



Santiago Canyon College
Articulation of High School/ROP Career
Education Courses
Handbook

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Introduction

Santiago Canyon College (SCC) is committed to work in partnership with the local high schools and/or Regional Occupational Programs (ROP) to develop course articulation agreements for high school students that allow these students to earn college credit while completing their high school program. These opportunities help facilitate student matriculation between institutions as well as early preparation for the workforce. 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.

High school/ROP Career Education course articulation allows for the development of programs of study that incorporate high school and postsecondary elements; includes coherent and rigorous content aligned with challenging academic standards and relevant career education. These programs of study should be designed in a coordinated, non-duplicative progression of courses that prepare students to succeed in postsecondary education; and lead to an industry-recognized credential or certificate at the postsecondary level and/or an associate or baccalaureate degree.

Definition of Articulation

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.

Objectives of Articulation

The objective of articulation is to develop formal articulation agreements between SCC and local High School/ROP Career Education Programs that outline the requirements for students to earn college credit. Rancho Santiago Community College District (RSCCD) defines an articulated High School course as an ROP or High School Career Education course or sequence of courses that the college faculty has determined to be comparable to a specific community college course. The college may grant credit to any student who satisfactorily passes credit by examination assessment measuring mastery of all the course content agreed to by the high school and SCC discipline faculty. 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 Santiago Canyon College. The college may permit articulated high 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



Articulation of High School Courses by Law

California State Regulation/Laws

Title 5, Sec. 55051.

(a) For purposes of this section, the term “articulated high school course” means a high school course or courses that the faculty in the appropriate discipline, using policies and procedures approved by the curriculum committee established pursuant to section 55002, have determined to be comparable to a specific community college course.

(b) The governing board of a community college district may adopt policies to permit articulated high school courses to be applied to community college requirements in accordance with this section. Articulated high school courses may be accepted in lieu of comparable community college courses to partially satisfy:

- (1) Requirements for a certificate program, including the total number of units required for the certificate; or,*
- (2) The major or area of emphasis requirements in a degree program.*

(c) Articulated high school courses used to partially satisfy certificate or major/area of emphasis requirements shall be clearly noted as such on the student's academic record. Notations of community college course credit shall be made only if community college courses are successfully completed or if credit is earned via credit by examination.

(d) Except through credit by examination, as defined in section 55753, high school courses may not be used to satisfy:

- (1) The requirement of section 55063 that students complete at least 60 semester or 90 quarter units in order to receive an associate degree; or,*
- (2) Any general education requirement for the associate degree established by the district.*

RSCCD Administrative Regulations (AR 4050-Articulation)

“College Career Education (CE) staff will ensure that articulation services are made available to college CE faculty and area high schools that participate with the college in offering college credit for courses completed at the high school”. (Appendix A)



Instructions for Completing a Course Articulation Agreement with Santiago Canyon College

Course credit is granted through Credit by Exam (see previous section) for a student who completes an articulated course with a grade of “B” (3.00 GPA) or higher. If you are a teacher for a **Public High School** please follow these steps:

1. High School teacher should make a request through their high school/ROP Career Education Representative to have their course articulated to an SCC college course and career pathway.
2. The high school/ROP Career Education Representative will present the high school/ROP Career Education course outline and a completed Course Articulation Agreement Form with the high school/ROP portion completed to the Career Transitions Articulated Pathways (CTAP) representative who will send it to the appropriate SCC discipline faculty member for review. (See Appendix B)
3. If the SCC discipline faculty member believes the high school/ROP Career Education course outline may be comparable to the college course, the SCC faculty member will meet with the high school teacher to review the high school course’s curriculum in detail. Together, both the teacher and faculty member will review the Course Articulation Agreement Form (Appendix B) including the course outline, core CTE competencies and skill requirements for the career pathway, student learning outcomes, the types of textbooks and other instructional methods/materials used in the course, ways to measure progress, and the end-of-course assessment/evaluation.
4. After all these elements have been reviewed and the course requested for articulation is determined to be comparable to the college course, the college faculty member and high school/ROP teacher sign the Course Articulation Agreement Form stating that they find the courses to be comparable. (Appendix B)
5. The agreement may be signed for a one, two, or three-year period through mutual agreement by the college faculty member and the high school/ROP teacher. By agreeing to a two- or three-year term all parties should be notified of any significant changes such as teacher, course outline content, exams, and textbook requirements. At the end of an articulation term, a formal review should be done to determine if the articulation agreement should continue. If so, it is the responsibility of the high school/ROP teacher to renew the articulation.

For requests from a **Private High School** campus, please contact Career Transitions Articulated Pathways (CTAP) representative at (714) 628-4883 or CareerEducation@sccollege.edu



Process for Receiving College Credit

College credit granted for an articulated course is determined within the construct of the articulation agreement. Students will receive college credit through RSCCD Credit-by-Examination policies and procedures with the successful completion of the high school course as established in the articulated agreement. Articulated high school courses used to partially satisfy certificate or degree major requirements shall be clearly noted as such on the student's SCC transcript (Appendix C).

High School teachers should review the Career Transitions Articulated Pathways (CTAP) Petition with their students. This form outlines how High School students will apply to receive credit for the Santiago Canyon College course. Please remember **all requirements** must be met to receive credit. These requirements should be reviewed with students by the last session of the articulated course. (Appendix D)

- For student to receive college credit for a high school/ROP course taken in high school, the student needs to do the following:
 1. Go to www.sccollege.edu and apply to Santiago Canyon College (SCC).
 2. Enrolled and be registered in at least one SCC college credit class at the time of petitioning for college credit.
 3. Obtain an official sealed hard copy of high school transcripts or have them sent to SCC through Parchment (<https://www.parchment.com/>).
 4. Go to the SCC CTE Transition webpage and fill out the CTAP petition, (https://www.sccollege.edu/Departments/CareerEd/CTE_Transitions/Pages/default.aspx)
 5. Schedule an appointment with the Career Education Counselor to review the CTAP petition (714) 628-4800

Once enrolled at SCC, and if the student earned a B (3.00 GPA) or higher in both semesters or in a full term of the high school/ROP Career Education course, then the Career Education Counselor will forward the petition to the Admissions and Records Office and credit for the articulated course will be posted to the student's SCC transcript (See Appendix D).



APPENDIX A: AR 4050 Articulation

Rancho Santiago Community College District

ADMINISTRATIVE REGULATION

Chapter 4

Academic Affairs

AR 4050 Articulation

Reference(s):

Education Code Section 66720-66744

Title 5 Sections 51022(b) and 55051

ACCJC Accreditation Standard II.A.10 (formerly II.A.6.a)

The Articulation Officers of the two colleges of the Rancho Santiago Community College District serve as the principal contact and liaison between the college and four-year institutions as they relate to the articulation of coursework. The articulation of general education requirements (CSU G.E., IGETC), major and course articulation with individual public and private colleges and universities, as well as local community colleges, enhances the student's success in an orderly transition from one institution to another. To make the most effective use of available articulation resources, the Articulation Officers will:

On an annual basis submit and maintain each of the following:

1. List of courses granted elective credit by the California State University (CSU) system
2. List of courses granted C-ID approval by the California State University (CSU) system
3. University of California transfer course agreement (UCTCA)
4. CSU-General Education Breadth course requirements
5. IGETC (Intersegmental Transfer General Education Transfer Curriculum) course requirements
6. Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) charts outlining their applicability toward CSU-GE and IGETC certification
7. Articulation website
8. Curriculum additions and changes reported to the Articulation System for Stimulating Inter-Institutional Student Transfer (ASSIST Next Generation)
9. Articulation agreements with CSU, UC and private colleges/universities

Serve as a resource to faculty, as necessary, for each of the following:

1. Awarding of C-ID (Course Identification Numbering System) numbers
2. Associate Degrees for Transfer - development and revision



The Articulation Officers shall serve as a member and resource to the faculty, college Curriculum and Instruction Council, and the District Curriculum and Instruction Council.

The Articulation Officers review and confirm the accuracy and information in the college catalogs pertaining to the transferability of courses, general-education patterns for CSU and UC (specifically IGETC and CSU GE Breadth), C-ID designation of transfer courses, and credits granted for AP, IB, and CLEP in accordance with the CSU and UC guidelines.

College Career Education (CE) staff will ensure that articulation services are made available to college CE faculty and area high schools that participate with the college in offering college credit for courses completed at the high school.

Adopted: September 17, 2018



APPENDIX B: Course Articulation Agreement Form



SANTIAGO CANYON COLLEGE
 8045 E. Chapman Ave.
 Orange, CA 92869

ARTICULATION AGREEMENT

College: _____	Secondary Partner: _____
Contact: _____	Address: _____
Phone: _____	Contact: _____
FAX #: _____	Phone: _____
	FAX #: _____

RSCCD Course

High School / ROP Course

Articulation Agreement Effective Dates

2015 - 2016	2016 - 2017	2017 - 2018
_____ Signature, RSCCD Instructor _____ Print Name _____ Date	_____ Signature, RSCCD Instructor _____ Print Name _____ Date	_____ Signature, RSCCD Instructor _____ Print Name _____ Date
_____ Signature, RSCCD Division Dean _____ Print Name _____ Date	_____ Signature, RSCCD Division Dean _____ Print Name _____ Date	_____ Signature, RSCCD Division Dean _____ Print Name _____ Date
_____ Signature, HS/ROP Instructor _____ Print Name _____ Date	_____ Signature, HS/ROP Instructor _____ Print Name _____ Date	_____ Signature, HS/ROP Instructor _____ Print Name _____ Date
_____ Signature, HS/ROP Administrator _____ Print Name _____ Date	_____ Signature, HS/ROP Administrator _____ Print Name _____ Date	_____ Signature, HS/ROP Administrator _____ Print Name _____ Date

NAME OF STATEWIDE ACADEMIC SENATE TEMPLATE FOLLOWS:	
#	TITLE:



College Course Title	HS/ROP Course Title
Course #:	Course #
General Course Description	General Course Description
College Units:	HS/ROP Hours:
College Prerequisite(s):	HS/ROP Prerequisite(s):
College Advisories/Recommendations:	HS/ROP Advisories/Recommendations:

REQUIRED CONTENT FOR ARTICULATION

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INITIALS

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INITIALS

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COMPETENCIES AND SKILL REQUIREMENTS REQUIRED FOR ARTICULATION
(Use additional pages as necessary) Where appropriate, please incorporate standards being used
(e.g. CTE standards). At the conclusion of this course, the student should be able to:

--

MEASUREMENT METHODS
(Includes any industry certification or licensure):

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TEXTBOOKS OR OTHER SUPPORT MATERIALS (Including Software):

College	High School / ROP

COMMENTS:

College	High School / ROP

INITIALS

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INITIALS

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3 of 3



APPENDIX C: AR 4235 CPL - High School - Credit by Examination

Rancho Santiago Community College District

ADMINISTRATIVE REGULATION

Chapter 4

Academic Affairs

AR 4235 Credit for Prior Learning

Reference(s):

Education Code Section 66025.71, 66700, 70901, Sections 70901 and 70902 Title 5 Section 55002, 55023, 55021, 55025, 55052

High School or Adult Education to College Articulation - Credit by Examination (CBE) Procedures

- Students shall complete the appropriate petition at Santa Ana College or Santiago Canyon College (High School/ROP Completion of Articulation Course/Career Transitions Articulated Pathways). The petition shall be forwarded to the appropriate Division/Department for approval.
- In order for a student to receive CBE, the student must apply online to one of the colleges in RSCCD and register in at least one college credit class at the time of the petition. Timeline for credit to be claimed by the student is based on the existence of a signed articulation agreement for the year the student took the course. A recency requirement may be applicable based on industry standards.
- A letter grade will be assigned, and the course will be identified as CBE on the transcript in accordance with the official final grade received for the full term of the course being petitioned for college credit. Once assigned, a grade is not reversible. The letter grade will be posted on the transcript in the semester the petition was approved.
- Students who are unsuccessful in obtaining a grade of B or better for the full term of the course will not be allowed to petition for credit and no record of the attempt for CBE will appear on a student's transcript.
- The enrollment fee for CBE will not be charged for credit awarded under this provision.

Responsible Manager: Office of Academic Affairs

Adopted: September 17, 2018

Revised: December 7, 2020



APPENDIX D: CTAP Petition

92000



**Santiago
Canyon
College**

Career Transitions Articulated Pathways (CTAP) Petition for Credit (for High School /ROP Students)

For student to receive college credit for a ROP course taken in high school, the student needs to do the following:

1. Go to www.sccollege.edu and apply to Santiago Canyon College (SCC).
2. Enrolled and be registered in at least one SCC college credit class at the time of petition.
3. Obtain an official sealed hard copy of high school transcripts or have them sent to SCC through Parchment (<https://www.parchment.com/>) and schedule an appointment with Amanda Campbell, CE Counselor, (714) 628-4800.

Once enrolled, and if the student earned a B (3.00 GPA) or higher in both semesters or in a full term of the high school ROP course, then the CE counselor will forward the petition to the Admissions and Records Office and credit for the articulated course will be posted to the student's SCC transcript.

Student Information: (Please Print)		
_____	_____	_____
(Last Name)	(First Name)	(College Student ID)
_____	_____	() _____
(Street Address)	(Apt#)	(Phone Number)
_____	_____	_____
(City)	(State)	(Zip Code)
_____	_____	_____
(Date of Birth)	(Student's Email Address)	
_____	_____	
(Student's Signature)	(Date)	
_____	_____	

The above student has completed the following course: (To be completed by SCC Counselor)	
Name of High School _____	Title of Course _____ <small>High School Course or ROP Course</small>
Approved SCC Course _____	Units _____
_____	_____
Dean of Business and Career Technical Education Signature	CE Counselor Signature
_____	_____

Admissions, Records, & Enrollment Office Use: (Student must be admitted to SCC to receive college credit)		
Term _____	As R Clerk _____	Date _____