
Articulation of Career & Technical Education High School/ROP Courses*

Introduction

San Bernardino Valley College District (SBCCD) is committed to work in partnership with the local Regional Occupational Programs (ROP) and secondary schools to develop Tech Prep Programs for juniors and seniors that allow students to earn college credit while completing their secondary program. The Tech Prep Program prepares students for the workforce through articulation. Articulation is a planned process that links two or more educational institutions together to facilitate a smooth transition for students from one course, program, or educational level to the next while minimizing or eliminating course repetition. The program links courses and programs from secondary to community college (2 + 2 + 2). Thus, two years of high school course work is linked to two years of community college coursework, which is linked to two years of a four-year college or university.

Articulation Defined

Course 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 course assures the student and the faculty that the student has taken the appropriate course, received the necessary instruction and preparation, and that similar outcomes can be assured, enabling progression to the next level of instruction at the “receiving” institution (Handbook of California Articulation Policies and Procedures, 1995).

Benefits of Articulation

The Tech Prep Articulation Program is designed to provide students with a means to receive community college course credit for comparable courses successfully completed at a secondary school or Regional Occupational Program level, and thereby avoid unnecessary repetition of coursework. It will also serve to improve the success of secondary students in reaching their career goals, whether to earn a certificate, an associate degree, or to transfer to a university and earn a bachelor’s degree.

**California Code of Regulations: Subchapter 9 of Chapter 6 of Division 6 of Title 5-Section 55753.5)*

Objectives of Tech Prep Articulation

The objective of Tech Prep articulation is to develop formal articulation agreements between SBCCD, ROPs and local secondary schools that outline the requirements for students to earn college credit. The District defines an “articulated secondary school course” as an ROP or secondary school course or sequence of courses that the college faculty has determined to be comparable to a specific community college course. The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and not on academic or progress probation and only for a course listed in the catalog of Crafton Hills College or San Bernardino Valley College. The governing board may permit articulated secondary school courses to be accepted in lieu of comparable community college courses to partially satisfy:

- * Requirements for a certificate program, and/or
- * Major requirements in a degree program

Types of Articulation

There are two types of articulation in which students may receive college credit: Credit-by-Examination and by an approved comprehensive high school final examination. The type of articulation is determined within the construct of the articulation agreement.

Credit-by-Examination

Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student college transcript. Notation of community college course credit shall be made only if community college courses are successfully completed course or Credit-by-Examination.

Approved Comprehensive Final Examination

This exam may be the final examination in the course at the high school/ROP or an examination developed in partnership with the college faculty.

Articulation Process

The following process has been created to ensure that final examinations in articulated Tech Prep courses are consistent with college level work so that students may obtain college credit (This process has been approved by the Curriculum Committee):

1. CHC/SBVC department chairs review the course outline with CHC/SBVC department faculty and prepare an approved final exam for ROP and high school faculty to use.
2. ROP and high school faculty members may create their own final examination using the CHC/SBVC course outline as a guide. However, the CHC/SBVC department chair must then review the final examination to ensure that all appropriate criteria are addressed.
3. In both of the above instances, the final examination must address all learning outcomes on the course outline and demonstrate comprehensive coverage of course content as reflected in that same document.

ARTICULATION PROCEDURES FOR HIGH SCHOOL/ROP PROGRAMS

The granting of college credit will be awarded to any student who has successfully met the competencies of an articulated course. This process enables students at various levels of their education to accelerate their training and avoid duplication of their learning experiences. College credit for a high school/ROP course can be obtained by completing one of the following:

- * An articulated high school course/s with a CHC/SBVC faculty/department approved final exam (no credit will be given if the final examination is not CHC/SBVC approved); or
- * A Tech Prep articulated course/s via Credit-by-Examination (given by college faculty).

Student Procedures

1. The student completes a CHC/SBVC online college application at <http://www.cccapply.org>. The student completes the articulated secondary or Regional Occupational Program course named above and earns a grade of "B" or better in the high school/ROP course AND a grade of "C" or better on the approved comprehensive final examination or Credit-by-Examination.
2. The student completes the Inland-Desert Tech Prep Consortium Student Application for Articulation Credit form.
3. The instructor or designee takes all forms to the high school registrar's office for student's official high school transcript. The high school registrar or ROP sends all information to the college to the attention of the designated Dean.
4. The Dean maintains a copy of the documents and forwards them to the Director of Admissions and Records for final processing and records the credit on the student's transcript.

PROCEDURE FOR RECEIVING CREDIT FOR THE ARTICULATED COURSE/S*

- The Tech Prep student completes the articulated secondary or Regional Occupational Program course and earns a grade of "B" or better in the high school/ROP course AND a grade of "C" or better on the approved comprehensive final examination or Credit-by-Examination.
- Only students who complete the articulated course/program with a grade of "B" or better in the course AND a grade of "C" or better on the final examination/performance should complete the Tech Prep articulation form.
- The student fills out Section 1 of the Inland-Desert Tech Prep Consortium Student Application for Articulation Credit Form and gives it to the secondary/ROP school instructor of the course (See Form Link/Appendix).
- The instructor fills out Section II of the form and obtains the high school administrator's signature. After signatures are obtained, the instructor/student takes the form to the designee or high school/ROP Registrar's office for student's official high school transcript (See Form Link/Appendix).
- The secondary/ROP school registrar sends all information to the attention of the Dean at Crafton Hills College (Career and Technical) or San Bernardino Valley College (Applied Technology, Transportation and Culinary Arts).
- The CHC/SBVC Dean maintains a copy of the documents and forwards originals to the Director of Admission and Records for final processing and records the credit on the student's transcript.
- Upon request, the student may obtain an official college transcript from the CHC/SBVC Records Office as soon as the grades are posted (usually 4 to 6 weeks after the semester ends). A college transcript is a permanent record of academic history and college credit earned. If a Credit-by-Examination or an articulated high school/ROP course (with approved comprehensive exam) was used to earn the credit, it will be so noted on the academic transcript.



Inland-Desert Tech Prep Consortium
COURSE ARTICULATION AGREEMENT FOR



Crafton Hills

San Bernardino Valley

This document serves as a formal COURSE ARTICULATION AGREEMENT between one of the above College and a School District or Regional Occupational Program named below (check one box only)

School District

or Regional Occupational Program

Other Information...

Advanced placement/credit option for the articulated secondary ROP course will be received if all the identified criteria are met for:

ROP/School Course Title

- The student completes an online college application <http://www.cccapply.org>.
- The student has completed the articulated secondary or Regional Occupational Program course named above and earned a grade of "B" or better in the high school/ROP course AND a grade of "C" or better on the approved comprehensive final examination or Credit-by-Examination.
- The student completes the Inland-Desert Tech Prep Consortium Student Application for Articulation Credit form.
- The instructor or designee takes all forms to the high school registrar's office for student's official high school transcript. The high school registrar or ROP sends all information to the college to the attention of the designated Dean.
- The Dean will maintain a copy of the documents and forwards them to the Director of Admissions and Records for final processing including recording the credit on the student's transcript.

Student will receive _____ credits for _____
Name of College Level Course

This agreement will be reviewed biennially and will remain in effect until canceled by either party upon giving a thirty-day written notice.

Signature of Department Chair (College)

Date

Signature of Division Dean (College)

Date

Signature of Administrator
(Secondary or Central Office ROP)

Date

INLAND-DESERT TECH PREP CONSORTIUM

Approved Comprehensive Exam

CHECK THE APPLICABLE OPTION

- Skills Checklist
- Comprehensive final Exam
 - Secondary Level
 - Community College
- Competencies

Signature (if needed)

Comments:

Agreement is based on Statewide Career Pathway Project template: Yes No