

**AP 4050.1 Process for the Development of Articulation Agreements**

- A. The “Request for Articulation” form (available from each secondary school contact person or the college contact person) is completed by the secondary school and sent to the Assistant Superintendent/Vice President of Instruction with a copy to the Articulation Officer.
- B. The Assistant Superintendent/Vice President of Instruction or designee reviews the “Request for Articulation” form. The Articulation Officer contacts the appropriate Division Dean/Director for action within 30 days, and provides a copy to the appropriate Instructional Dean and the Admissions and Records Department.
- C. The Division Dean/Director arranges discussions between secondary school faculty and the appropriate College division discipline chair or curriculum chair and College faculty.
  - 1. Secondary school and College courses are compared and similarities and differences noted.
  - 2. Equivalency standards and curriculum adjustment may be negotiated. Course equivalency standards may include, but are not limited to, course subject content, skill proficiency, sequence of presentation, instructional methodology, equipment and/or teaching materials, software, texts, content of examinations or skill tests and method of overall grade assignment and student evaluation system such as assignment of letter grades, Credit/No Credit.
  - 3. Should a final examination or criterion referenced test be given by the secondary school at the conclusion of the course as part of the articulation agreement, the test is to be validated by the secondary school and College faculty. The final examination may include performance tests as well as a written examination.
- D. After agreement is reached and reviewed by the Articulation Officer, the Articulation Agreement will be forwarded to the Curriculum Committee for review and approval.
- E. After approval by the Curriculum Committee, the Articulation Agreement is forwarded to the Admissions and Records Department who will secure the appropriate signatures and maintain the records of all Secondary Articulation Agreements.
- F. San Joaquin Delta College and the secondary schools will summarize the articulation activities and review the articulation process annually.