**High School Articulation – First Read**

**From:** Hall, Rikki   
**Sent:** Wednesday, October 23, 2019 8:15 AM  
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**Subject:** High School Articulation

Hello Josh,

We would like the support of the Academic Senate moving forward in establishing a policy that will only accept high school articulation credit by exam through CATEMA.  Our current articulation agreements are written for one to two years and credit is given to students based on the grade earned on the final exam in the articulated course at the high school.  The grade is transferred to the student transcript via CATEMA and designated as “Credit by Exam”.  Occasionally, we have students contact the Admissions and Records Office inquiring about credit prior to CATEMA for courses articulated well-beyond the one to two year mark.  In the past, we had a form that students would bring to the high school to obtain the signature of the faculty member, along with the grade earned on the final exam.  The struggle with this process is that the faculty member can be either retired, or no longer employed (for a number of reasons) at the high school.  In addition, with the course review and update process and time restrictions of the course outline of records set at two to five years, the content may no longer be applicable.

Our suggestion is that we eliminate the use of this form, restricting high school articulation credit by exam only through CATEMA and publishing verbiage in the college catalog to this effect.  The suggested verbiage is as follows:

“Los Medanos College only offers high school articulation credit through CATEMA (Career And Technology Education Management Application).”

We would like to be in alignment with the district, as well.  Here is what DVC has on their high school articulation web page:

When you have a moment, please let us know how we can proceed with the changes.

Thank you,

Rikki, Kelly, and Colleen

**Rikki Hall**

**Transcript and Degree Audit Specialist**

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Make it a GREAT day!

