



## **MPC Articulation Process (for Credit by Proficiency Examination)**

### Documents Included:

- \_\_\_ Secondary/ Postsecondary Articulation Agreement
- \_\_\_ Articulation Agreement between MPC and \_\_\_
- \_\_\_ Required Competencies Agreement
- \_\_\_ Required Competencies Agreement – Student Record
- \_\_\_ Policies and Procedures for College Credit
- \_\_\_ Credit by Proficiency Form -copy

### **To Articulate the Monterey Peninsula College course and high school class:**

- Identify the MPC class you would like to Articulate with (MPC Web site catalogue)
- Contact the MPC CTE coordinator (email or phone) to discuss articulation.
- Using the MPC instructor's established course content for articulation, SLO's and the Student Competencies, the Secondary/ ROP/ Adult Ed. instructor will meet together with the MPC instructor of the class to be articulated.
- The MPC course faculty and the high school class teacher, with the exception of the Credit by Proficiency Examination form, will complete the articulation forms.
- CTE coordinator may be present to help facilitate with all required signatures. All documents must be signed by all the named entities on the forms and returned to the MPC CTE coordinator.
- Upon signed completion the MPC CTE coordinator will copy the documents and distribute copies to each teacher, each institution CTE/ ROP director and MPC CTE coordinator will hold copies of the agreement.

### **After the Articulation is in place, the high school teacher will:**

- Students who passed the articulated class, and final examination, with a B or higher will complete the MPC Credit by Proficiency Examination Form for Articulated Courses (a 4-part NCR form\* in the teachers file).
- The teacher will collect all the completed forms- and contact the MPC CTE coordinator to arrange for the coordinator to receive the forms.
- The CTE Coordinator will complete the signature by the MPC Dean and then take the document(s) to Admissions and Records to be scanned to Laser Fiche.
- The CTE Coordinator will return a copy to the high school and or student should retain a copy in the students file.

\*(4-part NCR) to be completed by the student and the Secondary/ROP/Adult Program instructor and signed by all parties including the high school principal and student claiming articulated MPC credit

For *any* questions regarding the High School Articulation process email or call:

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