

Articulation Process Timeline for HS Instructors

Articulation approval is a two year process:

Application year

- Fill out the request form
- Submit copies of degrees/certs
- Course specific training & syllabus creation/course design
- Revision of course design if necessary

Implementation year

- Begin teaching course in HS
- Site visit with SVC liaison
- Complete discipline specific professional development
- Course assessment & final grades to SVC Instruction

Sept – Nov	High School Instructors <ul style="list-style-type: none"> • Nov 1: requests and credentials due to SVC Dual Credit admin
Dec	<ul style="list-style-type: none"> • Dec 1: SVC assigns an SVC faculty liaison to work with HS faculty on approved partnerships
Jan - Feb	<ul style="list-style-type: none"> • Feb 1: Complete new hire paper work with Dual Credit Admin
Mar - Apr	<ul style="list-style-type: none"> • Complete course specific training and submit syllabi, assessments, others docs to SVC Instruction (due date?)
May - Jun	<ul style="list-style-type: none"> • If necessary, revise course design in response to SVC faculty liaison + resubmit to SVC Instruction
Nov	<ul style="list-style-type: none"> • Nov 1: Submit professional development plan for year to SVC Instruction
Dec – Mar	<ul style="list-style-type: none"> • Schedule site visit with SVC liaison (due Dec 1 for sem 1 courses, Mar 1 for sem 2)
Jun	<ul style="list-style-type: none"> • Jun 1: Complete discipline specific professional development plan and submit documentation to SVC Instruction
End of term	<ul style="list-style-type: none"> • Submit all program review assessments and final course grades to SVC Instruction