



## PROPOSAL TO ARTICULATE SECONDARY TO POST SECONDARY COURSEWORK

*Please use one form for each request. This proposal must be accompanied by the secondary school district or ROP course content, syllabus, final exam, and the rubric for any final projects required.*

*Please complete every question. Unless otherwise noted, information about the secondary course should be provided.*

### Secondary Course Information

School/ROP: \_\_\_\_\_ Discipline: \_\_\_\_\_

District-wide Agreement?  District  Individual School(s)      Renewal?  Yes  No      Date Submitted: \_\_\_\_\_

#### Secondary Course Equivalency:

*Please list all of the courses that must be completed successfully for articulated credit to be granted.*

HS/ROP Course Prerequisite(s): \_\_\_\_\_

CALPADS Code(s): \_\_\_\_\_ Course Length:  Semester  Academic Year      HS/ROP Course Hours: \_\_\_\_\_

### SBVC Course Information

SBVC Course Equivalency (Ex: HMDT-065): \_\_\_\_\_ SBVC Course Units: \_\_\_\_\_

SBVC Course Title: \_\_\_\_\_

SBVC Course Description:

SBVC Course Prerequisite(s): \_\_\_\_\_

### Secondary Course Content

#### Identify three course objectives:

*Do not say "See Course Outline." This section must be completed.*

1. Students will
  
  
2. Students will
  
  
3. Students will

**Competencies or Skills Acquired:**

*Use additional pages as necessary. Do not say "See Course Outline." At the conclusion of this course, identify three student learning outcomes a student must achieve to earn a B or higher grade and a B or higher grade on the articulated final. Where appropriate, please incorporate CTE Standards.*

1.

2.

3.

**Measurement/Testing Methods:**

**Sample Textbooks or Other Support Materials (Including Software):**

**Please use this area to add any additional information needed:**

**Please ensure the following documents are attached to this proposal:**

- Secondary Course Content
- Secondary Course Syllabus

- Secondary Course Final Exam
- Secondary Course Final Project(s)

## SBVC Secondary to Post-Secondary Articulation Agreement

This proposal, along with all attached documents, have been reviewed by the college discipline/department and it has been determined that:

- Sufficient equivalency exists and the course **IS** recommended for articulation
- Sufficient equivalency does not exist and the course is **NOT** recommended for articulation.

The college and secondary district agree to the following terms and conditions:

- The minimum grade required for a student to be eligible for articulated credit is a "B".
- By October 1st of each year, the secondary district will send SBVC CTE Transitions Liaison a list indicating the names of all teachers teaching the secondary articulated course, their school site, and their e-mail address.
- The secondary district agrees to inform instructors within their district who teach the articulated course that the course is articulated, and they will encourage the use of CATEMA to facilitate the articulation process.
- The specific competencies and criteria required to establish equivalency are outlined in the secondary course outline of record (COR) and/or other document(s) and attached herein. The secondary district will ensure that their instructors adhere to the COR and will notify SBVC immediately if there are changes made to the official COR.
- Instructors will inform all students about their eligibility to receive articulated credit and will instruct students on the application process. Neither the secondary district nor SBVC will require any student to apply for articulated credit.
- When the student has passed the course and earned a grade of "B" or better and earned a grade of "B" or better on the articulated final/final project, the high school/ROP teacher will recommend students for credit in CATEMA. All grades must be entered in CATEMA for the current year ONLY. Students and grades may not be entered in CATEMA for previous years. The completion deadline to enter grades into CATEMA is June 30th.
- In utilizing the on-line articulation application system (CATEMA), instructors certify that the grade assigned to each student is the final grade received in the class and that it is the final grade that appears on the student's official high school transcript.
- This agreement is effective between the dates listed below. Renewal may be granted after the expiration date below upon submission and review of additional documents.
- This Agreement can be terminated by either party at any time by proper written notification to the other party. In the event of termination during a school year, students in articulated courses at the time of termination will receive credit providing all other course requirements are met.

This agreement applies to secondary courses matching the information provided herein and on attached documents that begin on or after July 1, \_\_\_\_\_ and end on or before June 30, \_\_\_\_\_.

School/ROP Teacher Name	School/ROP Teacher Signature	Date
School/ROP Administrator or Designee Name	School/ROP Administrator or Designee Signature	Date
SBVC Faculty Representative Name	SBVC Faculty Representative Signature	Date
SBVC Division Dean	SBVC Division Dean Signature	Date
SBVC Dean over Secondary Articulation	SBVC Dean over Secondary Articulation	Date

**For Office Use Only:**