

COMMUNITY COLLEGES OF SPOKANE ARTICULATION AGREEMENT

Culinary Arts and Hotel/Restaurant Management Spokane Community College and Hospitality and Culinary Arts Spokane Skills Center

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.

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.

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 2003**, 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 following Enrollment at SCC or SFCC:

- 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 website: <http://ccs.spokane.edu/Students/Articulation/>

- Step 3. Obtain a community college application** for admission from your high school counselor, college Admissions Office or web page at: <http://www.scc.spokane.edu> or <http://www.spokanefalls.edu>.
- Step 4. Complete the application** and remit with a \$15 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. Enroll** in the articulated high school class(es) offering college credit at your high school.
- Step 2. Inform your teacher** of your intent to earn college credit for the class.
- Step 3. Register online** at www.pc3connect.org/wa/newtec for the class(es) in which you enrolled. *You will need your TP1 ID# for further registrations and when submitting payment.*
- Step 4. Print** two copies of the online registration form. Keep one copy for your own records; submit the other copy with payment upon completion of class.
- Step 5. Complete the competencies** outlined by your teacher – earning a “B” (3.0) grade or better.
- Step 6.** Using your TP1 student identification number, **check the website** to verify a grade has been posted by your high school teacher. *Credit cannot be awarded until a grade has been posted to the website.*
- Step 7. Submit registration form and payment** (\$5 per credit plus \$15 one-time only processing fee) made out to the college indicated: Spokane Community College or Spokane Falls Community College, then mail to:

Spokane Community College
Cashier, MS 2155
1810 N Greene Street
Spokane WA 99217-5399

Spokane Falls Community College
Cashier, MS 3171
3410 W Fort George Wright Drive
Spokane WA 99224-5288

- Step 8.** Once your college course is transcribed, you may view your transcript on the following web pages:

SCC <https://secure.scc.spokane.edu/wts/info/waci002.html>

SFCC https://ww2.spokanefalls.edu/ol_Transcript.asp

For more information: Contact a **Northeast Washington Technical Education Consortium (NEWTEC)** representative at 509-434-5162, or by e-mail to vsutherlin@ccs.spokane.edu

Note: Tech Prep credits are program specific at Community Colleges of Spokane, and are generally not transferable to four-year institutions.

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**

**Culinary Arts and Hotel/Restaurant Management
Spokane Community College
and
Hospitality and Culinary Arts
Spokane Skills Center**

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 high school graduates who successfully complete the competencies identified in the course(s) listed below are eligible for credit by articulation. In addition, the student must:
 - Receive a grade of "B" (3.0) or better in all classes being used to meet the college competencies.
 - Meet all requirements outlined in the Articulation Agreement.

Spokane Skills Center

*Hospitality and Culinary Arts
2 years (4 semesters)*

or

*Hospitality and Culinary Arts
2 years (4 semesters)*

Spokane Community College

CUL 110 Introduction to Culinary Arts 5 credits

or

HM 110 Introduction to Hospitality 5 credits

A charge of \$5 per credit is assessed to award credit per this agreement, plus a one-time processing fee of \$15. (For example: to receive 5 credits, the cost would be \$40.)

Spokane Skills Center

Hospitality and Culinary Arts

Spokane Community College

Culinary Arts and Hotel/Restaurant Management

Bill Allen,
Faculty

Date

Julie Litzenberger,
Faculty

Date

Don Howell,
Director

Date

Duane Sunwold,
Department Chair

Date

Dr. Brian Benzel,
Superintendent

Date

MaryO Fury,
Dean of Instruction

Date

Joe Dunlap,
Vice President of Learning

Date

Steve Hanson,
President

Date