

ARTICULATION REVIEW ACTION FORM

DATE OF REVIEW:	
ARTICULATION REVIEW COMMITTEE MEMBERS: Please place committee member name on first line and educational affiliation on second line.	1. _____ _____ 2. _____ _____ 3. _____ _____ 4. _____ _____ 5. _____ _____ 6. _____ _____ 7. _____ _____ 8. _____ _____

DOCUMENTATION

Please place an "X" by all relevant items:

_____ Secondary Competencies/Tasks	_____ Secondary Textbooks
_____ Certifications	_____ College Textbooks
_____ College Competencies/Tasks	_____ Other (Explain Below)

Explanation:

ANALYSIS

Similarities

Differences

COMMITTEE RECOMMENDATIONS

Signature of Tech Prep Coordinator _____ Date _____

Tidewater Tech Prep Consortium

What Are Articulated Courses?

Articulated courses provide a way for students to earn community college credit for identified successfully completed high school courses. High schools in the Tidewater Tech Prep Consortium (Chesapeake, Norfolk, Portsmouth, and Virginia Beach) and all campuses of Tidewater Community College (Chesapeake, Norfolk, Portsmouth, and Virginia Beach) sign a formal articulation agreement in which the high school teachers and community college faculty consent to teach the same topics and competencies in courses offered at both levels; such courses are “articulated.” When students take articulated courses, they take high school courses that consist of the same competencies as similar community college courses.

Some of the benefits of articulation include:

- Provision of a smooth and easy way to transition for high school to the community college.
- Provision of a way to get a jump on earning a college degree by beginning college-level work while in high school.
- Saving of time in college by not having to take courses already completed in high school. Students may use this extra time in college to take advanced classes to learn more in their technical career field.
- Elimination of tuition charges, a savings to both students and parents.

The following guidelines must be followed for students to be awarded credits at Tidewater Community College for high school courses:

- Earn a “B” or better in selected career and technical courses.
- Enroll at Tidewater Community College within two academic years after graduation.
- Enroll in a technical degree program related to the high school courses/s taken.
- Complete a Tech Prep packet which is available online, counselors’ offices in the public schools, and counselors’ offices at Tidewater Community College.

Tidewater Tech Prep Consortium Process for Course Articulation Review

Steps	Procedure/s	Parties Involved
1	Contact the Tech Prep Office to request an articulation review for: A. A secondary course that appears to have <i>at least one</i> equivalent course at TCC, B. Request review for an existing articulation to ensure there is still a match, C. Request an appeal for a previously denied articulation.	College Deans Secondary Administrators Secondary Program Coordinators Tech Prep Director
2	Compare course competencies and description of secondary courses with college course syllabus.	College Deans College Instructors Secondary Administrators Secondary Program Coordinators Secondary Instructors Tech Prep Director
3	Identify the program area(s) for articulation in which the proposed course may articulate.	College Deans College Instructors Secondary Instructors Secondary Program Coordinators Tech Prep Director
4	Schedule an articulation meeting to which appropriate participants bring: secondary competencies, postsecondary competencies, textbooks, certification information, and other ancillary teaching materials.	College Deans College Instructors Secondary Program Coordinators Secondary Instructors Tech Prep Director
5	Develop six-year plan that includes four (4) years of a secondary program and two (2) years of the college program	College Deans Secondary Program Coordinators Tech Prep Director
6	Review the current course matrix <i>each year</i> and have the updated articulation agreement signed at least every <i>three years</i> or when a superintendent or college president changes.	College Administrators College Deans Secondary Administrators Secondary Program Coordinators Secondary Superintendents Tech Prep Director
7	Request to <u>remove courses</u> from current articulation matrix.* Note: Will be removed at the end of current articulation matrix * = <i>Proposal Form to Modify Articulation Matrix</i> to be submitted to Tech Prep Office.	College Deans Secondary Administrators Secondary Program Coordinators Tech Prep Director
8	Request to <u>add courses</u> to current articulation matrix* Note: Will be added to the current articulation matrix online as soon as approved *= <i>Proposal Form to Modify Articulation Matrix</i> be submitted to Tech Prep Office.	College Deans Secondary Administrators Secondary Program Coordinators Tech Prep Director
9	Request to <u>appeal</u> a previously denied course proposal* Note: Will be added to the current articulation matrix online if approved	College Deans Secondary Administrators Secondary Program Coordinators Tech Prep Director
10	The revised course matrix supersedes all other matrices and remains in effect until it is revised or a new agreement is signed.	College Deans Secondary Administrators Secondary Program Coordinators Tech Prep Director

Proposal Form to Modify Articulation Matrix Tidewater Tech Prep Consortium

School District/College Campus _____ Teaching Site(s) _____
 Contact Person _____ Phone _____
 Address _____ Email _____
 _____ Date Submitted _____
 Initial Request _____ Second Request _____

Course to be reviewed for articulation:

<u>Secondary Course Title</u>	<u>Number</u>	<u>College Course Title</u>	<u>Number</u>
_____	_____	_____	_____

Please indicate suggested action for above course by placing an “X” by all relevant items.

- New course at secondary level
- New course at college level
- Name change of existing course at secondary level
- Name change of existing course at college level
- Replacing course with another course
- Course number changed at secondary level
- Course number changed at college level
- Course name change due to technology updates
- Course no longer offered at secondary level
- Course no longer offered at college level
- Other (specify): _____

NOTE: This form should be submitted to the Tech Prep Director’s Office to initiate appropriate action.
 Tech Prep Office, Room H140, Advanced Technology Center Building, TCC, Virginia Beach, VA 23453 (757) 822-7028 or 7434