education, the State, the West Virginia University System, or the Higher Education Policy Commission.
- G. *Entire Agreement* This Agreement represents the entire understanding between the parties. Addendum represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

Hardy County Board of Education


Barbara Whitecotton, Superintendent

West Virginia Board of Governors on behalf of
Potomac State College of WVU


Leonard A. Colelli, Campus President

[As evidenced by a vote of the Board on
The 17th day of November, 2014 authorizing
The Superintendent to execute this agreement]

Appendix A
Machine Tool Technology Program Courses
Hardy County High Schools

CLUSTER **Engineering and Technical**
CONCENTRATION **Machine Tool Technology**
WVEIS CODE **ET 1900**
NATIONAL STANDARDS & INDUSTRY CREDENTIAL
NIMS Machining Level 1 Guide
National Industry Metal Skills-NIMS Level 1

ONET CODES and OCCUPATIONS

ONET: 49-9044.00 - Millwrights

ONET: 51-4041.00 - Machinists

ONET: 51-4081.00 - Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic

ONET: 51-4035.00 - Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic

ONET: 51-4034.00 - Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic

Sample of job titles upon completion of the concentration: Machinist, CNC Operator, Production Worker, Machine Technician, Lathe Operator, Mill Operator, Millwright, Maintenance Mechanic.

REQUIRED COURSES (first two in sequence)

WVEIS Code	Course
1903	Fundamentals of Machine Tool Technology
1905	Fundamentals of Machine Processes
1907	Machine Tool Operations
1909	Metal Trades Processes and Applications

WVEIS Code

1901

1902

1904

1906

1908

ELECTIVE COURSES

Engine Machining

Machine Tool Technology

Integrated Machine Processes

Machining Processes and Applications

CNC Machining

SKILLS SETS

Career Preparation Skills

Safety

Leadership Development

Customer and Personal Service

Literacy and Numeracy

Machine Tool Fundamentals

Machining Processes

Basic Lathe Operation

Metal Trades Application

Career Preparation, Safety, Leadership Development, Customer Service and Literacy and Numeracy skill sets should be integrated throughout the concentration as remaining skill sets are delivered.

**Skill Set Career Preparation Skills
Knowledge Objectives**

ET.1 Students will demonstrate knowledge of

- **career paths.**
- **goal development and achievement.**
- **attitudes and work habits that support career retention and advancement.**
- **communication in varied contexts.**

Performance Objectives

**ET.2, ET.3, ET.4, ET.5, ET.6, ET.7, ET.8, ET.9, ET.10
Students will**

- **relate skills and abilities to possible career pathways.**
- **explain methods of goal development.**
- **discuss methods of time management and task coordination.**
- **practice professionalism in punctuality, appropriate dress, task completion, etc.**
- **investigate methods of supervision such as giving and receiving feedback and instruction.**
- **develop and present a statement of their personal work ethic beliefs.**
- **prepare an application, cover letter, resume and thank you letter.**
- **create a personal portfolio for use when applying for employment.**
- **practice simulated job interviews.**

**Skill Set Safety
Knowledge Objectives**

ET.11 Students will demonstrate knowledge of

- **safety procedures.**
- **accident reporting agencies.**
- **Personal Protective Equipment (PPE).**

Performance Objectives

ET.12, ET.13, ET.14, ET.15, ET.16, ET.17, ET.18 Students will

- **recognize the main causes of accidents.**
- **research agencies that are responsible for emergencies in the workplace.**
- **develop a plan which outlines the procedures for handling an accident.**
- **demonstrate operating instructions before using any equipment.**
- **establish procedures for safe evacuation of the worksite in the event of an emergency.**
- **follow safety and security procedures.**
- **wear PPE as required for specified task.**

**Skill Set Leadership Development
Knowledge Objectives**

ET.19 Students will demonstrate knowledge of

- **public speaking.**
- **parliamentary law.**
- **leadership concepts.**
- **characteristics of effective teams and organizations.**

Performance Objectives

ET.20, ET.21, ET.22, ET.23, ET.24 Students will

- **develop and deliver speeches.**
- **participate in meetings using parliamentary procedure.**
- **attend leadership conferences and training (local, state and/or national).**
- **volunteer in community service opportunities.**
- **participate in career development events.**

**Skill Set Customer and Personal Service
Knowledge Objectives**

ET.25 Students will demonstrate knowledge of

- **customer needs assessment.**
- **quality standards for services.**
- **evaluation of customer satisfaction.**

Performance Objectives

ET.26, ET.27, ET.28, ET.29, ET.30 Students will

- **confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.**
- **keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.**
- **check to ensure that appropriate changes were made to resolve customers' problems.**
- **determine charges for services requested, collect deposits or payments, or arrange for billing.**
- **refer unresolved customer grievances to designated departments for further investigation.**

**Skill Set Literacy and Numeracy
Knowledge Objectives**

ET.31 Students will demonstrate knowledge of

- **literacy and numeracy skills required to solve complex.**
- **real-world problems associated with their career/technical content area.**
- **improve their thinking and reasoning skills.**

Performance Objectives

ET.32, ET.33, ET.34, ET.35 Students will

- utilize a variety of technical sources (e.g., Internet, manuals, journals, directions, reports, etc.) to complete career/technical assignments and projects.
- demonstrate writing skills required to complete career/technical assignments and projects.
- demonstrate accuracy in calculating and measuring graphical work required to complete career/technical assignments and projects.
- analyze tables, charts, graphs and multiple data sources to complete career/technical assignments and projects.

Fundamentals of Machine Tool Technology

WVEIS

1903

Skill Set Machine Tool Fundamentals

Knowledge Objectives

1903.1 Students will demonstrate knowledge of

- the types of steel used in general fabrication work.
- the basic forms of steel from the supplier.
- materials and processes in relation to machining.
- the basic nomenclature and symbols for blueprint reading.

Performance Objectives

1903.2, 1903.3, 1903.4, 1903.5, 1903.6, 1903.7, 1903.8, 1903.9, 1903.10, 1903.11, 1903.12, 1903.13, 1903.14, 1903.15 Students will

- identify the types of steel and their differing characteristics and attributes.
- solve problems involving heat flow and temperature.
- study sample parts, blueprints, drawings, and engineering information to determine methods and sequences of operations needed to fabricate products, and determine product dimensions and tolerances.
- measure, examine, or test completed units to check for defects and ensure conformance to specifications, using precision instruments, such as micrometers.
- calculate dimensions and tolerances using knowledge of mathematics and instruments such as micrometers and vernier calipers.
- lay out, measure, and mark metal stock to display placement of cuts.
- measure and mark reference points and cutting lines on workpieces, using traced templates, compasses, and rules.
- select the appropriate tools, machines, and materials to be used in preparation of machining work.
- align and secure holding fixtures, cutting tools, attachments, accessories, or materials onto machines.
- position and fasten work pieces.
- set up, adjust, and operate all of the basic machine tools and specialized or advanced variation tools to perform precision machining operations.
- measure and mark reference points and cutting lines on workpieces, using traced templates, compasses, and rules.
- set up or operate metalworking, brazing, heat-treating, welding, or cutting equipment.
- shrink-fit bushings, sleeves, rings, liners, gears, and wheels to specifications, using portable gas heating equipment.

Fundamentals of Machining Processes

WVEIS 1905

Skill Set Machining Processes

Knowledge Objectives Students will demonstrate knowledge of

- appropriate machine processes and equipment to produce a product.
- the use of machine tools in the manufacturing industry.
- milling machine processes.
- basic lathe operations

1905.1

Performance Objectives

1905.2, 1905.3, 1905.4, 1905.5, 1905.6, 1905.7, 1905.8, 1905.9, 1905.10, 1905.11, 1905.12, 1905.13, 1905.14, 1905.15, 1905.16, 1905.17, 1905.18, 1905.19, 1905.20, 1905.21, 1905.22, 1905.23

Students will

- study blueprints, layouts or charts, and job orders for information on specifications and tooling instructions, and to determine material requirements and operational sequences.
- compute dimensions, tolerances, and angles of workpieces or machines, according to specifications and knowledge of metal properties and shop mathematics.
- select cutting tools and tooling instructions, according to written specifications or knowledge of metal properties and shop mathematics.
- position, adjust, and secure stock material or workpieces against stops, on arbors, or in chucks, fixtures, or automatic feeding mechanisms, manually or using hoists.
- set up and operate machines, such as lathes, cutters, shears, borers, millers, grinders, presses, drills, and auxiliary machines, to make metallic and plastic workpieces.
- verify alignment of workpieces on machines, using measuring instruments such as rules, gauges, or calipers.
- seek instructor approval before turning on any machine.
- machine parts to specifications, using machine tools, such as lathes, milling machines, shapers, or grinders.
- select cutting speeds, feed rates, and depths of cuts, applying knowledge of metal properties and shop mathematics.
- move controls to set cutting speeds and depths and feed rates, and to position tools in relation to workpieces.
- move cutters or material manually or by turning handwheels, or engage automatic feeding mechanisms to mill workpieces to specifications.
- start machines and turn handwheels or valves to engage feeding, cooling, and lubricating mechanisms.
- monitor the feed and speed of machines during the machining process.
- record operational data such as pressure readings, lengths of strokes, feed rates, and speeds.
- measure, examine, or test completed units to check for defects and ensure conformance to specifications, using precision instruments, such as micrometers.
- select and install cutting tools and other accessories according to specifications, using hand tools or power tools.
- remove burrs, sharp edges, rust, or scale from workpieces, using files, hand grinders, wire brushes, or power tools.

- **change worn machine accessories, such as cutting tools and brushes, using hand tools.**
- **replace worn tools, and sharpen dull cutting tools and dies using bench grinders or cutter-grinding machines.**
- **conduct preventative maintenance and repair, and lubricate machines and equipment.**
- **perform minor machine maintenance, such as oiling or cleaning machines, dies, or workpieces, or adding coolant to machine reservoirs.**
- **install repaired parts into equipment or install new equipment.**

Machine Tool Operations
1907

WVEIS

Skill Set Basic Lathe Operation
Knowledge Objectives

- 1907.1 Students will demonstrate knowledge of**
- **specific safety rules applicable to the machine lathe.**
 - **setting up the metal lathe in a shop setting.**
 - **the sequence of operations for a part requiring facing or turning.**

Performance Objectives

1907.2, 1907.3, 1907.4, 1907.5, 1907.6, 1907.7, 1907.8, 1907.9, 1907.10, 1907.11, 1907.12, 1907.13, 1907.14, 1907.15, 1907.16, 1907.17 Students will

- **identify the basic parts of a lathe.**
- **identify and use the controls that are used to start and stop the spindle.**
- **identify and use the carriage hand wheel and the cross slide hand wheel.**
- **demonstrate how to change the speed of the chuck.**
- **practice moving the hand slide.**
- **read blueprints or job orders to determine product specifications and tooling instructions and to plan operational sequences**
- **confer with instructor before turning on machine.**
- **calculate machine speed and feed ratios and the size and position of cuts.**
- **start lath or turning machines and observe operations to ensure that specifications are met.**
- **operate engine lathe to grind, file, and turn, taper, and thread machine parts to dimensional specifications.**
- **monitor the feed and speed of machines during the machining process.**
- **adjust machine controls and change tool settings in order to keep dimensions within specified tolerances.**
- **set machine stops or guides to specified lengths as indicated by scales, rules, or templates.**
- **program computers or electronic instruments, such as numerically controlled machine tools.**
- **remove and sharpen dull cutting tools.**
- **inspect sample work pieces to verify conformance with specifications, using instruments such as gauges, micrometers, and dial indicators.**

Skill Set Basic Milling Operations

Knowledge Objectives

1907.18 Students will demonstrate knowledge of

- **specific safety rules applicable to the milling machine.**
- **the sequence of operations for a part requiring milling.**

Performance Objectives

1907.19, 1907.20, 1907.21, 1907.22, 1907.23, 1907.24, 1907.25, 1907.26, 1907.27, 1907.28
Students will

- **interpret scaled machine tool and materials forming prints to produce parts or finished products.**
- **select cutting tools and tooling instructions, according to written specifications or knowledge of metal properties and shop mathematics.**
- **select and use appropriate inspection devices.**
- **align the vise to be parallel with the table.**
- **position and fasten work pieces.**
- **lay out, measure, and mark metal stock to display placement of cuts.**
- **set controls to regulate machining: keyway, boring head, angular indexing, simple indexing, and direct indexing.**
- **select the proper coolants and lubricants and start their flow.**
- **stop machines to remove finished work pieces or to change tooling, setup, or work piece placement, according to required machining sequences.**
- **clean machines, tooling, or parts, using solvents or solutions and rags.**

Metal Trades Processes and Applications

WVEIS 1909

Skill Set Metal Trades Application

Knowledge Objectives

1909.1 Students will demonstrate knowledge of

- **specific rules applicable to the milling, lathe and CNC machines.**
- **operating a lathe, milling machine and a CNC machine.**

Performance Objectives

1909.2, 1909.3, 1909.4, 1909.5, 1909.6, 1909.7, 1909.8, 1909.9, 1909.10, 1909.11, 1909.12, 1909.13, 1909.14, 1909.15, 1909.16, 1909.17, 1909.18, 1909.19, 1909.20, 1909.21, 1909.22, 1909.23, 1909.24, 1909.25, 1909.26, 1909.27, 1909.28, 1909.29, 1909.30, 1909.31, 1909.32
Students will

- **identify the types of steel and their differing characteristics and attributes.**
- **apply taper terminology and trigonometry to set a compound rest to cut a taper on a lathe.**

- be able to use a machinery handbook to find a tap drill size, keyway and keyset calculations, and thread parameters.
- calculate cutting time, feed rate for a milling operation and rpm's for a drilling operation.
- calculate rpm's for reaming and drilling.
- identify purpose and application of layout die.
- perform drilling operations such as counterboring, countersinking, reaming.
- demonstrate proper hacksawing procedures.
- demonstrate filing to a layout line.
- identify the types of tools that produce holes.

CNC Machining Operations

- calculate machine speed and feed ratios and the size and position of cuts.
- set controls to regulate machining, or enter commands to retrieve, input, or edit computerized machine control media.
- set up and operate computer-controlled machines to perform one or more machine functions on metal or plastic workpieces.
- transfer commands from a computer to a computer numerical control (cnc) modules.
- create CNC programs using G and M codes.
- create incremental and absolute CNC programs
- inspect sample workpieces to verify conformance with specifications, using instruments such as gauges, micrometers, and dial indicators.

Advanced Lathe Operations

- cut external and internal V threads, worms, grooves and profiles.
- turn an eccentric on lathe.
- file and polish using a lathe.
- use gnarling and grooving tools .

Advanced Milling Operations

- create square stock from round stock.
- perform horizontal boring.
- machine slots in workpiece.
- flycut workpiece on vertical mill.
- demonstrate care and maintenance of milling cutters.

Metal Welding and Cutting

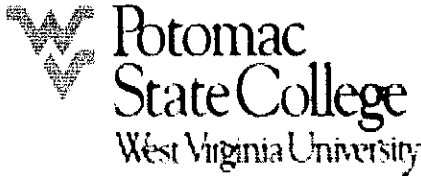
- identify weldable and non-weldable materials.
- determine the correct GMAW (MIG) welder type, wire type, diameter and gas to be used.
- determine the type of weld to be used; tack, butt weld or fillet weld.
- weld and cut high-strength steel and other steels.
- weld and cut aluminum.

Appendix B
Potomac State College A.A.S. Machinist Technology Program

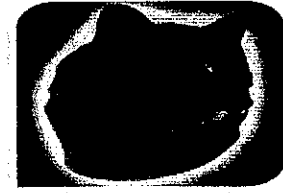
Semester 1			
Course #/Prefix	Course Name	Credit	Faculty
MT 136	Mathematics for Machine Technology 1	3	PSC
MATH???	<u>Or</u> Technical Mathematics I		
MT 105	Industrial Safety (EDGE)	2	Hardy
MT 121	Introduction to Machining (EDGE)	4	Hardy
MT 200	Blueprint Reading & CAD	3	Hardy
MT 205	Precision Measurement	<u>3</u>	Hardy
		15	
Semester 2			
MT 137	Mathematics for Machine Technology 2	3	PSC
MATH???	<u>Or</u> Technical Mathematics II		
CIS 100	Introduction to Computer Information Systems	3	PSC
MT 215	Metalworking Theory & Applications	<u>9</u>	Hardy
		15	
Semester 3			
ENGL 185	Technical Writing and Reporting	3	PSC
ENGL 101	<u>Or</u> English Composition I		
BTEC 103	Personnel Management	3	Eastern
MT 223	Advanced Technical Specialization (CNC)	6	Hardy
MT 233	NIMS Precision Machining Credentialing	<u>3</u>	Hardy
		15	
Semester 4			
COMM 104	Public Communication	3	Eastern
BTEC 107	<u>Or</u> Business Communications		
ECON 201	Principles of Microeconomics	3	Eastern
BTEC ???	<u>Or</u> Introduction to Entrepreneurship		
	Social Science Elective	3	Eastern
	Other GS Electives (e.g. English Comp. II)	<u>6</u>	PSC/Eastern
		15	

This is a 60 credit hour degree program

Appendix C
Student Letter of Intent to enter Potomac State College of WVU



Moorefield High School



East Hardy High School

Machinist Technology Program

I plan to enroll at Potomac State College of WVU (PSC) upon completion of the Hardy County Machine Tool Technology program. I understand that my signature on this letter entitles me to advanced standing credit for courses completed in Hardy County as outlined in the articulation agreement between the Hardy Board of Education and PSC. I am familiar with the terms of the Agreement between Hardy County and PSC including the following requirements and conditions:

I must successfully master the competencies and skills outlined in the Hardy County Machine Tool Technology Program Competency List (see Appendix A) with a B average (85%) or better in all courses. I must also pass the NIMS Precision Machining written and performance assessments as identified in the articulation agreement. I also agree to the release of my high school grades and academic performance records to PSC.

I must apply and be admitted to PSC A.A.S. Machinist Technology Program (to receive the six EDGE credits) and successfully complete at least 15 PSC general studies credits with a cumulative grade point average of 2.0 or better within three years of completing the Hardy County Machine Tool Technology program to receive the 24 advanced standing PSC Machinist Technology credits. Credits only, not grades, will be recorded on the PSC academic transcript for the advanced standing credit, so these credits will not be used to calculate the student's College grade point average.

The agreement and awarding of credit is acceptable up to two years after I have graduated from Hardy County High Schools and the awarding of credits included in this agreement may only be applied at Potomac State College of WVU to the A.A.S. in Technical Studies (Machinist Technology) degree program and B.A.S. in Technical Studies (General) program once developed. I understand that the credits awarded in this agreement may not be accepted by or applicable to other degree programs at Potomac State. PSC does not guarantee that the credits earned under this agreement will be transferable to another college or university.

Parent/Guardian Name (Print)	Student Name (Print)
Parent/Guardian Signature	Student Signature
	Address
Date	Phone

Complete and mail a PSC admissions application along with this Letter of Intent:
Enrollment Service, 75 Arnold St.
ATTN: Hardy County Machinist Technology Agreement
Potomac State College of WVU
Keyser, WV 26726