**Faculty Review Instructions**

**Background:** As part of the early college initiative, CCC is working with CPS to articulate courses between the two organizations. Students in mostly CTE tracks may be able to earn college credit for relevant prior learning in high school.

**Instructions:**

1. On the first page, the CPS sponsor is laying out the courses for which they are seeking articulation. This information includes:
	1. Course and Program Name
	2. Number of times the class meets (per day/semester/year)
	3. Additional narrative to describe the program and courses.
	4. Syllabi for the courses (separate document(s)).
2. On the second page, CCC faculty are asked to review the material from CPS and recommend one of three things:
	1. Articulate the CPS courses for college courses.
	2. Articulate the CPS courses for college courses pending further revision.
	3. Do not articulate the CPS courses for college courses.
3. In addition, the criteria by which the course(s) will be articulated are also part of the review. This is a snapshot of a portion of the articulation review form, and is probably the most important piece.



In this section faculty describe what college courses, CPS students would receive credit in upon enrollment at CCC. Whether the courses are expected to articulate or not, a brief rationale is required. In addition, in the bottom box, the criteria for completion is also required. This will address things like

1. Grades (will the students need C’s or B’s in order to articulate?)
2. Will they need to pass their certification or final exam with a certain grade?

**NOTE:** Faculty should review the submitted courses and determine which CCC courses, if any, have the same outcomes, and represent the same learning. The articulated CCC courses do not necessarily need to be IAI approved or offered on all campuses. They do, however, need to accurately reflect a student’s prior learning experience and put them on a path to future success.

**Sample Articulation Agreement (result of faculty review)**

**Purpose:** In order to create a clear academic path transitioning from high school to college and reduce curriculum redundancy the following agreement creates an articulation plan for CPS students planning to enroll in the City Colleges of Chicago.

|  |  |
| --- | --- |
| CPS Articulated Course(s)  | CCC Articulated Course(s) |
| Program / Cluster |  | Program / Cluster |  |
| Course Number  | Course Name | Course Name / Number | Credit Hours |
|  |  |  | 3 |
|  |  |

**Description:** Students who complete the above CPS articulated courses with a grade of ‘C’ or better AND pass the XXX test will be eligible to receive credit in the aforementioned CCC course. Evidence of satisfactory completion of the both the exam and courses will be required to award credit.

|  |  |
| --- | --- |
| **Articulation Guidelines:** | Students will receive credit for the designated CCC articulated course(s) upon enrollment at CCC once the following criteria have been met:* Students must be college ready (Eligible for English 101 and Math 118 or higher)
* Students meet the general education pre-requisites for the articulated course(s).
* Students must enroll and successfully complete the subsequent course in the program sequence.
 |
| **Time Limitation:** | CPS articulated course will be honored for 2 years following the students’ graduation date. |
| **Agreement Renewal:** | CCC will conduct annual reviews of CPS course(s) material each April. |

**Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
ETC Officer Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Provost - CCC Date