

The text in this section adapted from recommendations of the Committee for Statewide Articulation Guidelines submitted to the Texas Higher Education Coordinating Board and the Texas Education Agency March 2000 and revised January 2004.

## **ADVANCED TECHNICAL CREDIT PROGRAM Standard Articulation Agreement**

**This standard agreement applies to all courses listed in the ATC Statewide-Articulated Course Crosswalk and described in the subject area Technical Course Outcome Profile.**

### **A. Requirement to Award College Credit for Articulated Courses**

A college voluntarily participating in the Advanced Technical Credit Program must award articulated credit to a student enrolled in the college for courses in the ATC articulated course crosswalk if minimum requirements outlined in this Agreement and the college course outcome profiles are met, and the courses are listed in the college's catalog/bulletin and are part of a relevant degree plan selected by the student.

A college must not impose additional institutional requirements, other than requirements applicable to all students for application and admission, for award of articulated credit for courses in the ATC crosswalk, nor deny the award of articulated credit based on additional institutional requirements. A participating college should institute an appeals process for students denied credit for statewide-articulated courses.

### **B. High School Student Eligibility for Articulated Credit**

1. General Course Enrollment Eligibility - Students enrolled in public high schools are eligible to enroll in, and receive high school credit for, courses designated eligible for articulated credit, under applicable state law.
2. Course Enrollment Age Limitation - There is no minimum age requirement for enrollment in articulated high school courses or course sequences. Any applicable minimum age specified by an outside agency for certification or licensure will be noted in the ATC crosswalk and course outcome profile.
3. Documenting Successful Course Completion
  - a. Course Grades - To be eligible for the award of college credit for statewide-articulated courses taken in high school, a student must meet the following minimum course grade requirements:
    1. Prerequisites and co-requisites - A student must successfully complete with a minimum grade of 80, all courses designated as required prerequisites and/or co-requisites for statewide articulation.

The text in this section adapted from recommendations of the Committee for Statewide Articulation Guidelines submitted to the Texas Higher Education Coordinating Board and the Texas Education Agency March 2000 and revised January 2004.

2. Individual articulated courses - A student must successfully complete the articulated high school course, meet minimum content outcome requirements for the course as outlined, and receive a minimum grade of 80.

3. Articulated course sequences - A student must successfully complete each course in the high school course articulation sequence required for award of college credit, meet minimum content outcome requirements for the course sequence as outlined in the ATC course crosswalk, and receive a minimum grade of 80 in each course in the sequence.

b. Course Competencies - Documents, such as course outcome profiles, end-of course exams, or external certification, that verify that a student has met minimum course competencies for articulated courses outlined in the ATC course crosswalk should be maintained by the independent school district as part of a student's record.

c. Baccalaureate Academic Transfer Programs - Optional end-of-course exams may be offered by a high school or college to document college-level competence for award of academic credit for content-equivalent technical courses that a student wishes to use for transfer toward a baccalaureate degree in areas such as Criminal Justice, Computer Science, Family and Consumer Science.

A student with intent to request alternate academic credit from the Academic Course Guide Manual credit for WECM-equivalent courses to apply toward a baccalaureate degree should contact appropriate college personnel for specific institutional requirements.

**C. The "A" Code and High School Academic Achievement Records (Transcripts)**

The "A" code is a special explanation course code that denotes high school courses eligible for articulated credit award at a public postsecondary 2-year degree-granting institution (college).

1. Unique PEIMS Course Codes for ATC Statewide-Articulated Career and Technology Courses - Each statewide-articulated high school career and technology course is identified with a unique PEIMS course number and abbreviation and the "A" transcript code.

2. "A" Code to Designate Articulated Courses - Courses identified for statewide articulation and those identified for local articulation are identified by the "A" code on the high school transcript. This code signals college registrars that a student may be eligible for the award of articulated credit.

The text in this section adapted from recommendations of the Committee for Statewide Articulation Guidelines submitted to the Texas Higher Education Coordinating Board and the Texas Education Agency March 2000 and revised January 2004.

A district inserts the code after a colon following the TEA-approved course abbreviation. *Sample "A" code use on high school transcripts:*

Generic Course Name	GRADE 11		2001-2002		
	Abbreviated Course Name	1 <sup>st</sup> Sem Grade	2 <sup>nd</sup> Sem Grade	Average	Credit
Language Arts	ENG 3:H	89	93	91	1.0
Mathematics	TRIG	86		86	0.5
	ANL GEOM		87	87	0.5
Career/Tech Ed	<b>ECAD-TP:A</b>	85	75	80	2.0
	<b>BCIS1-TP:A</b>	71	75	73	1.0

*NOTE: In the sample transcript above, although both career and technology courses are noted with the "A" code, the student is eligible for college credit for Engineering Computer-Aided Drafting I (ECAD-TP:A, course grade of 80), but not for Business Computer Information Systems I (BCIS1-TP:A, course grade of 73).*

#### D. High School Faculty Qualifications

In order for high school faculty to teach courses designated for statewide articulation they should meet minimum qualifications for faculty in associate degree programs outlined in the Criteria for Accreditation, Commission on Colleges, Southern Association of Colleges and Schools (SACS), Section 4.8.2.1, and outlined by the Texas Higher Education Coordinating Board for community and technical college faculty teaching the college-equivalent course(s) (GIPWE, Part I).

Any special faculty requirements for each course eligible for statewide articulation will be outlined in course outcome profile. The employer of record should verify that a faculty member meets minimum requirements and is eligible to teach courses for articulated college credit. Additional requirements of external accrediting agencies for specific courses will be noted in course outcome profile, as applicable.

In specific instances, a college technical course may be taught specifically for transfer to a baccalaureate degree program. In this case, high school faculty teaching the equivalent high school course for articulated credit must have additional qualifications, usually a master's degree and 18 graduate semester hours in the teaching discipline.

The text in this section adapted from recommendations of the Committee for Statewide Articulation Guidelines submitted to the Texas Higher Education Coordinating Board and the Texas Education Agency March 2000 and revised January 2004.

**E. Posting Articulated Credit to College Transcripts**

1. Student Requirements - Credit for courses identified on the high school transcript with the "A" code, and for which the student has met all the specified requirements, must be transcribed by the participating college if:

a. General Requirements

- The student enrolls in the college after completion of high school;
- A high school transcript is presented with one or more courses noted with the "A" code;
- The student completed the course, or final course in an articulated course sequence, with junior (grade 11) or senior (grade 12) standing;
- The student completed any pre- or co-requisite courses and the articulated course, or courses in an articulated course sequence, with a minimum grade of 80;
- The college-equivalent course or courses should apply to the student's declared major and degree plan; and
- The courses may be transcribed as electives.

*At the discretion of the receiving college, credit may be awarded for courses, or final course in a sequence, taken in grades 9 and 10. A college at its discretion may also award academic credit for articulated courses that are part of a baccalaureate transfer degree.*

- b. **Effective January 5, 2004**, articulated credit should be awarded by the college on enrollment. Colleges may elect to delay award of credit until a student has successfully completed 6 hours of non-developmental college credit from a college, either after high school graduation, or by concurrent enrollment.

*Advanced Placement, and/or CLEP examinations may also apply toward the 6 college credit hours subject to the receiving college's policy for transcribing such credit.*

- c. Texas Success Initiative - A student must be in compliance with state Texas Success Initiative requirements (effective fall 2003).

The text in this section adapted from recommendations of the Committee for Statewide Articulation Guidelines submitted to the Texas Higher Education Coordinating Board and the Texas Education Agency March 2000 and revised January 2004.

- d. Time Limitations on Award of Articulated Credit – Due to rapid changes in technology and related instruction, it is recommended that a student enroll in a public two-year associate degree-granting institution, and complete requirements for award of articulated credit, within 15 months of high school graduation.

*At the discretion of the receiving institution, this time limit may be extended with appropriate student assessment.*

2. Calculating Grade Point Average - A college may include articulated courses in a student's cumulative grade point average or may designate the course as "credit only."
3. Course Identification - Articulated courses may be noted by a letter grade, "credit" or "credit by articulation" on the college transcript.
4. Maximum Number of Articulated Hours - There is no state determined maximum number of semester credit hours that can be awarded by articulation.

Because the number of courses that will be included in the Advanced Technical Credit Program in a single subject area is limited, the number of semester credit hours awarded by participation in the program is self-limiting, usually less than 12-15 hours.

#### **F. Tuition and Fees**

A college must not charge tuition or fees for the award of articulated credit hours, although a college may charge a nominal administrative fee, as determined by a college's Board of Trustees, to transcript articulated credit.

A college should not charge a fee for challenge exams used to award academic credit to students eligible for articulated credit for WECM courses that are equivalent to the academic (ACGM) course in question.