

Guidelines for a HS Articulation Request

A request for articulation begins with the high school instructor.

1. **HS instructor must review** WVC's Course Competencies to ensure their high school course is in alignment with the college course.
2. **HS instructor completes** a *Request for Articulation* form. All information must be complete and appropriate documents attached. **Any sections that are incomplete or filled out as "See syllabus" will not be reviewed.**
3. **Request for Articulation form must be submitted to the high school's CTE director/staff.** This ensures the CTE director is aware and in support of the request.
4. **CTE director sends** the completed documentation to the Concurrent Enrollment Office at ctedualcredit@wvc.edu requesting the articulation to be approved.
 - 1) *Teacher Verification (TV) form*
 - 2) *Request for Articulation*
 - 3) *Syllabus/Framework*

If the articulation is currently **available at the local consortium level**, then the approval process follows all internal articulation development steps.

- a. Concurrent Enrollment staff (CTE) will review documents to ensure it is complete and has all necessary evidence, before turning it over to the appropriate faculty member for review.
- b. Once the request has been reviewed and approved by the faculty member, the Concurrent Enrollment staff will create the articulation and gather necessary signatures from both institutions.
- c. Once the articulation has been executed, the Concurrent Enrollment staff will work with the high school instructor to provide a CTE Registration Day for students (where we walk students through the enrollment process).
- d. High school teachers are required to submit a grade sheet to the Concurrent Enrollment Office at ctedualcredit@wvc.edu to ensure college credit transcription for student who are eligible and who enrolled for the CTE college credit.

If articulation is not available or is denied through your local consortium the process continues...

1. If articulation is **denied**, CTE staff will email the reasons given by faculty of why the articulation was denied, in hopes for a revision. **High school instructor should highlight where each course competency is met and the newly implemented updates on the Request for Articulation form** before resubmission.
2. If articulation is denied for the 2nd time, a meeting between the high school instructor and faculty member will be recommended. CTE staff can assist with this next step.
3. If articulation is **not available**, the **Concurrent Enrollment staff** will email a denial letter. The letter is to help support the articulation with another institution within the same regional area if possible.

No need to seek multiple articulations for the same high school course...

"If a community or technical college has created an agreement with a high school or skill center to offer college credit for a secondary career and technical course, **all community and technical colleges shall accept the course for an equal amount of college credit.**" (*Senate Bill 6377, New Section. Sec. 108*)