

INSTRUCTIONAL SERVICES

AP 4050 ARTICULATION

References:

Title 5 Section 51022(b);
Accreditation Standard II.A.6.a

Development of Articulated Agreements with Secondary Schools

- Palomar College and each school district involved shall establish a memorandum of agreement to establish and maintain the responsibilities of both parties regarding the development of course and program articulation agreements
- Palomar College and each school shall negotiate articulation agreements for each course or program for which equivalent College credit will be granted
 - Responsibility for articulation rests with the District Articulation Officer, the Tech Prep Coordinator and the school which requests or responds to the articulation proposal
 - Equivalency standards shall be jointly agreed upon in writing by the faculty from the appropriate department/program of each institution
 - There shall be a separate Articulation Agreement for each course or program that qualifies for equivalent College credit
- Articulation Agreements shall be reviewed annually by the faculty of both institutions to assure appropriateness and continuing equivalency. In the event of modification to a course, all parties shall be given written notification
- The Request for Articulation form, which initiates the articulation process, is available from the District Articulation Officer, the Tech Prep Coordinator, or from the Tech Prep web page (www.palomar.edu/more/techprep/) and shall be completed by the faculty of the secondary school. The Request and supporting documentations shall be sent to the Tech Prep Coordinator for review and consultation with the District Articulation Officer and appropriate District faculty member(s). The Tech Prep Coordinator will arrange meetings between appropriate secondary and District faculty to clarify issues and develop the agreements
 - Secondary school and College courses shall be compared-
 - Curriculum and equivalency standards shall be determined based on the College course objectives. Equivalency standards may include, but are not limited to, course content, sequence of presentation, instructional

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(Replaces current Palomar Procedure 320)

35 methodology, equipment, teaching materials, examination or proficiency tests,
36 grade assignment, and student evaluation

- 37 • The Articulation Agreement shall be signed by appropriate secondary personnel
38 and forwarded to the Department Chair/Director, Instructional Dean, Articulation
39 Officer and Vice President for Instruction at Palomar College for appropriate
40 signature. Articulation Agreements with secondary schools shall be kept on file
41 in the Articulation Office
- 42 • The Palomar Community College District and the participating secondary school
43 districts will summarize the articulation activities and periodically review the
44 articulation process

45 **Process for Receiving Articulated Credit:**

- 46 • For a Palomar Community College District grade of “credit” (cr), the student must
47 have achieved at least a “B” grade in all semesters of the articulated course and
48 met all competencies and requirements outlined in the specific articulation
49 agreement
- 50 • The Palomar Community College District agrees to grant College credit in
51 accordance with the program in effect at the time of the agreement
- 52 • College credit will be granted to students upon completion of a course with a
53 grade of “C” or better at Palomar College
- 54 • When the student has completed one course at Palomar College and upon
55 receipt of the student’s high school transcript and the Certificate for 2+2/Tech
56 Prep Articulated Credit, the District Evaluator will post the grade of “credit” (cr) on
57 the College transcript
- 58 • Articulated College credits will not be differentiated on the student’s Palomar
59 Community College District transcript other than by a special notation indication
60 “articulated credit”
- 61 • Unless otherwise specified in the Articulation Agreement, the student has two
62 years after completion of the articulated course or of high school, whichever is
63 greater, to apply for College credit
- 64 • District fees will not be charged for college units earned through articulated
65 course work

66 **Development of Articulated Agreements with Other Colleges and Universities:**

- 67 • Palomar College and each institution shall negotiate course-to-course,
68 preparation for major, and general education Articulation Agreements

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- 69 ○ Responsibility for articulation rests with the Articulation Officer at Palomar
70 College and a representative from the receiving or responding college or
71 university

 - 72 ○ Equivalency standards shall be jointly agreed upon in writing by the
73 articulation officers and faculty from the appropriate department/program of
74 each institution

 - 75 ● Palomar College, represented by the Articulation Officer, shall submit courses for
76 approval for the Intersegmental General Education Transfer Course (IGETC)
77 List, the California State University General Education Breadth List, and the
78 University of California Transfer Course Agreement (TCA) on a yearly basis.
79 Responsibility for these proposals rests with the Articulation Officer who shall
80 seek input and approval from the Vice President for Instruction and the
81 Curriculum Co-Chair

 - 82 ● Articulation Agreements are reviewed annually. Additions, deletions, and
83 technical changes approved through the established College curriculum process
84 are sent to all institutions holding affected Agreements

 - 85 ● Articulation Agreements shall be kept on file in the Articulation Office

 - 86 ● Under the direction of the Articulation Officer, Palomar College participates in the
87 ASSIST project, which is California’s official statewide repository of articulation
88 information for the CSU, UC, and Community College systems
- 89 Office of Primary Responsibility: Instructional Services