

# K12 Articulation Requests

(January-April)

## STEP 1

**K12 Teacher**

[Submits Articulation Request online](#)

(Deadline: End of April)

## STEP 2

**GCC Career Education**

Capture Information

(Liaison between K12 & GCC faculty)

## STEP 3

**GCC Dept Faculty**

Reviews Request  
(High School course outline and other supplement documents)  
(signature capture)

## STEP 4

**GCC Articulation Officer**

Reviews Request  
(signature capture)

## STEP 5

**GCC Dept Chair and Career Education Dean**

(signatures capture)

## STEP 6

**K12 Teacher and Authorized Administrator**

(signatures capture)

**Official Articulation Agreement**

**Execute Agreement**

**Articulation**—For the purposes of this document, articulation is course-to-course equivalency between a secondary course and a post-secondary course.

**Agreement**—This is the “official” agreement between a secondary district which outlines which two courses (secondary and post-secondary) are “equivalent” in content and student learning outcomes

[Articulation Tracker Document \(new\)](#)