

Articulation Procedure Worksheet

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