



***Alabama
Department of
Postsecondary Education***

Representing the Alabama Community College System

**PROCEDURES FOR ESTABLISHING STATEWIDE
CAREER/TECHNICAL EDUCATION COURSE
ARTICULATION AGREEMENTS**

Alabama Department of Postsecondary Education

Alabama State Department of Education

July 11, 2013

This document contains procedures for establishing statewide articulation agreements for secondary and postsecondary career/technical education courses in Alabama. These procedures were developed by the State Department of Education and the Alabama Department of Postsecondary Education. This document pertains only to career/technical education courses in The Alabama Community College System and Alabama public high schools.

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I. Introduction

Statewide articulation agreements allow postsecondary students to receive college credit (articulation credit) for career/technical education courses completed in secondary grades 10 through 12. Articulation credit in career/technical education is awarded under State Board of Education Policy 801.03 and 802.01.

Prior to implementation of *Procedures for Establishing Statewide Career/Technical Education Course Articulation Agreements*, articulation agreements were between an individual college and a high school or school district. This resulted in numerous local agreements that varied widely in content and quality. Statewide articulation agreements are between the Alabama Department of Postsecondary Education (ADPE) and the Alabama State Department of Education (SDE), and therefore provide consistency and quality across the secondary and postsecondary systems.

Statewide articulation agreements apply to all local education agencies and all community and technical colleges in The Alabama Community College System irrespective of college service area designations. Articulation credit cannot be awarded by a college in a discipline for which it is not approved to offer courses.

Purpose of Document

This document specifies the procedures by which the ADPE and SDE establish and maintain statewide career/technical education course articulation agreements. This document includes a list of postsecondary career/technical education programs for which course articulation agreements are applicable provided the agreements do not violate policies and regulations of licensure agencies or regulatory boards.

Benefits of Articulation Agreements

In addition to economic benefits derived by the state by more individuals attaining postsecondary education, individuals benefit from policies that allow articulation credit. Articulation agreements provide a basis from which teachers and counselors as well as college registrars and faculty can show students a “pathway” through high school and college coursework into future employment. Other advantages to students are:

- Course content duplication is avoided.
- Time to degree is reduced.
- Cost of postsecondary education is reduced.
- Enrollment and retention is enhanced.

Accreditation and Articulation

Recognizing the need for colleges to offer articulation credit and the necessity of ensuring academic integrity, the Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC), the accrediting body for two-year colleges in Alabama, addressed the issue in its *Principles of Accreditation*. Following are examples of COC accreditation standards pertinent to institutions awarding credit under articulation agreements.

- 3.4.4 *The institution has a defined and published policy for evaluating, awarding, and accepting credit for transfer...and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.*
- 3.4.6 *The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery.*
- 3.4.7 *The institution ensures the quality of educational programs/courses offered through consortia relationships or contractual agreements, ensures ongoing compliance with the comprehensive requirements, and evaluates any consortial relationship and/or agreement against the purpose of the institution.*
- 3.4.8 *The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a designated credit experience.*

In its policies on the transfer or transcribing of academic credit, the SACS Commission on Colleges states that a college in compliance...

...controls all aspects of its degree programs and is responsible for the quality of all of the work included in each degree. Courses transferred or transcribed from consortia institutions should be examined by the accepting institution to ensure that they meet the requirements of the accepting institution and the requirements of the Principles of Accreditation.

II. Procedures for Establishing Agreements

TEDACS

Articulation credit is enabled by content analyses of secondary and postsecondary courses. Analyses are conducted by **Technical Education Discipline Articulation Committees (TEDACs)** comprised of secondary and postsecondary education faculty appointed by representatives of the Chancellor of The Alabama Community College System (“Chancellor”) and the State Superintendent of Education (“State Superintendent”). The target number for each TEDAC is eight – four from postsecondary education (DPE) and four from secondary education (SDE). Each TEDAC has two co-chairs – one from the DPE Curriculum and Instruction Unit and another from the SDE; the remaining TEDAC members are faculty. Co-chairs are assigned by their respective directors to provide leadership for each TEDAC; the DPE co-chair coordinates the meetings and correspondence of the TEDAC.

Course Analyses

A TEDAC analyzes content of secondary and postsecondary courses within its respective discipline to determine the degree to which course objectives correspond. TEDACs recommend to the TEDAC Oversight Committee the postsecondary course(s) and corresponding secondary course(s) for which articulation credit may be awarded. All postsecondary course objectives must be addressed sufficiently in the secondary course(s) for articulation credit to be recommended. Articulation credit for a single postsecondary course may be recommended for successful completion of more than one secondary course. This would occur when the postsecondary course learning objectives are contained in more than one secondary course.

TEDAC course analyses and recommendations are contained in the Statewide Career/Technical Education Course Articulation Review Minutes (**Attachment A**). One review form is required for each postsecondary course for which articulation credit is recommended. Because course content changes with evolving technologies, TEDACs review each course within their discipline annually and recommend revisions to articulation agreements as warranted.

TEDAC Oversight Committee

The TEDAC Oversight Committee is comprised of secondary and postsecondary representatives. A representative from both Secondary and Postsecondary will serve as co-chairs.

The Oversight Committee provides leadership and guidance for TEDAC activities and is responsible for acting on TEDAC recommendations. The Oversight Committee acts on a TEDAC recommendation within 60 days of its receipt. In its evaluation of a TEDAC recommendation, the Oversight Committee ensures that the TEDAC followed proper procedures when analyzing secondary and postsecondary course content and that the recommendations of the TEDAC are reasonable and educationally sound. The Oversight Committee has three possible actions pertaining to a TEDAC recommendation:

- Approve the recommendation and forward it to the Chancellor and State Superintendent for consideration;
- Remand the recommendation to the TEDAC for further action; or
- Reject the recommendation and require no further action.

A TEDAC recommendation must receive support from a majority of the Oversight Committee members comprising a quorum for it to be forwarded to the Chancellor and State Superintendent. The recommendations of the TEDAC Oversight Committee are contained in the Statewide Career/Technical Education Course Articulation Review Minutes (**Attachment A**).

The DPE Curriculum and Instruction Unit will prepare the Course Articulation Certification for the Chancellor and Superintendent approval.

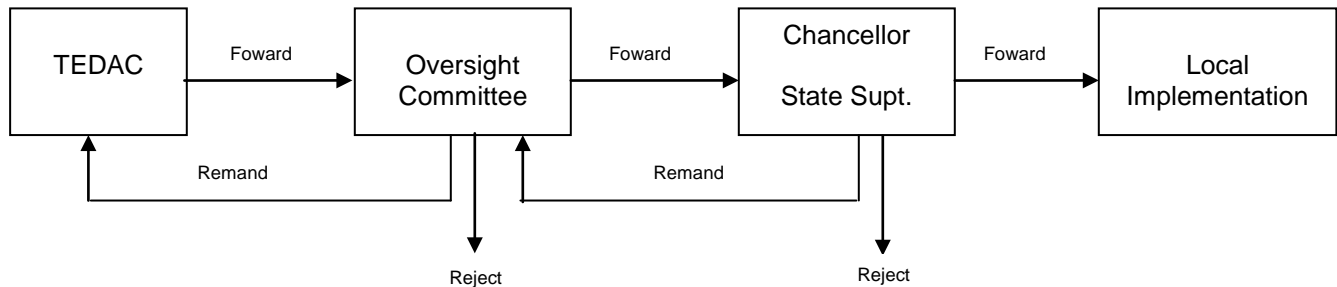
Chancellor and State Superintendent

The Chancellor and the State Superintendent must act on a recommendation for approval by the TEDAC Oversight Committee within 30 days of receiving the request. The Chancellor and State Superintendent have three possible actions pertaining to the Oversight Committee recommendation:

1. Approve the recommendation and forward it to colleges and local education agency for implementation;
2. Remand the recommendation to the TEDAC Oversight Committee for further action; or
3. Reject the recommendation and require no further action.

Both parties must be in agreement for a recommendation to be approved. Statewide articulation agreements will be available online for review.

Procedures for Establishing Statewide Career/Technical Education Articulation Agreements



III. Local Implementation

In accordance with Southern Association of Colleges and Schools *Principals of Accreditation*, colleges are responsible for ensuring that course credit awarded under an articulation agreement is for secondary coursework that provided knowledge and skills at levels commensurate with those comprising the postsecondary course for which credit is awarded. Therefore, the following quality assurance criteria must be met before a college can award credit under a statewide articulation agreement. Students who are denied articulation credit after such request is made may file an appeal as stated in the college catalog and student handbook.

If quality assurance criteria are met, colleges and local education agencies must complete the *Course Articulation Certification* form in **Attachment B**. A *Course Articulation Certification* is valid only for the effective dates of the Statewide Career/Technical Education Course Articulation Agreement under which it was written. Colleges and local education agencies must evaluate the impact that any changes in course content or instruction have on a *Course Articulation Certification*. The Certification is void if all course-related quality assurance criteria are not maintained during the timeframe of the certification.

To receive articulation credit, a student must submit a completed *Articulation Credit Request* (Attachment C) to the college at time of college registration. A college transcripts articulation credit after the student completes the semester in which the request for articulation credit was made. A student is ineligible to receive articulation credit for high school coursework completed prior to the time an applicable articulation agreement was modified because of course content changes. Colleges and local education agencies may create local articulation agreements only in courses for which no statewide agreement exists.

Course Articulation Quality Assurance Criteria

1. A current Statewide Career/Technical Education Course Articulation Agreement (the “articulation agreement”) is in effect for the postsecondary course for which articulation credit is sought.
2. The secondary courses applicable to the articulation agreement are certified under the State Department of Education Business and Industry Certification (BIC) standards.
3. Teachers of the secondary courses for which articulation credit is sought were certified by the Alabama State Board of Education to teach those courses at the time the student passed the course(s) and meet instructor qualifications established by the Alabama State Board of Education for postsecondary instructors of the collegiate course(s) in which articulated credit is requested.
4. The student must have earned a letter grade of “B” (3.0 on a 4.0 scale) or higher in the secondary course(s) for which articulation is being sought.
5. The student must be admitted to the college from which articulation credit is granted.
6. Colleges may grant articulated credit for courses not within the student’s declared program of study.
7. Articulation credit must be requested by the student no later than 16 months of high school graduation.
8. Coursework completed in grades 10 through 12 is eligible for articulated credit.
9. Articulation credit is not available in postsecondary courses if granting such credit violates policies or regulations of licensure agencies or regulatory boards.
10. The secondary teacher or Career/Tech Administrator is authorized to provide certification signatures.



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Attachment A

STATEWIDE CAREER/TECHNICAL EDUCATION COURSE ARTICULATION REVIEW MINUTES

Articulation Agreement Identifier: _____ Identifier is the postsecondary course prefix followed by Plan-of-Instruction version number (e.g.; INT 100 (2005-1)).

Applicable CIP code(s): _____

Postsecondary course prefix, number, and title: _____

Secondary Education course(s) title and number: _____

Effective dates of TEDAC course content analysis and recommendation: _____

Date of Review: _____

Course Content Analysis (all postsecondary course objectives must be sufficiently addressed in the secondary courses):

- Notes:**
- 1 Skills and knowledge contained in the postsecondary course objectives must be present in the corresponding secondary objectives for a “match” to occur.**
 - 2 Postsecondary and Secondary objectives must reflect similar content and performance levels before the course articulation agreement will be recommended to the TEDAC Oversight Committee.**
 - 3 More than one Secondary course may be used in order to articulate to a Postsecondary course.**

Articulation Agreement Identifier: _____

| Postsecondary Course Objectives and Locations | Secondary Course Objectives and Location | TEDAC Comments |
|--|---|---------------------------|
| | | |

Articulation Agreement Identifier: _____

TEDAC Committee Recommendation:

- _____ Recommend articulation
- _____ Do not recommend articulation at this time (See comments)
- _____ Do not recommend articulation

Co-chair, Postsecondary Education TEDAC Committee Date

Co-chair, Secondary Education TEDAC Committee Date

TEDAC Oversight Committee Recommendation:

- _____ Recommend articulation
- _____ Do not recommend articulation at this time (See comments)
- _____ Do not recommend articulation

Co-chair, Postsecondary Education TEDAC Oversight Committee Date

Co-chair, Secondary Education TEDAC Oversight Committee Date

**CAREER/TECHNICAL EDUCATION COURSE
ARTICULATION CREDIT REQUEST**

Complete at the high school and submit to the college Tech Prep Coordinator

Student Name: _____

Social Security No: _____ Phone: _____

Address: _____

High School: _____ Counselor: _____

This student plans to enter _____ (program of study)
in the _____ Semester _____ Year

CAREER/TECHNICAL courses for which articulated credit is requested:

| | |
|---------------------------|-----------------------|
| High School Program _____ | Graduation Date _____ |
| Course _____ | Course grade _____ |
| Course _____ | Course grade _____ |
| Course _____ | Course grade _____ |
| Course _____ | Course grade _____ |

I certify that the above named individual successfully completed the courses listed.

Secondary Teacher or Career/Tech Administrator Signature _____ Date _____

Signature of High School Counselor _____ Date _____

Submit to: Tech Prep/Technical Course Articulation Credit Coordinator, (Insert college name and address here.)

Phone _____, FAX _____

For College Use Only

Course(s) for which credit is to be awarded: _____

Date: _____

Signature of the Program Coordinator: _____ Date: _____

Signature of Registrar or Designee: _____ Date: _____

It is the policy of the Alabama Community College System that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.