

# ARTICULATION AGREEMENT PROCEDURES

The following procedures were developed as a result of the efforts of the Palm Beach Career Pathways Consortium (including an advisory committee with representation from secondary and postsecondary faculty and staff). The purpose is to clarify the articulation process and thereby insure that Career Pathways students will receive articulated credit or advanced standing, where appropriate upon enrolling at Palm Beach Community College.

## **1. INITIAL INSTITUTION REQUEST (SCHOOL DISTRICT OR COMMUNITY COLLEGE)**

An articulation agreement may be initiated at any time by a School District high school and/or a college faculty or staff. If initiator is from the School District, contact should be made with the Career Pathways Consortium Chairperson in the Career Education department by calling 561.434.8180. If initiated by a college faculty or staff, contact should be made with Kathleen A. Gamble, Academic Coordinator by calling 561.868.3893. The process begins with contacting the appropriate individuals above, by either party and completing pages 1 & 2 of the “Articulation Agreement Procedures” Form located at <http://www.pbcc.edu/x6093.xml>.

## **2. CURRICULUM REVIEW PROCESS**

Upon contact and receipt of the “Articulation Agreement Procedures” form, a meeting will be scheduled by the Career Pathways Consortium Chair with appropriate faculty from both institutions. At this meeting a review will be made of the textbook(s), tests, assignments, and projects which are a part of the curriculum for the particular course(s) and/or competencies being considered. A Curriculum Comparison Worksheet will be completed by both institutions (attachment A).

## **3. ARTICULATION AGREEMENT FORM**

When college faculty and school district representatives serving on the Curriculum Review Committee come to an agreement, an ARTICULATION AGREEMENT form will be completed by the Consortium Chairperson (attachment B). This form indicates the high school courses and/or competencies that align with college courses including the number of credits to be granted, assessments to be completed by the student and other information pertinent to the agreement.

## **4. ARTICULATION AGREEMENT APPROVAL**

Upon completion of the Articulation Agreement Form by the Curriculum Review Committee, the form will be presented to the Palm Beach Career Pathways Consortium for Review and the Interinstitutional Articulating Committee for final approval and addition to the standing articulation agreements.

## **5. ARTICULATION AGREEMENT DISSEMINATION & MARKETING**

The final approved articulation agreement will be disseminated and marketed to all secondary and postsecondary stakeholders.

## **9. AGREEMENT ANNUAL REVIEW**

The Agreement will remain in effect until terminated by either institution and will undergo an annual review to reflect applicable curriculum changes.