

Inclusive Articulation Request & Review Process

The Purpose:

To facilitate open, 2-way dialogue and information sharing between secondary and postsecondary educators in the spirit of establishing relationships and building strong program pathways for high school students through articulated college courses.

The Process:

A request for articulation begins with high school instructor.

1. **High school instructor completes** *High School Request for Articulation* form.
2. **High school instructor submits** a copy of the form to the high school's CTE director/principal.
3. **High school instructor or CTE Director sends** the completed form and supporting documents to the local CTE Dual Credit (Tech Prep) Consortium – Pacific NW College Credit (from here on referred to as PNWCC).
 - a. If the course/program is currently available at one or more consortium college/s, the PNWCC staff will work with the high school instructor and CTE Director to complete the articulation process.
 - b. If the course/program is not available within the consortium's college/s, the PNWCC Director will query other consortia for possible matches, keeping within the same regional area if possible.
4. **PNWCC staff forward** copy of articulation request to college faculty.
5. **PNWCC staff arrange** an in-person or phone conference review appointment, to include PNWCC staff, college and high school instructors and/or their representatives.
 - a. **Review elements:**
 - i. Description/discussion of college course competencies and outcomes; place w/in the larger program; certificates and degrees; specialized items to include: prerequisites, textbooks, software applications, internships, special projects; industry connections, certifications available, articulation w/4-year programs; career pathways for program grads; future direction of program.
 - ii. Description of current high school course to include syllabus; course competencies and outcomes, total course hours, specialized equipment to include textbooks and software applications, industry connections, certifications available, internship options.
 - b. **Review outcomes:**
 - i. If approved, PNWCC staff will draft and route Articulation Agreement document to college and high school partners to obtain signatures. When signature process is complete, copies will be redistributed, then articulation is

- added to the CTE Dual Credit online registration system (SERS - Statewide Enrollment & Reporting System).
- ii. If high school course does not contain all of the college course competencies, PNWCC staff will work with instructors to determine feasibility of – and timeframe for – revising high school course, to gather additional curriculum/course information and make revisions to high school curriculum. College will review again, once course has been revised.
 - iii. If no matching college programs exist within consortium, PNWCC staff will notify high school partners. PNWCC staff will then look for match outside local consortium. See step 3.b. above.
 - iv. If course is no longer taught at high school or college, consortium is notified in a timely manner. PNWCC staff will turn articulation inactive in SERS (online registration system) during summer following the school year that the course is deactivated. **All course changes must take place during summer and prior to registration opening for that school year.**

Background

The articulation process is framed, defined and validated by the following:

- RCW 28B.50.530 – Agreements between district boards of trustees and school boards
- WAC 131-15-095 (2) – Teacher credentials
- State Board for Community and Technical Colleges Policy Manual
- WA ST Tech Prep Association Articulation Guidelines Handbook
- PNWCC (Tech Prep College Connections) Memorandum of Agreement
- Carl D. Perkins Career and Technical Education Improvement Act of 2006
- SSB 6377 – Legislative support for articulation between high schools and community and technical colleges

Standardized Documents

The following are standardized documents used statewide:

- **Consortium Memorandum of Agreement** (Master articulation agreement) reviewed and resigned annually by lead administrators of the Consortium’s secondary and postsecondary education partners (college presidents and school district superintendents).
- **Program Articulation Agreements** reviewed/updated regularly, preferably on a three year rotation, or as deemed necessary, due to changes in course content, structure, etc.
- **Teacher Verification Forms**, certifying high school teacher responsible for teaching 100% of college course competencies, signed annually.
- **High School Request for Articulation Form**
All articulation-related forms can be found at: PNWcollegecredit.org (Educators Tab) or requested from PNWCC office.
- **College Competency Checklist/Profile**