



Shasta College

Articulation Handbook

*Please access the Tech Prep Consortium Web site for the latest
Online Articulation forms and processes.*

<http://www3.shastacollege.edu/rop>

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Introduction



This booklet has been developed to assist you with the practices and procedures of articulating programs or courses in the Shasta-Tehama-Trinity Joint Community College District. We suggest these materials be placed in a loose-leaf binder so that pages can be replaced or new information can be added.

Procedures have been outlined, terminology has been defined, and a copy of each form is included. You may reproduce any and all forms as needed.

If you have questions after reviewing this material, please feel free to contact one of the following at Shasta College.

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Shasta College The Articulation Process

PURPOSE

The purpose of the articulation process is to provide the means to blend high school courses or programs with like Shasta College courses or series of courses. The end result will be a smoother transition from high school to college, elimination of course work duplication, incentive to begin education/training at advanced levels, and better utilization of resources.

Secondary students who meet the requirements for articulated courses when enrolling in Shasta College will receive college credit for articulated courses or will be placed at the appropriate level in a program.

ARTICULATION COUNCIL

The Articulation Council is our most important structure in this articulation partnership. It is composed of representatives from the following school/ROP districts and industry representatives:

Alps View High School
American Christian High School
Anderson Union High School
Burney Junior-Senior High School
Centennial High School
Central Valley High School
Corning Union High School
Enterprise High School
Fall River Jr./Sr. High School
Foothill High School
Hayfork High School
Liberty Christian School
Los Molinos High School
Mercy High School

Mountain View High School
North Valley High School
North Valley Christian School
Pioneer High School
Red Bluff High School
Salisbury High School
Shasta High School
Southern Trinity High School
Trinity High School
West Valley High School
Tehama County Regional Occupations Program
Shasta-Trinity Regional Occupations Program
Shasta County Office of Education
Shasta College

The primary objectives are to:

1. Address issues of access and opportunity for students to make a smooth transition from secondary school to higher education.
2. Promote cooperation in curriculum development.
3. Coordinate local educational programs and services offered in secondary schools, community colleges, and four-year colleges and universities.

Procedure for Establishing Articulation Agreements

Please access the Tech Prep Web Site at www3.shastacollege.edu/rop for the online forms and latest procedures for the articulation process.

1. **Identification.** Secondary or community college staff members identify the course or program areas where duplication of instruction may be occurring. This procedure may also be used to identify areas where curriculum may need to be revised or where new curriculum may need to be developed. Any secondary/ROP/community college staff may request that a course or program be considered for articulation.
2. **Pre-Agreement.** High School/ROP Faculty contacts Shasta College Faculty about establishing an articulation agreement. College Faculty contacts available on the Tech Prep Web site (www3.shastacollege.edu/rop)
3. **Faculty-to-Faculty Dialogue.** Submitting a request to articulate does not imply that an articulation agreement will be established. Only through direct faculty-to-faculty discussion can courses or programs be articulated. When teaching faculty meet to develop an articulation agreement, the following issues must be addressed:
 - A. Describe the set of competencies for the college course or program, and then describe how the high school/ROP course(s) or program(s) meet those competencies.
 - B. Review course/program objectives, outlines, and procedures for evaluation.

***For unit Credit**

- C. Develop a mutually agreeable examination "The nature and content of the examination shall be determined solely by faculty in the discipline that normally teaches the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to Section 55002" (557530).
- D. When the terms of the agreement allow the examination to occur at a site other than the College, verification of the approved procedure is the responsibility of the high school/ROP faculty and administration.

***For course waiver only:**

An examination is not required, but comparable competencies must be determined. For certificates, the number of units required will be reduced by the number of units of courses waived. For Associate Degrees, articulated courses will result in waiver of the Shasta College course but the 60 units required for the degree is not reduced. Other than through credit by examination, no high school courses will be used to satisfy any general education requirement. (55753.5)

4. **Articulation Agreement.** Complete the online "Articulation Agreement" form and print hard copy to obtain with the signatures necessary signatures for submittal to college faculty.
5. **Transfer-level Courses.** The integrity of College courses and programs articulated must be maintained. Courses that transfer to the California State University system are numbered 1-99 in the Shasta College Catalog, and courses that transfer to the University of California system are listed on the UC Transfer Course Agreement. Courses that transfer to specific campuses for particular majors are identified by individual articulation agreements. Agreements for these transferable courses will be carefully reviewed to assure that the challenge procedure is appropriate for a transfer level course.
6. **Effective Date.** Agreements will become effective at the beginning of the next academic year following their establishment (unless indicated otherwise on the agreement form).

Procedures for Granting Credit at Shasta College

1. Shasta College credit will only be granted pursuant to the terms of the articulation agreement.
2. The student must initiate the credit granting process by making application to Shasta College, enroll in and complete 6 units, and submit an Articulated Credit Request Form to the Articulation Officer at Shasta College (through the Admissions and Records Office).
3. The Articulation Officer or designee will verify that the conditions for earning credit have been met and make a notation indicating when the credit is to be posted to the student's transcript. These documents will then be forwarded to the Admissions and Records Office for processing.
4. Credit may be awarded immediately or may be delayed, according to the terms of the articulation agreement.
5. The transcript will be annotated with the name of the course and a statement indicating that the credit earned was through Credit by examination.

Example: FALL 2002
 *ACCT 101 Basic Accounting (Grade) 3 units

* Credit by examination

6. If the conditions for earning credit have not been satisfied, the request for credit will be returned by mail to the student address indicated.
7. A maximum of fifteen units of credit may be earned through high school/ROP articulation agreements (i.e., challenge process).
8. A student may only challenge a course once pursuant to this policy.
9. Timelines
Typically students will complete the Articulated Credit Request Form at the end of the academic year following completion of the course or at high school graduation. The request will be reviewed, and provided the student is enrolled at Shasta College, the credit will be applied to the Shasta College transcript at the close of the fall semester. If the student has not enrolled, the request will be kept on file for two years pending enrollment.

Students have up to 2 years from completion of the course or at high school graduation (whichever is later) to apply for the credit, provided the course/challenge was taken during the term of the approved articulation agreement.

CREDIT by Examination

For Articulated High School Courses and Programs

Shasta College will grant credit to a student completing an approved high school articulated course and who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit will be granted under the following conditions:

1. The nature and content of the examination shall be determined solely by faculty in the discipline that normally teaches the course and the faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record.
2. The student must initiate the credit granting process by making application to Shasta College, completing 6 other Shasta College units, and submitting the Articulated Credit Request form to the Admissions and Records Office, Room 158.
3. The transcript will be annotated with the name of the course and a statement indicating that the credit earned was through Credit by Examination.
4. Grading shall be according to the regular grading scale, except that students shall be offered a credit-no-credit option if that option is ordinarily available for the course.
5. Units awarded shall not be counted in determining the 12 semester units required for residency.
6. A maximum of fifteen units of credit may be earned through the Credit by Examination for Articulated High School Courses process.

(Section 55753,1/28/02)

Effective for high school articulation agreements beginning 2002-03

SC Academic Senate approved 9/23/02

Articulation of High School Courses or Programs (2+2 Agreements) for Course WAIVER

For the purposes of this section the term “articulated high school course” means a high school course or program that the faculty in the appropriate discipline, using policies and procedures approved by the curriculum committee have determined to be comparable to specific community college course for specific purposes.

An articulated course may be accepted in lieu of a comparable Shasta College course in the following manner.

- (1) to partially satisfy requirements for a certificate program, including the total number of units required for the certificate; or
- (2) the major requirements in a degree program.

Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student’s academic record. *Notations of community college course credit shall be made only if credit is granted via credit by examination.* (See credit by examination policy). Except through credit by examination, high school courses may not be used to satisfy (1) the requirement that students complete at least 60 semester units in order to meet the unit requirements for an Associate Degree or (2) to satisfy any general education requirement for the Associate Degree.

(Section 55753.5,1/28/02)

Effective for high school articulation agreements beginning 2002-03

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Shasta College Instruction Directory

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Glossary of Terms

Articulated Course:

A high school course that has been reviewed by appropriate high school/ROP and college faculty and instructional directors and found to duplicate competencies and/or knowledge. Agreements are developed according to certain formats to indicate the number of units awarded, and the terms of the challenge process which must be completed before credit can be awarded.

Articulated Credit Request Form:

A form used by a high school/ROP student to register credit earned through an articulation agreement. Since credit is not automatically transferred from the high school/ROP to Shasta College, this form must be completed at the high school/ROP and filed with the Shasta College Articulation Officer.

Articulation:

A planned process linking two or more educational systems together to help students make a smooth transition and be academically prepared to move from one level to another. In an instructional context, articulation is a systematic process which helps students successfully make the transition into the college environment.

Articulation Agreements:

Formal institutional agreements to allow for the student's smooth transition and transfer from one segment or level to another. These agreements occur between high school districts/ROPs, community college districts, state universities, and the University of California.

Articulation Council:

A committee that consists of high school/ROP representatives and appropriate college staff. It sets agreed upon course and program articulation goals and promotes articulation and cooperation between the various levels of education.

Course Competencies:

A description of what the student will be able to do after taking a course, or for the purpose of articulation protocols, what the student must be able to perform or demonstrate knowledge of in order to have a course waived or be eligible for articulated credit.

Course Waiver, Delayed Credit:

Describes a situation where a student is allowed to enroll immediately in an advanced class (Course B) but does not receive credit on transcript for the waived prerequisite course (Course A) until the student completes the advanced course. Course B must be completed before credit for Course A is granted.

Course Waiver, No Credit:

A situation where the student will receive no credit on the college transcript for the college course which was waived by an articulation agreement. However, prerequisites will be waived and the student will be allowed to enroll immediately in an advanced class.

Credit by Examination (Challenge Process):

Secondary courses which have been articulated for credit at the community college will have as a part of the articulation agreement, a description of what the student must do to earn the credit. Credit by examination or challenge is the name of the process used to earn credit in a college class which the student has never attended. College transcripts will have a notation on them which indicates that credit for an articulated class was earned through "credit by examination".

Industry Education Council:

A group that can have various names but indicates a partnership between industry and education in a particular community that often leads to scholarships, internships, conferences, and cooperation on identified problems related to education, training, and employment. The group meets regularly to discuss relevant issues.

Request to Articulate Form:

A form that is used by staff to request that course outlines and other materials be exchanged so that a review of competencies can occur to determine if there is a basis for developing an articulation agreement.

The 2+2 Articulation Program (High School and Community College):

A program that allows students to begin their college education on the high school campus. The first “2” denotes the educational activities undertaken by high school students in their junior and senior years. The second “2” generally denotes the educational activities undertaken by the student during their freshman and sophomore years at the community college.

The 2+2+2 Articulation Program:

A program that consists of a well-defined sequence of course work beginning in high school, through community college, and continuing into the university. The purpose of a 2+2+2 program is to eliminate unnecessary duplication of course work, thus offering time-shortened curricula and a smoother transition from one educational level to the next.

Waiver:

Permission not to take a required course or courses based on articulation agreements or transcripts of high school course work that cover equivalent material. The same is true of university course requirements based on a transcript of community college course work that covers the same material.