

## 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.

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**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
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**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: