



How To Articulate A Course With San Joaquin Delta College

Introduction

San Joaquin Delta College is committed to comprehensive articulation of instructional curricula with secondary institutions usually referred to as 2+2 articulation. This process of articulation links high school programs, and various regional occupation programs (ROP) with comparable San Joaquin Delta College curricula. The focus of this agreement is to allow students to advance from a course to the next course without unnecessary repetition of a similar course for which credit has been earned.

This document includes step-by-step procedures that are accompanied by helpful hints and points to consider while developing the 2+2 articulation request. Required forms, including an articulation checklist, are appended to the end of this document.

Please note that the steps outlined in this document reflect the policies and procedures in place as of the current academic year. If you have questions about the process, please contact the Delta College Articulation Office at (209) 954-5248 or visit the SJDC Articulation Web Site at <http://articulation.deltacollege.edu>

Thank you for your interest in and support of the articulation process.

Jack Saunders, LMFT
Articulation Officer
San Joaquin Delta College
5151 Pacific Avenue
Stockton, CA 95207
(209) 954-5248 (Office)
(209) 954-5600 (Fax)
jsaunders@deltacollege.edu

San Joaquin Delta College

2 + 2 Articulation Guidelines

I. Preparation

Identifying the Course

1. Identify the high school course you would like to articulate with a Delta College course.

Official name and number of course as it will appear on the student's transcript

2. Identify the Delta College course and number with which you are seeking articulation.

Official name and number of course as it appears in the most current Delta College catalog

Considerations:

- Visit with the college course instructor?
- Is this course a part of degree or certificate program at Delta?
- Does the catalog description of the course match that of the course you wish to articulate?
- Are the secondary school credits equivalents to the number of college units?
Example: 10 credits per year = 3 units

Helpful Hint: Use the Delta College website to find the current catalog, division pages, Schedule of Classes, and phone numbers. The address is <http://www.deltacollege.edu/>

II. The Process

A. Submit Articulation Request Form

After you have determined the course at Delta College you wish to pursue articulation with, submit the Request for Articulation Form available on the SJDC Articulation Website. Mailing instructions are included on the Request form.

Helpful Hint:

On the “Request for Articulation with San Joaquin Delta College,” form it is very important to provide the exact course name and number of the Delta College course with which you wish to articulate.

Be sure to fill in the following:

- *Exact title of the secondary school course as it will appear on the student’s transcript,*
- *Exact name and number of the Delta College course.*

B. Request reviewed by SJDC Faculty

Upon receipt of the Request for Articulation form, the Articulation Officer will review the form and forward it to the appropriate division dean.

The division dean will arrange discussions between high school faculty and the appropriate college instructors.

Helpful Hint: *Please insure that the contact information submitted on the Request for Articulation form is current and times for contact are included.*

C. Course Review by High School and College Faculty

Faculty from the Secondary School and Delta College will meet to compare and discuss course similarities and differences, and review secondary articulation materials.

Equivalency standards and curriculum adjustment may be negotiated. Course equivalency standards may include, but are not limited to, course subject content, skill proficiency, sequence of presentation, instructional methodology, equipment and /or teaching materials, software, texts, content of examinations or skill tests and method of overall grade assignment and student evaluation system such as assignment of letter grades.

Should a final examination or criterion referenced test be given by the secondary school at the conclusion of the course as part of the articulation agreement, the test is to be validated by the secondary school and college faculty. The final examination may include performance tests as well as a written examination.

Materials Required for Course Review

1. Course outline(s)
2. List of competencies/objectives/learning outcomes
3. Include all exams including final and portfolio instructions/evaluation guidelines if applicable.

4. Name/author/publisher/publication date/edition of Textbook(s)
5. Sample assignments
6. Length of course and units awarded (10 high school credits per year equal 3 college units)
7. Equipment used
8. Additional resources including websites, supplemental materials, guest speakers, etc.

The Final Step

1. If approved, you will receive a signed agreement. A copy of the signed agreement also is mailed to the principal.
2. A signed agreement is for three years as indicated on the agreement unless there is a change in either course.
3. If denied, you will receive a letter with an explanation of why the course was denied. You may resubmit your application if you choose to revise your course.

Helpful Hint: *Agreements remain in effect for three years. In the third year, you will receive information from the Delta College Articulation Office about the procedures for updating the articulation agreement. Be prepared for the pending review by ensuring that your outlines and materials are ready to submit.*

III. Maintaining the Agreement

Storage

Two copies of signed articulation agreements are sent to the school. It is recommended that one set of all signed active articulation agreements be filed in one location that is accessible to teachers and counselors.

Revisions

1. Minor technical revisions

If there are minor revisions such as course name or number changes, please annotate a copy of the signed agreement in red ink along with the date the change is effective and send to the Delta College Articulation Office. If you are unsure if your revision qualifies as minor or major, contact the Articulation Officer or the instructor of record for the course you are renewing.

2. Major revisions

For revisions of the course content, please send copies of the revised outline to the Delta College Articulation Office attached to a copy of the signed agreement along with the date that the revision is effective.

3. Delta College course revisions

All revisions of Delta College courses will be noted on the Delta College copy of the signed agreement. Schools will be notified if a Delta College revision is major and will affect the existing agreement.

Three-year review

All signed articulation agreements are for a period of three years. The Delta College Articulation Office will send out directions for the three-year revision. Please follow the directions as indicated when you receive the notice.