High School Request for Articulation Checklist

High School: ___________________________ Date of Submission: __________________

HS Course Name: ___________________________

☐ New Articulation Request? Name of College Course Articulation: ___________________________

☐ Add to Existing Articulation? Name of College Course Articulation: ___________________________

High School Faculty: ___________________________

Email: ___________________________ Phone: ___________________________

High School Faculty: ___________________________

Email: ___________________________ Phone: ___________________________

Prior to submitting your request, check the Statewide Enrollment and Reporting System (SERS) website for information about currently available articulated programs: https://www.ctesers.org Submit the following items for initiating a new articulation, or inclusion in an existing articulation:

☐ Detailed Course Syllabus to include:
  • Course description
  • Where course fits within the program of study
  • Prerequisites required if any
  • Books and software used
  • Expectations of student involvement (i.e. job shadowing, internships or projects)
  • Length of course (semester/hours)

☐ Instructional Philosophy
  • How class will be taught
  • Course standards
  • Expectations for student performance

☐ List of Specific Competencies
  • Competencies written as measurable outcomes
  • Industry skill standards covered
  • Industry certifications covered (if applicable)

☐ Assessment Criteria
  • Specifications for culminating project or group project, if required
  • Description of testing / how students will be evaluated

☐ Student workbooks and supplemental material required for the course (list titles, authors/have available for review)

Please attach all the required items and return this request to: ctedualcredit@btc.edu or mail to: Bellingham Technical College ATTN: CTE Dual Credit 3028 Lindbergh Ave Bellingham, WA 98225

For Consortium Use

Date received: ________________ Date evaluated: ________________ Evaluator: ________________

Next steps: ____________________________________________________________