



High School Request for Course Articulation Form

The College Partners need the following information to help determine whether or not your high school course aligns (is equivalent) to the college course articulation being requested. Please be complete in your responses and attach all required documents.

Is Articulation Request: New Course/Program Renew with Course Revision

Is your school a partner in our local Tech Prep Consortium? Yes No Not Sure

High School Name: _____ Date: _____

School District Name: _____

High School Course Name: _____

High School Course CIP Code # (if known): _____

High School Teacher: _____

Email: _____ Phone: _____

High School Teacher: _____

Email: _____ Phone: _____

CTE Director's Name: _____

Email: _____ Phone: _____

Name of College: **Columbia Basin College**

Name of College Course (if known): _____ Number of Credits: _____

Is this course articulated with other colleges? Which ones? _____

The following information is required by all WA State Tech Prep Consortia when requesting an articulation be established.

Submit the following information to initiate a new articulation or to modify/update an existing articulation. The following information will help us determine course content alignment between the high school and college. You may provide short answers below along with attaching supporting documentation or your course SYLLABUS so long as it addresses all the information provided below.

High School Course Overview (information may be included in the syllabus)

- Course description and course goals
- Course Information:

Program of study (career pathway/cluster): _____

Length of class: _____ (# of semesters or # of total hours, etc.)

Textbook info (include title, author and edition): _____

Computer Software (include version used): _____

- Prerequisites required if any
- Expectations of student involvement/assignments (i.e. job shadowing, internships or projects)

- List of Specific Competencies** (*information may be included in the syllabus*)
 - Learning outcomes - competencies written as measurable outcomes (SWBAT)*
 - Industry certifications covered (if applicable)

***Note:** you can review the college course competencies list & indicate which competencies are taught in your class (highlight those that apply)
- Assessment Criteria** (*information may be included in the syllabus*)
 - Expectations for student performance
 - Description of testing / how is student learning assessed?
 - Specifications for culminating project or group project, if required part of course
- College Tech Prep Notice to Students** (*must be included in syllabus when requesting articulation renewal*)
 If you are requesting an articulation update or renewal, the high school syllabus **MUST** include a notice to students indicating the course is Tech Prep approved and articulated with one or more colleges. The following statement is a *sample* notice. You can use/modify the statement below to include in your syllabus:

College Tech Prep Program:

This course is *College Tech Prep* approved and articulated with (Name of College & Program Area). Students who demonstrate proficiency of the college course competencies with a 'B' (85%) or better grade, *may* earn college credit through the *College Tech Prep* registration process. The college competencies are attached to this syllabus. During the semester/year, all competencies will be covered in class, some may require additional independent work by the student. To earn college credit, students are required to pass a skill check/assessment with the high school instructor.

Students may earn credit for the following college courses:

Course Prefix and Number	Course Name	Number of Credits

District CTE Director's Signature: _____ **Date:** _____

Please submit this completed form with all supportive documentation to:

Keeley Gant

Director of Tech Prep and Workforce Enrollment
 Columbia Basin College
 2600 N 20th Ave (MS-CCTE)
 Pasco, WA 99301
 kgant@columbiabasin.edu

Received by the Tech Prep Office: _____ <i>Date</i>

For CBC Division/Tech Prep office use only:			
Primary reviewer: _____		Date reviewed: _____	
Circle one:	Please schedule a meeting	Approved	Not Approved
Comments: _____			

