



## COURSE ARTICULATION GUIDE

This course articulation guide is for partners with existing articulation agreements who would like to submit for renewal for the 2024-2026 Articulation cycle.

New and returning partners who would like to propose a course for articulation, this guide will help you with the process.

1. Obtain the high school articulation form from the [CTE Articulation website](#)
2. Complete your section.
3. Submit the completed form via email to the CTE area department chair (see pg.4) with a cc to: [mc.careereducation@missioncollege.edu](mailto:mc.careereducation@missioncollege.edu) requesting review for your proposed course agreement.

### If the course is **Approved**.

1. Obtain your school site signatures.
2. Provide a signed copy to the department chair with a cc to [mc.careereducation@missioncollege.edu](mailto:mc.careereducation@missioncollege.edu)
3. Receive a final signed copy for your records in your email.

Note: The final and signed course articulation agreement will be available in the 2024-2026 CTE Articulation Directory and may be viewed on the CTE Articulation website.  
[ctearticulation.missioncollege.edu](http://ctearticulation.missioncollege.edu)

### If **Not Approved**.

1. Proceed based on department chair feedback.
2. Consider submitting for 2026-2028 articulation cycle.

## Q & A

**Q:** Is there only one form to renew existing agreements and propose new courses?

**A:** Yes.

**Q:** Who do I send the completed proposed course agreement form to?

**A:** Send the form to the CTE Area department chair with a cc to: [mc.careereducation@missioncollege.edu](mailto:mc.careereducation@missioncollege.edu)

**Q:** Do I complete both Mission College section and my school section?

**A:** It depends. Some departments ask that both sides be completed (Mission College and your school side).

**Q:** What happens to the form once it is signed by both school sites?

**A:** The approved agreements will be available on the CTE website: [ctearticulation.missioncollege.edu](http://ctearticulation.missioncollege.edu) under “For Instructors” tab in the CTE Articulation 2024-2026

**Q:** What is the articulation agreement deadline for 2024-2026 academic years?

**A:** May 2024.

**Q:** Can I submit a proposed agreement during June or July?

**A:** If proposing in June or July, the process may take longer due to limited faculty and staff availability

**Q:** Can I propose agreements in August for the year implementing the agreement?

**A:** Agreements submitted upon the start of the academic year in August, will be considered for the following articulation cycle unless approved by the Mission College CTE Area Department Chair.

**Q:** Will we have an opportunity to sign agreements on Articulation Day?

**A:** Yes

**Q:** Will we be able to sign agreements electronically prior to Articulation Day?

**A:** Yes. Please let us know and we will assist with electronic signatures.

**Q:** If the articulation agreement is signed before Articulation Day, should I attend the event in April?

**A:** It is completely up to you. On Articulation Day, you will have an opportunity to connect with the CTE Area Department Chair, ask questions, receive updates and connect with the college leadership and other region wide partners and hear from students, who have completed the articulation cycle.

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## MANAGING DEPARTMENT RECOMMENDATIONS

The department chair will provide reasons why a course is not articulatable and may recommend an alternate course and / or make additional recommendations.

## CTE DEPARTMENT CHAIR CONTACT INFORMATION

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