
LOS MEDANOS COLLEGE

To Whom It May Concern:

Thank you for your interest in Los Medanos College College's Tech Prep program. To begin the process of curriculum review for articulation, please complete and submit the "Request for Course Articulation with Los Medanos College" form included in this document.

Please complete all required information on the form. For each high school course that you would like articulation review, please complete a separate form. To facilitate the processing of your request, be sure to attach the following for each course request:

- The course outline/syllabus
- The list of competencies/objectives (student learning outcomes)
- Name of textbooks and software used
- The list of assessments used along with grade breakdown
- A copy of the final exam
- Sample of other assessments used in the course

Once we receive this information from you, we will contact the appropriate faculty at the college to dialogue with the high school, ROP and/or Adult Ed faculty to begin the review process.

If you have any questions regarding the form or the procedure, please call Catherine Fonseca, Career Technical Education Coordinator, at (925) 439-2181 x3276. Once you have completed the form and attached all the requested documentation, please submit the packet to Catherine Fonseca, Career Technical Education Coordinator, at Los Medanos College.

Sincerely,

Kiran Kamath
Dean of Occupational Education

LOS MEDANOS COLLEGE

Request for Course Articulation with Los Medanos College For High Schools/ROP/Adult Ed Curriculum

Date Submitted:	School District:
School:	E-mail:
Contact Person:	Position/Title:
Address:	Phone: Day () Eve ()
	Best time to contact:

COURSE TO BE CONSIDERED FOR ARTICULATION BY LOS MEDANOS COLLEGE

High School/ROP/Adult Ed Course Number and Title:	
To articulate with Los Medanos College Course Number and Title (if you know this already)	
Length of HS Course (1 year or 2 years):	Equipment/Software Used:
Textbooks and Software Used:	
Following Items Attached: Course Outline	List of Course Objectives
Final exams and Other Assessments	Name/s of textbook/s

NOTE: Please submit all the information requested in order to expedite review of curriculum proposed for articulation.

Los Medanos College requires the following documentation to begin the articulation review process - a current course outline, prerequisites, course objectives/student learning outcomes, textbooks and supplemental materials, and length of course. The final exams and other assessment tools must be reviewed and approved by the community college faculty as a condition for students to receive "credit-by-examination".

Please return form and documents to:
Catherine Fonseca, Career Technical Education Coordinator
Los Medanos College • 2700 East Leland Road • Pittsburg, CA 94565
Email: cfonseca@losmedanos.edu