## Credit-By-Exam (Articulation) Process Articulation Officer: Curtiss Brown (Curtiss.Brown@solano.edu) High School faculty member expresses interest in articulating a specific course by contacting SCC Articulation Officer (AO) **HS Transitions Liaison:** Debbie Garcia (Debbie.garcia@solano.edu SCC AO sends SCC COR hyperlink to HS SCC AO contacts School Dean to faculty member (cc: HS Transitions Liaison) identify SCC faculty lead HS faculty member and SCC faculty lead SCC faculty lead contacts HS faculty to assess alignment of HS course with SCC establish collaboration1 target course<sup>2</sup> **HS faculty** completes *Articulation* **SCC faculty lead** evaluates application Application<sup>3</sup> (including HS signatories) and decides to move forward or decline and sends to SCC faculty lead **Accept Articulation: Decline Articulation: SCC faculty lead** secures SCC signatories and submits to **SCC HS faculty** can resubmit after AO (cc: HS Transitions Liaison) revisions, if desired (cc: HS Transitions Liaison) SCC AO shepherds Agreement through Curriculum Committee; collects final signatures. Final agreement scanned (cc: HS Transitions Liaison) Timeline: SCC AO contacts HS Transitions Liaison to notify HS of In order for your course to be acceptance and begin enrolling students into CATEMA offered, the completed application, with High School and Solano College signatures, should be completed by: At completion of HS course, HS faculty administers March 31: agreed-upon Final Exam For Fall course offering October 31: HS faculty enters grades into CATEMA system (with For Spring course offering support from HS Transitions Liaison)<sup>4</sup> gh school

articulation. Ongoing dialogue about course alignment is essential.

<sup>&</sup>lt;sup>2</sup> High school course must have a way of including and assessing **Student Learning Outcomes** of SCC target course.

<sup>&</sup>lt;sup>3</sup> Application includes digital copies of HS syllabus, course outline, and assessment tools.

<sup>&</sup>lt;sup>4</sup> HS faculty sends final grades to Admissions & Records staff member who enters final grades into Banner grading system.