

INSTRUCTIONAL SERVICES

AP 4050 ARTICULATION

References:

Education Code Sections 66720-66744;
Title 5 Sections 51022(b) and 55051;
ACCJC Accreditation Standard II.A.10

Development of Articulated Agreements with Secondary Schools

Career Technical Education articulation is designed to allow secondary school students to complete Career Technical Education training and receive potential college credit through appropriate Title 5 guidelines. Palomar Community College District and each school 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.

High school articulation is initiated by either the high school or college district and is coordinated by the Career Technical Education Transitions Coordinator to include Palomar Community College District's discipline faculty and the Articulation Officer. 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 CTE Transitions office and resubmitted every third year for faculty approval 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 Career Technical Education Transitions Coordinator or CTE Transitions website: and shall be completed by high school faculty and supported with high school district CTE director/coordinator approval when requesting articulation. The Request for Articulation form and supporting documentations shall be sent to the Career Technical Education Transitions Coordinator for review and consultation with the District Articulation Officer and sent to appropriate District discipline faculty member(s) for consideration. The Career Technical Education Transitions Coordinator will arrange meetings among appropriate high school and Palomar Community College District faculty to clarify issues and develop the agreements.

Curriculum and equivalency standards shall be determined based on the college course objectives and student learning outcomes. Equivalency standards may include, but are not

limited to, course content, sequence of presentation, instructional methodology, equipment, teaching materials, examination or proficiency tests, grade assignment, and student evaluation.

- The Articulation Agreement shall be approved by appropriate secondary personnel and forwarded to the Department Chair/Director, Instructional Dean, Articulation Officer and Vice President for Instruction at Palomar Community College District for appropriate approval. Articulation Agreements with secondary schools shall be kept on file in the Career Technical Education Transitions office.
- The Palomar Community College District and the participating high schools will summarize the articulation activities and review the articulation process annually. The CTE Transitions office will conduct a resubmission procedure every third year for faculty approval from both institutions.

Process for Receiving High School Articulated Credit:

- The content of the articulated course and examination shall be determined solely by Palomar Community College District faculty of the appropriate discipline. The faculty shall determine if:
 - Content of the articulated course is aligned with the course outline of record; and
 - Examination process adequately measures mastery of the course content as set forth in the course outline of record.
- Articulated College credits will not be differentiated on the student's Palomar Community College District transcript other than by a special notation indicating "credit-by-exam."
- Unless otherwise specified in the Articulation Agreement, college credit is granted the fall semester after completion of the class. In order to receive college credit, the following must occur:
 - Student must obtain a Palomar Community College District student identification number
 - Student must register in the state database (CATEMA)
 - Student must earn a "B" or better on the final exam or final project approved by Palomar Community College District faculty, demonstrating course competency
 - Secondary school instructor must submit grades in the CATEMA database or to the Career Technical Education Transitions office

Once these steps are complete, the student transcript will be notated with the letter grade earned

- If any of the above criteria have not been met, the student has up to three years after successful completion of the articulated course to apply for college credit.
- District fees will not be charged for college units earned through articulated course work.

Development of Articulated Agreements with Other Colleges and Universities:

Articulation is the process of developing a formal, written agreement that identifies courses (or sequences of courses) on a "sending" campus that are comparable to, or acceptable in lieu of, specific course requirements at a "receiving" campus. Successful completion of an articulated

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course assures the student has taken the appropriate course and received the necessary instruction and preparation. The articulation process enables the student to progress to the next level of instruction at the receiving institution.

The articulation process further ensures that completed courses satisfy college or university transferability standards, general education breadth, and/or major preparation and are advantageous to the District. Articulation agreements shall be designed to reduce the loss of credit or repetition of coursework from one institution to another, be aligned with major preparation and general education, and include the appropriate academic preparation for upper-division university level coursework.

Palomar Community College District and each institution shall negotiate course-to course, preparation for major, and general education, articulation agreements as appropriate and advantageous to Palomar Community College District. Equivalency standards shall be jointly agreed upon in writing by the articulation officers and faculty from the appropriate department/program of each institution.

Palomar Community College District, represented by the Articulation Officer, shall submit courses for approval for the Inter-segmental General Education Transfer Course (IGETC), the California State University General Education Breadth (CSUGE), and the University of California Transfer Course Agreement (TCA) on a yearly basis. Responsibility for these proposals rests with the Articulation Officer who shall seek input and approval from the Curriculum Committee. Under direction of the Articulation Officer, Palomar Community College District articulation data is maintained within the articulation repository database for the CSU and UC known as the Articulation System Stimulating Inter-institutional Student Transfer system (ASSIST) and the Course Identification Numbering system (C-ID).

Articulation agreements between Palomar Community College District and other college and universities shall be approved by the Articulation Officer and Vice President for Instruction at Palomar Community College District and kept on record in the Articulation Office.

Office of Primary Responsibility: Instructional Services and Student Services