

# Articulation Procedure Worksheet

✓	Worksheet Criteria	Responsible Party
	<b>1. Establish a signed District/ROP-to-College Articulation Agreement with Gavilan Community College.</b>	<b>District/ROP/College Administration</b>
	<b>2. Determine which high school career interest area you want to articulate.</b>	<b>High School/ROP Instructor or Administration/College Instructor or Administration</b>
	<b>3. Identify and contact the community college faculty or department chair of that program.</b>	<b>High School/ROP Instructor or Administration</b>
	<b>4. Schedule a meeting to compare curriculum objectives within the program.</b>	<b>High School/ROP Instructor or College Instructor</b>
	<b>5. Complete the Course-to-Course Credit by Examination Form, comparing the course objectives. Obtain the necessary signatures on form.</b>	<b>High School/ROP and College Instructors</b>
	<b>6. Ensure that Gavilan College Director of Admissions &amp; Records is aware of the procedures and specific course agreements.</b>	<b>High School/ROP and College Instructors</b>
	<b>7. Provide Certificates of Articulation to eligible students.</b>	<b>High School Instructor</b>
	<b>8. Obtain Application for Articulated College Credit.</b>	<b>Student</b>
	<b>9. Apply credit to student college transcript.</b>	<b>Director of Admissions &amp; Records</b>