

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 Articulation Procedure provides a method by which college credit may be awarded for articulated coursework completed at the high school level, thereby preventing students from duplicating course work in college, and resulting in a smooth transition from secondary to post-secondary. This articulation process will enhance cooperation and communication between PCCD and ROPs and secondary 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. Articulation agreements are between the Peralta Colleges and K-12 Districts and/or ROP Centers (not with individual high schools). The agreements will be mutually designated with college and K-12 district logos.
4. To the extent possible, the Peralta Colleges and the K-12 Districts will use web-enabled processes to facilitate the development and management of articulation agreements (e.g, CATEMA [Career and Technology Education Management Application]).
5. The Peralta Community College District Office of Admissions and Records will ensure that credits earned will be transcribed no later than June 30 (or the end of the academic year).
6. 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 and

K12 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.

7. Articulated course agreements shall be reviewed by PCCD CTE faculty annually 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.
8. The Peralta Colleges will support local and regional activities that assist in keeping college and K-12 instructors informed and provide opportunities for them continually to improve CTE pathway programs and related agreements.
9. Differentiation between traditional "credit by exam" or advanced placement and articulated courses and programs shall be maintained.
10. The Office of Vice Chancellor of Academic Affairs will provide administrative coordination and supervision for the articulation process between PCCD and ROPs and Secondary CTE Programs and will designate the Director of Economic and Workforce Development 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 CTE, to insure the articulated course was active during that period and is currently active.
2. Students must receive a "satisfactory" grade as defined by PCCD in the Articulation Agreement to receive credit at PCCD. Generally, a "satisfactory" grade is identified as a grade of "C" or better.
2. The grade received in the articulated CTE 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.
3. The total amount of credit a student may earn through this articulation process is not to exceed 16 units.
4. 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 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 the Peralta Community Colleges District Office of Academic Affairs along with copy of course outline.
2. The Peralta District Office of Economic and Workforce Development submits proposal and course outline(s) to Peralta CTE instructor(s) and the appropriate dean(s).
3. Peralta instructor completes Course-to-Course Comparison. If necessary, recommends changes.

If necessary, ROP/CTE instructor completes course revisions; Peralta instructor reviews course revisions. This step of the process is conducted entirely between Secondary and PCCD faculty

4. Peralta instructor works with his or her college Dean to finalize and approve the agreement. The faculty member and college Dean sign and return the packet to the Peralta District Office of Academic Affairs.
5. The Peralta District Office of Academic Affairs obtains additional required signatures: ROP/CTE Instructor; High School Principal or ROP Director; K-12 District Administrator; Vice Chancellor of Academic Affairs; Division Dean of College(s); and; Vice President of Instruction.. When possible, this will be processed electronically using a web-based platform.
6. A master copy of the fully executed articulation agreement(s) will be maintained in the Peralta District Office of Academic Affairs. Copies of the articulation agreement are sent to all signatories.
7. The Peralta District Office of Academic Affairs keeps a copy of articulation packet on file.
8. The Peralta District Office of Academic Affairs provides information regarding articulation for appropriate Peralta Department/Committees, including Admissions and Records, Institutional Research, CIPD, Student Services /Counseling.
9. The Peralta District Office of Academic Affairs 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) and 55051;
ACCJC Accreditation Standard II.A.10 (formerly II.A.6.a)

Approved by the Chancellor: January 31, 2012
Revised and approved by the Chancellor: June 15, 2015
Revised and approved by the Chancellor: September 28, 2016
Revised and approved by the Chancellor: June 13, 2017