

PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number: S 32.2
Procedure Title: Dual Credit Articulation Agreement
Relevant Board Policy:
Originating Unit: Recruitment Center
Maintenance Units: Vice President of Student Affairs &
Vice President of Academic Affairs

I. Purpose: The Dual Credit Articulation Agreement between Palo Alto College and the participating Independent School District (ISD) demonstrates that the academic standards at both the College and High School have been met or exceeded.

II. Procedure Statement:

A. By March 30th, the Articulation Agreements for Dual Credit courses will be prepared.

1. The Articulation Agreements will reflect current dates for the academic year.
2. The proper name of the high school will be stated on the Articulation Agreement, (e.g. "South San" is to be written as "South San Antonio High School").
3. Dual Credit courses will be listed in the appropriate space provided.
4. The ISDs will be provided the required textbook information from the respective Academic Department Chairs. If textbook information is unavailable, the Recruitment Center will request that the information be provided by the Academic Department within five days of notification.
5. The required qualifying information will be updated and the course syllabus or syllabi will be provided.
6. Two original Articulation Agreements will be forwarded to the respective Academic Departments for approval. A third copy will be kept on file in the Recruitment Center.

B. By April 15th, the Articulation Agreements will be completed.

1. The Academic Department will return both signed copies of the Articulation Agreements within five days of receipt to the Recruitment Center for processing and distribution.
2. The Articulation Agreements will be mailed to the high school principal within three days of receiving from the Academic Departments. All signed Articulation Agreements must be returned to the Recruitment Center by the first day of class.

C. By June 30th, all Articulation Agreements will be on file in the Recruitment Center, and a scanned copy of the signed Articulation Agreements will be sent to the respective Academic Department by the Recruitment Center.

Attachment:

Dual Credit Articulation Agreement (May 2009 edition)

Issued: February 21, 2011

Approved: Ana M. Guzman
President