

## **Students and Student Services**

### **Administrative Rules and Procedures**

#### **5234 High School (Secondary) Articulation**

1. **Eligibility**

The student must be registered at one of the colleges and in good academic standing. Any student applying for recognition of the completion of articulated secondary coursework will be expected to have had extensive experiences which have prepared the person in the subject matter. The individual must provide acceptable evidence (including evidence of course completion, and grade awarded at the secondary level) of those experiences at the time of application for recognition.

2. **Application and Administration**

a. Articulated secondary courses are those course where the faculty in the appropriate discipline, using policies and procedures approved by the curriculum committee, have determined the course is comparable to a specific community college course. The college will maintain a current inventory of all secondary articulated courses.

b. An individual may apply for recognition of completion of secondary articulated coursework by completing the appropriate form. Supporting documentation will include evidence from the secondary institution of completion and grade(s) awarded. The form is to be submitted to the Office of Student Services, Admissions and Records, with approval by the appropriate administrator in Student Services. Applicable fees/and or tuition must be paid at the Office of Admissions and Records.

c. Articulated secondary courses may be accepted in lieu of comparable community college courses to partially satisfy:

Requirements for a certificate program, including the total number of units required for the certificate;  
or, the major requirements in a degree program.

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3. **Awarding of Credit: College credit is not given for articulated courses**  
See limitations

4. **Records**

The College Registrar, or designee, will annotate the student's permanent record (transcript) to clearly indicate each articulated course used to partially satisfy certificate or major requirements. The student permanent record will reflect course completion and the grade awarded, but will reflect zero credits awarded by the college for the course. Notations of community college course credit shall be made only if community college courses are successfully completed or if credit is earned via Credit by Examination (see Section 5235).

5. **Limitations**

Except through Credit by Examination, as defined in Title 5, Section 55753 of the California Administrative Code, and described in Section 5235 Chabot-Las Positas Community College District Administrative Rules and Procedures, secondary courses may not be used to satisfy:

the requirement of Title 5, Section 55806 that students complete at least 60 semester or 90 quarter units in order to receive an associate degree; or, any general education requirement for the associate degree established by the District.