

PROCEDURE

Number: 41-03
Title: Articulation
Responsibility: Academic Affairs
Original Approval Date: 2/3/2004
Last Cabinet Review: 4/1/2025
Last Revision: 4/1/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 40-4 Articulation

Other:

Procedure Description

PURPOSE

To establish a procedure for awarding college credit for formal secondary educational experiences.

PROCEDURE

Step 1 The Admissions Office will forward student profile sheets to the appropriate Department Chair.

Step 2 The Department Chair will complete one Articulation Form for each course receiving articulation credit.

Step 3 The Department Chair will forward the Articulation Form to the Registrar Services Office.

Step 4 The Registrar Services Office will enter the course name, course number and credit hours earned in the student's records.

(Note: A letter grade of "E" will be recorded and will not be included in the grade Point Average computations.)

Step 5 The Registrar Services Office will post an electronic copy of the completed articulation form for documentation.

*VA funding is not approved for articulation.