

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

INSTRUCTION

CHAPTER 4

CTE Course Articulation
“Secondary School to Victor Valley College”

AP 4050

References: Board Policy 4050, Articulation
Education Code Sections 66720-66744
Title 5 Section 51022(b)
ACCJC Accreditation Standard II.A.10

Administrative Procedure 4050

Victor Valley College shall enter into a biennial memorandum of understanding with each school site that wishes to participate in the articulated course credit program.

Each memorandum of understanding shall be inclusive of at least the following:

- Approval by the school board of the secondary institution.
- Approval of the Victor Valley College Board of Trustees.
- Initiation and termination dates.
- All courses inclusive of the agreement.
- Deadlines for student data to be entered by the secondary school into the student information system selected by Victor Valley College.
- Transcription deadlines in which Victor Valley College will have articulated secondary course credit transcribed to Victor Valley College transcripts.

General Policy:

Credit will be authorized for articulated course credit through the existing Victor Valley College credit by exam process outlined in Victor Valley College Board Policy 4435:

- a. Credit by Examination: *“Credit may be earned by students who satisfactorily pass authorized examinations. The Superintendent/President shall establish Administrative Procedures to implement this policy.”*
- b. Students included in courses contained within articulated course credit memorandum of understanding agreements between secondary school sites and Victor Valley College shall be exempt from minimum unit requirements and fees that are normally associated with the “credit by exam” process.
- c. Victor Valley College awards college credit to high school students who earn an “A” or “B” in career-related, clearly identified CTE articulated high school/ROP CTE courses. An articulated course is one in which the Victor Valley College faculty in consultation with the high school teachers have formally agreed that the high school course outline, syllabus, textbook, midterm, and final exam are comparable to those in a course of the same discipline at Victor Valley Colleges. (California Ed Code Section 55753.5)

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2. Victor Valley College shall have right of approval of all courses, and the subject matter expert shall approve the final exam administered to the secondary student at the completion of the course. The standing department chair of the department for which the courses are taught will have ultimate right of refusal for any articulation agreements for any reason.
3. Only courses that are TOP coded as “Clearly Occupational” shall be eligible for articulated course credit. Academic courses are not eligible for articulation.
4. The biennial memorandum of understanding shall be completed no later than February 1st of that calendar year. Agreements shall not be entered into during mid agreement years.
5. Agreement time standards shall be as follows:
 - a. Agreements completed by February 1st, 2017 shall be valid beginning that academic year for the start of the initial process.
 - i. *Example:* Agreements entered into by February 1st, 2017 shall be valid for the academic years 2016-2017 and 2017-2018.
 - b. The next agreement cycle will begin during the Fall term of 2018
 - i. *Example:* An agreement signed by February 1st 2019 will be valid for academic years 2018-2019 and 2019-2020.

Both entities named on an articulation memorandum of understanding shall agree to abide by the following stipulations:

Secondary School

1. Shall ensure that each course named in the memorandum of understanding will meet the academic rigor of a college level course taught at Victor Valley College.
2. Shall ensure that each course meets with students at least the minimum hours for each specific class listed in the MOU as determined by Victor Valley College approved curriculum.
3. Shall only permit fully credentialed instructors to instruct articulated courses at the secondary school site if they are to be articulated with Victor Valley College.

Victor Valley College

1. Shall have all course credit that is entered by the prescribed yearly spring deadline transcribed by a date prior to the first day that incoming freshmen will register for fall courses.