

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4051 High School 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 High Schools

Articulation is designed to allow secondary school students to complete high school courses and receive potential college credit through appropriate Title 5 guidelines. Hartnell 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 articulation agreements.

Hartnell College and each school shall negotiate articulation agreements for each course or group of courses 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 Office of College Readiness to include high school faculty, Hartnell Community College discipline faculty, and the Curriculum Committee.

Articulation Agreements shall be reviewed annually by the Office of College Readiness and resubmitted every third year for approval of both institutions to ensure appropriateness and continuing curricular equivalency. In the event of modification to a course, all parties shall be given written notification and resubmission may be required.

The Request for Articulation form, which initiates the articulation process, is available from the Office of College Readiness and shall be completed by high school faculty and supported with high school district director/coordinator approval when requesting articulation. The Request for Articulation form and supporting documentation shall be sent to the Director of College Readiness for review and forwarded to the appropriate Hartnell College dean and discipline faculty member(s). The discipline faculty shall review the request for consideration.

The Director of College Readiness will arrange meetings among appropriate high school and Hartnell Community College District faculty to clarify issues and develop the proposal. The Hartnell College faculty will submit the articulation proposal to the Hartnell College Curriculum Committee.

Curriculum equivalency between the courses shall be determined based on the college Course Outline of Record and the high school Curriculum. Curriculum equivalency standards include, but are

not limited to, course outcomes and objectives, course content, lab content, instructional methodology, methods of evaluation and grading, instructional equipment, assignment examples, and student materials.

After approval by the Curriculum Committee, the Articulation Agreement shall be approved by appropriate high school personnel. Articulation Agreements with high schools shall be kept on file in the Office of Academic Affairs.

Process for Receiving High School Articulated Credit:

- The content and objectives to be measured in the articulated course exam/assessment shall be determined by Hartnell Community College District faculty of the appropriate discipline and the Hartnell College Curriculum Committee. The Committee shall determine if:
 - Content of the articulated course is aligned with the course outline of record; and
 - The assessment 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 Hartnell Community College District transcript other than by a special notation indicating “credit-by-exam.”
- For those students who will earn credit, the high school faculty or Director/Coordinator will forward assessment results to the Hartnell Office of College Readiness.
- The Hartnell Office of College Readiness will submit the list of students earning credit to the Admissions and Records Office.
- Unless otherwise specified in the Articulation Agreement, college credit is granted no later than one month after submission of the assessment results.
- In order to receive college credit, the following must occur:
 - Student must obtain a Hartnell Community College District student identification number
 - Student must earn a passing grade on the assessment as determined in the curriculum equivalence process.

Once these steps are complete, Admissions and Records will notate the student’s college transcript with the letter grade earned on the assessment. District fees will not be charged for college units earned through articulated course work.

**HARTNELL COMMUNITY COLLEGE DISTRICT
BOARD POLICY AND PROCEDURE
ROUTING/TRACKING FORM**

Review and consideration to approve by the various governance groups is requested Yes No Courtesy Review

Policy/Procedure # _____ Policy/Procedure Name _____

New Revised Replaces existing policy/procedure: _____

New policy/procedure or revisions initiated/proposed by: _____

Reason for new policy/procedure or revisions: _____

Reviewing Group	Date Out	Forward by
-----------------	----------	------------

Routed to

Academic Senate President _____

HCFA President _____

CSEA President _____

L-39 Chief Steward _____

Hartnell College Faculty Association

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

Academic Senate

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

CSEA

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

L-39

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

_____ **Council** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

_____ **Council** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

_____ **Council** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

**Superintendent/President
Executive Cabinet** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

First Reading Second Reading

Board of Trustees _____

Approved Approved with changes Not approved

Comments:

ANTICIPATED TIMELINE
Board of Trustees first reading to occur on _____
Board of Trustees consideration to occur on _____

Additional Comments: