ADMINISTRATIVE PROCEDURE 4050 ARTICULATION

I. Articulation/Four-year University or College

The Articulation Officers of the four colleges of the Peralta Community College District serve as the principal contact and liaison between the college and four-year institutions as they relate to the articulation of coursework. The Articulation Officers review and work to update articulation agreements with public universities that are documented in ASSIST. The Articulation Officers annually update the University of California Transfer Course Agreement, the CSU General Education Breadth Requirements, and the Intersegmental General Education Transfer Curriculum (IGETC).

The Articulation Officers shall serve as member and resource to the faculty; college curriculum committee; district Council on Instruction, Planning, and Development; and the district General Education Committee.

The Articulation Officers review and confirm the accuracy and information in the college catalogs pertaining to the transferability of courses and the general-education patterns for four-year institutions (specifically IGETC and CSU GE Breadth).

II. Articulation/High School

A. Purpose

The PCCD/ Secondary CTE and ROP Articulation Procedure provides a method by which college credit may be awarded for articulated career/technical education coursework completed at the high school level, thereby preventing students from duplicating course work in college, and resulting in a smooth transition from ROP and secondary CTE programs to college CTE Programs. This articulation process will enhance cooperation and communication between PCCD and ROPs and secondary CTE Programs in the East Bay area. The ultimate objective is to allow students to more efficiently reach their educational and career goals.

B. Principles

1. The articulation process shall be based in CTE disciplines.

2. The articulation process shall be a collaborative effort between PCCD CTE Deans and faculty and the equivalent supervisors and faculty at Secondary CTE Programs and ROPs. When the articulated course is offered at more than one college, appropriate Peralta faculty will be included in the articulation process.

3. The standards and requirements for articulated courses shall be set at a collegiate level by CTE faculty. Final agreements on articulation shall be between the instructors of specific PCCD CTE courses and based on careful review and agreement that these courses are indeed equivalent and that they meet the rigorous standards of the Peralta CTE program.

4. Articulated courses shall be reviewed by PCCD CTE faculty biennially and updated as appropriate. The results of the review process will be communicated to appropriate administrative personnel at PCCD and Secondary CTE Programs and ROPs. Generally, requirements for articulated courses shall not be any greater than the requirements for satisfactory completion of the course as is typically offered at PCCD.

5. Differentiation between traditional "credit by exam" or advanced placement and articulated courses and programs shall be maintained.
6. The Office of Vice Chancellor of Educational Services will provide administrative coordination and supervision for the articulation process between PCCD and ROPs and Secondary CTE Programs and will designate the District Tech Prep Coordinator as the central point of access for information regarding articulation.

C Guidelines

The following guidelines apply for credit to be awarded:

1. Completion of coursework must correlate with the PCCD catalog published the year the student completed the career/technical course, to insure the articulated course was active during that period and is currently active.

2. In order to ensure coursework is current, credit will only be awarded up to four (4) years after the completion of the career/technical course unless otherwise stipulated in an individual course articulation agreement.

3. Students must receive a “satisfactory” grade as defined by PCCD in the Articulation Agreement to receive credit at PCCS. Generally, a “satisfactory” grade is identified as a grade of “C” or better.

4. The grade received in the articulated career/technical course will be the grade recorded on the PCCD transcript. Courses requiring a “satisfactory” grade of “C” or better will be notated on the list of articulated courses that is published in PCCD documents including catalogs, websites, etc.

5. The total amount of credit a student may earn through this articulation process is not to exceed 16 units.

6. The student must be enrolled in courses at PCCD before applying for credit by articulation.

7. Once everything is deemed in order, the evaluator will award credit immediately on the student’s transcript, regardless of the number of units the student has completed in residence at PCCD.

D. CTE Articulation Process

The following guidelines apply for credit to be awarded:

1. ROP/Secondary CTE faculty member submits proposal (with course outline) for articulation and sends to Tech Prep Coordinator along with copy of course outline OR Peralta CTE faculty/Tech Prep Coordinator initiatives articulation for new course or update of previous course(s).

2. Tech Prep Coordinator submits proposal and course outline(s) to Peralta CTE instructor(s) and copies request to appropriate dean(s).

3. Peralta instructor completes Course-to-Course Comparison. If necessary, recommends changes; If necessary, ROP/CTE instructor completes course revisions; and Peralta instructor reviews course revisions.

4. Peralta instructor signs and returns packet to Tech Prep Coordinator.

5. Tech Prep Coordinator obtains additional required signatures: ROP/CTE Instructor; Peralta Instructor(s); Tech Prep Coordinator; Dean of College(s); Vice Chancellor of Educational Services.

6. Copies of articulation are sent to ROP/CTE Instructor(s); Peralta Instructor(s); Tech Prep Coordinator; Dean of College(s); Vice Chancellor of Educational Services; Articulation Officer(s),
College Curriculum Committee Chair, and ROP/High School Officer of Education. The Peralta District Curriculum Committee Chair will also receive a copy as information.

7. Tech Prep Coordinator keeps a copy of articulation packet on file. Obtains data and keeps records from ROPs/CTE programs on students eligible for articulation; and each semester, obtains data on students who enrolled in Peralta CTE programs to verify articulation.

8. Tech Prep Coordinator prepares information regarding articulation for appropriate Peralta Dept/Committees including Admissions, Institutional Research, CIPD, Student Services/Counseling and prepares information for College student publications.

9. Tech Prep Coordinator updates high schools and ROPs on courses that have been articulated and provides documentation for students and College publications and web site.

References:

Education Code Sections 66720-66744;
5 Section 51022(b)
Accreditation Standard II.A.6.a

Approved by the Chancellor: January 31, 2012