



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4051 Articulation with High Schools
Code	AP 4051
Status	Active
Legal	Title 5, Section 55051
Adopted	April 14, 2015
Last Revised	December 15, 2020

The responsibility for the development of new articulations, maintenance and distribution of articulation agreements between Ventura County Community College District (VCCCD) and the high schools is assigned to the designated Career Education Specialist or designee at each college in the District.

New Articulation Agreements

- The Career Education Specialist or designee coordinates the process of course reviews between the participating high school and the college.
- The high school and college discipline faculty are responsible for the curriculum review for comparability of courses, and the college faculty determine which courses and unit credits will be awarded for college credit, and the method of evaluation of high school student work for credit petition.
- Completed articulation agreements are approved by the Dean and faculty member of the course discipline and the high school administrator and teacher, and forwarded to each college's Curriculum Committee as an informational item.
- Completed agreements are held by the Career Education Specialist or designee and respective Dean at each campus.

Maintenance of Existing Articulation Agreements

- The Career Education Specialist or designee coordinates the review and update of the high school articulation agreements when there are changes to the curriculum and on an as needed basis, and conducts an articulation agreement review at a minimum of once per year.

The High School Articulation Agreement Credit by Exam Petition Process

- The Career Education Specialist or designee ensures that high school students in classes with articulation agreements are enrolled as VCCCD students, that the students register in the designated articulation tracking database (i.e. CATEMA), that a college faculty member from the appropriate discipline evaluates the students' work as per the agreement in each articulation, and that the Registrar at each campus appends the awarded units of credit and grade to the transcripts of students who satisfactorily pass the examination for the completed articulated course and submit the approved petition.

See [Board Policy 4050 Articulation](#) and [Administrative Procedure 4050 Articulation with Baccalaureate Institutions](#)

Governance Review

2020 12.15 Board of Trustees
 2020 12.07 Chancellor's Cabinet
 2020 11.12 DTRW-I