

# COMMUNITY COLLEGES OF SPOKANE ARTICULATION AGREEMENT

## Articulated Programs

**Administration of Justice Programs  
Spokane Community College  
and  
Criminal Justice Studies  
Lewis & Clark High School**

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### WHO IS ELIGIBLE?

Any student who has attended an articulated high school program where there is a signed agreement with Community Colleges of Spokane may receive college credit for instruction received at the high school.

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### PROCEDURES

#### CCS and High School Faculty

CCS faculty and high school faculty will partner to identify competencies and/or critical objectives a student will need to successfully transition into the professional/technical program(s) being articulated.

Instructional faculty within the two educational systems will determine whether similarities in educational experiences provided to students in the two systems result in duplication of required competencies as described above. Where duplication of competencies is evident, an attempt will be made to enter into an articulation agreement. Upon successful evaluation of respective programs, the faculty of CCS and the high school will sign a "*Discipline-Specific Articulation Agreement*" specifying the course(s) or individual competencies eligible for advanced placement. The "*Discipline-Specific Articulation Agreement*" shall become part of this agreement.

#### High School Instructor's Documentation of Competencies

Participating faculty at the high school will certify in writing the areas and levels of competency achievement by the student. This will become part of the student's permanent record and will be forwarded to the college upon request by the student and/or the college.

#### Student Documentation of Competencies

Students must secure the written certification of their teachers that they have accomplished competencies and/or critical objectives that comprise the agreed-upon articulation minimum course content for every CCS course for which they desire college credit. College credit will be granted only for those CCS courses listed in the appropriate Articulation Agreement.

#### Student Application for College Credit

The procedures described in the CCS manual, **College Credit by Non-Traditional Means, Revised 1998**, shall be used by the student desiring college credit for high school courses.

**Please Note:** The intent of Articulation is to give recognition to professional/ technical work completed in a high school program. Students are expected to enroll in the same professional/technical program at the college. Most credits received are not transferable to a 4-year institution

#### Steps for Receiving Credit by Articulation at Community Colleges of Spokane

**Step 1. Notify your high school instructor** that you wish to receive college credit for your work in a professional/vocational program that has an ARTICULATION AGREEMENT with Community Colleges of Spokane.

- Step 2.** Work with your high school instructor **to meet the requirements** of the Articulation Agreement for your school. Your instructor will have a list of requirements or view the CCS web site: [www.ccs.spokane.cc.wa.us/Students/Articulation/MASTER.htm](http://www.ccs.spokane.cc.wa.us/Students/Articulation/MASTER.htm)
- Step 3.** Obtain a community college application for admission from your high school counselor, college Admissions Office or web page at: [www.scc.spokane.wa.us](http://www.scc.spokane.wa.us) or [www.sfcc.spokane.cc.wa.us](http://www.sfcc.spokane.cc.wa.us)
- Step 4. Complete the application** and remit with a \$10 non-refundable fee to Spokane Community College (SCC) or Spokane Falls Community College (SFCC) within 12 months of high school graduation. Applications are taken on a first come, first serve basis. Apply on or before December 1 of your senior year for the best chance to be accepted into the program of your choice.
- Step 5.** You will receive a letter from the Admissions Office regarding admission status. **Follow instructions in the letter in regards to testing, advising and registration.**
- Step 6. Complete 10 credits** with a grade of 2.0 in each class. Sometime during this quarter, notify the college program director of the vocational program that you will be using the Articulation Agreement.
- Step 7.** Make an appointment with a college instructor in the program you have chosen. This teacher will assist you with the Application for Nontraditional Credit form #4020.
- Step 8.** Take the completed Application for Nontraditional Credit form to the **Transcript Office**. Credit will then be posted to your official college transcript. There is a charge of \$5 per credit, plus a \$10 processing fee. (Example: 5 credits, cost \$35.)

#### **Steps For Receiving Credit By Direct Transcription While Still In High School**

- Step 1. Notify your high school teacher** of your interest in articulating Tech Prep credit by direct transcription for your professional/technical class.\*
- Step 2. Complete a Tech Prep CCS Application** for Admission form.
- Step 3. Complete Tech Prep—Direct Transcription Articulation Verification Form.**
- Step 4. Complete all requirements** for the Articulation Agreement.
- Step 5. Attach** a check to the form for the required amount.
- Step 6. Mail** the application, *Tech Prep—Direct Transcription Articulation Verification Form*, articulation agreement forms and a check or money order to:

Vee Sutherlin, MS 1009  
Community Colleges of Spokane  
501 N Riverpoint Blvd, P O Box 6000  
Spokane WA 99217-6000

\*Review specific Articulation Agreement: <http://ccs.spokane.cc.wa.us/Students/Articulation/MASTER.htm>

#### **CCS and High School Counselors/Advisors**

CCS and high school counselors will cooperate toward developing, disseminating, and presenting professional/technical career information to students within the public school system. Such information will include, as a minimum, an orientation on career programs at the high school and community college levels and the articulation agreements that have been established among the systems of education.

#### **Publicity**

The colleges and high schools will develop methods of publicizing the agreements to encourage students to take advantage of seamless transitions and advanced placement opportunities.

## Community Colleges of Spokane Articulation Agreement

**Administration of Justice Programs  
Spokane Community College**

**and  
Criminal Justice Studies  
Lewis & Clark High School**

We, the undersigned faculty representatives and administrators, agree to the following:

1. We agree with the principles, practices, and procedures for entering into and changing articulation agreements as set forth in the document "*Articulation Agreement*."
2. We have evaluated respective individual and course competencies and have determined that the Lewis & Clark High School graduates who successfully complete the competencies identified in the course(s) listed below, as stipulated in the Articulation Agreement are eligible for advanced placement. In addition, the student must:  
Complete one full year of Criminal Justice Studies at Lewis & Clark with a grade of 3.0 or better.

### Lewis & Clark High School

Criminal Justice Studies

1 year

### Spokane Community College

LE 101 Introduction to Law Enforcement	<i>3 credits</i>
LE 102 Administration of Justice	<i>3 credits</i>
LE 150 Applied Technical Writing	<i>5 credits</i>

A charge of \$5 per credit is assessed to award credit per this agreement, plus a one-time processing fee of \$10. (For example: to receive 5 credits, the cost would be \$35.)

### Lewis & Clark High School

Criminal Justice Studies

### Spokane Community College

Administration of Justice

\_\_\_\_\_  
Instructor Date

\_\_\_\_\_  
SCC Faculty Date

\_\_\_\_\_  
Assistant Principal Date

\_\_\_\_\_  
SCC Department Chair Date

\_\_\_\_\_  
Principal Date

\_\_\_\_\_  
SCC Division Dean Date

\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
SCC Vice President of Instruction Date

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SCC President Date