CCSF/SFUSD ARTICULATION PROCESS

FORM C/

PREPARATION/ DEVELOPMENT

-High School teacher researches course articulation options and process to complete Form A

-Key steps: identify existing CCSF programs and courses for alignment with SFUSD course

COURSE REQUEST DELIVERED TO CCSF

-With appropriate signatures, completed Form A is delivered to the SFUSD Dual Enrollment Program Administrator

-Form disseminated to Articulation Officer and to appropriate Department Chair for review

COURSE ARTICULATION APPROVED OR DENIED

-Form A and attached documentation is reviewed by CCSF and SFUSD Articulation team

-If course receives approval, the blank Articulation Template is generated by a CCSF Department Chair. All necessary signatures are secured at both CCSF and SFUSD and sent to the CCSF Articulation Officer for final signature.

If yes:

COMMUNICATION

-Articulation Template is posted to CCSF website

-Notification of approved course is sent (via email) to CCSF and SFUSD faculty, counselors, and to high school principals.

If no:

The course goes back into development phase for future refinement/changes

If no:

ANNUAL ARTICULATION MEETING

-Regular annual meetings to review course articulation agreements for approved courses and collected student data.

-Meetings to be facilitated by articulation team (CCSF Articulation Officer and Dual Enrollment Program Administrator). Other attendees may include CCSF department chairs, counselors, representative from A&R, and faculty, and SFUSD high school principals, dept. chairs, teachers, and counselors.