

# High School Request for CTE Dual Credit Course Articulation

PC3 Dual Credit Consortium requests the following information to help determine whether your high school course aligns (is equivalent) to the college course articulation is being requested for. Please be complete in your responses and attach all required documents as listed in the checklist provided on the next page.

Is this request a:  New Articulation  Articulation w/No Revision  Articulation w/Revision

Is your school part of the local CTE Dual Credit Consortium?  Yes  No

High School Name(s): \_\_\_\_\_

School District Name: \_\_\_\_\_

High School Course Name: \_\_\_\_\_

Career Cluster: \_\_\_\_\_ Pathway: \_\_\_\_\_

High School Course CIP Code (if known): \_\_\_\_\_

High School Teacher: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

High School Teacher: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

High School Teacher: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

CTE Director's Name (Print): \_\_\_\_\_

CTE Director's Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of College: \_\_\_\_\_

College Course Prefix | Number | Name (if known): \_\_\_\_\_

Number of Credits: \_\_\_\_\_ Is this course articulated with other colleges?  Yes  No

If yes, which one? \_\_\_\_\_

## REQUIRED SUPPORTING DOCUMENTATION:

**High School Course Syllabus and Timeline**

- A brief overview of the course and estimated content timeline should be included
- Course information to include:
  - 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: \_\_\_\_\_

**List of Specific Competencies** (*information may be included in the syllabus*)

- Learning outcomes – competencies written as measurable outcomes
- Industry certifications/credentials covered (if applicable)
- OSPI Frameworks for the course

**Assessment Criteria** (*information may be included in the syllabus*)

- Expectations for student performance
- Description of testing/how is student learning assessed?
- End of course assessments or other evidence of examination

**Program of Study** (*K-12 information completed*)

- One for each school district's school participation in the articulation
- List sample occupations and regional salaries relating to the pathway

**CTE Dual Credit Notice to Students** (*must be included in the syllabus when requesting articulation renewal*) The high school syllabus MUST include a notice to students indicating the course is CTE Dual Credit approved and articulated with one college. Please use the following statement:

**College CTE Dual Credit Program:**

This course is *CTE Dual Credit* approved and articulated with Bates Technical College, Clover Park Technical College, and/or Pierce College. Students who demonstrate proficiency of the college course competencies by receiving a C or better grade for EACH semester/trimester enrolled in the articulated high school class, *may* earn college credit through the *College CTE Dual Credit* program. Only students who meet deadlines and eligibility requirements will be awarded college credit. Participation in the CTE Dual Credit program is voluntary. High school students registered in the Student Enrollment Reporting System (SERS) for CTE Dual Credit will follow BTC, CPTC, or PC student policies for transcription of credit as the high school grading system may not exactly align with the College's. Credit and/or grades will not be removed once they have been transcribed.

Students may earn credit for the following college courses:

|                            |                                     |
|----------------------------|-------------------------------------|
| (Course Prefix and Number) | (Course Name) – (Number of Credits) |
| (Course Prefix and Number) | (Course Name) – (Number of Credits) |
| (Course Prefix and Number) | (Course Name) – (Number of Credits) |

**For CTE Dual Credit Office Uses Only**

Primary Reviewer: \_\_\_\_\_ Date Received: \_\_\_\_\_

Circle One:      Schedule a Meeting                      Approved                      Not Approved

Comments: