

**CHAPTER 6: Educational Program
ADMINISTRATIVE PROCEDURE NO. 6.24.1 (AP 4050)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

<u>Subject:</u>	AP 6.24.1 Articulation
<u>Adoption Date:</u>	7/13; 4/15
<u>References:</u>	Education Code Sections 66720-66744; Title 5 Section 51022(b) and 55051; ACCJC Accreditation Standard II.A.10

Articulation Definition

Articulation is the process of developing a formal written and published agreement that identifies courses (or sequences of courses) on a “sending” campus that are comparable to or acceptable in lieu of specific course requirements at a “receiving” campus. Articulated courses are not to be construed as equivalent but rather as comparable or in lieu of each other. A successful articulation process provides students the opportunity to progress to the next level of instruction at a receiving institution.

San Mateo County Community College District Articulation

The San Mateo County Community College District’s articulation process is similar to other California community colleges in that the Articulation Officer acts as a liaison among the college faculty, university faculty, and university Articulation Officers. Course articulation is essential to student transfer and therefore, the Articulation Officer must ensure curriculum information (e.g. additions, change and/or modification) is accurate and consistent with statewide university timelines. Because timelines are established by the baccalaureate institutions for course submission, it is the responsibility of the Articulation officer to make sure the campus curriculum committee adheres to those specific timelines. It is the responsibility of the Articulation Officer to inform the Office of Instruction and the curriculum committee with a calendar of articulation deadlines and submission requirements.

The District Colleges’ Articulation Officers work closely with the Office of Instruction due to curriculum and catalog input. The Curriculum Calendar is collaboration between the Office of Instruction and the Articulation Officer to reflect timelines established by statewide articulation and reporting.

Curriculum

All relevant issues that could likely affect course articulation need to be addressed through the curriculum review process. This includes but is not limited to comparable courses at receiving institutions, objectives, content or description changes, textbook and/or rationale for changes. It is the responsibility of discipline faculty to find comparable courses and relay the courses to the Articulation Office for transfer submission. All curriculum timelines that relate to course articulation must be met to be consistent with university submission dates.

CSU and UC University Course Submissions and Reports

Submissions to the California State University (CSU) and University of California (UC) are due at various times of the year and are as follows:

1. The CSU Baccalaureate List updates are entered into ASSIST four times a year for Fall, Winter, Spring and Summer terms. The CSU has given the community college Articulation Officers access to entering courses on the Baccalaureate List through Articulation Systems Stimulating Inter-institutional Student

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Transfer (ASSIST). All transferable courses must be included on this list before consideration can be given to the other types of articulation such as general education, major preparation and course-to-course;

2. General Education submissions, which include the CSU General Education Breadth and the Intersegmental General Education Transfer Curriculum (IGETC), are due in December of each year with results received in April.

3. The UC Transfer Course Agreement is reviewed annually. Curriculum submitted to the University of California Office the President for review during of the months of June through August. Results are usually available within 30 days after submission.

Other Public and Private University Articulation

Articulation with other public or private colleges and universities is initiated by these institutions through the process of these institutions determining what courses are acceptable from SMCCCD. These agreements are not necessarily bilateral and students returning to SMCCCD may have to request an evaluation of courses for acceptance. The Articulation Officer does not determine what public universities will accept from private colleges or universities.

Pursuant to the California Intersegmental Articulation Council Policy and Procedures Handbook, articulation is done only with regionally accredited colleges and universities. The Articulation Officer must be responsible for checking the accreditation of a college before entering/signing an articulation agreement with a private campus.

It is not the responsibility of the Articulation Officer to authorize Memorandums of Understanding (MOU) with universities. However, when input is requested by administration, these documents can be reviewed by the Articulation Officer and forwarded to the cognizant dean or vice president to obtain the appropriate signature.

ASSIST

ASSIST is the official repository for all California public institutions of higher education lower-division transferable courses. It is the responsibility of the District Colleges' Articulation Assistant at each college to update and monitor changes in ASSIST consistent with the established university and ASSIST deadlines. This includes course outline input and submission to the CSU and UC systems through ASSIST via Online System for Curriculum and Articulation Review (OSCAR). The course outline submission is consistent with the university reporting timelines.

San Mateo County Community College District Catalog Review

It is the responsibility of the District Colleges' Articulation Officers to review the college catalog during the update process. The Articulation Officer reviews course transferability and updates general education plans, which include Associate Degree, CSU General Education Breadth and the IGETC for inclusion in the catalog and online posting. Universities and colleges rely on the catalog of each college, which is available on-line, to assist in the articulation review process. The District Colleges' Articulation Officers make sure this process takes place for the purpose of not inhibiting student transfer. Timely publication and the availability of the on-line catalog by late spring will assure that all articulation agreements are in place by fall to accommodate student needs.

California Intersegmental Articulation Council (CIAC)

CIAC is a collaborative body consisting of California community colleges, CSU, UC and private Articulation Officers. The District Colleges' Articulation Officers maintain membership, which is required and dues are paid yearly. All Northern California Intersegmental Articulation Council (NCIAC) members are expected to attend regional meetings and the annual conference. These conferences provide

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articulation updates from the California Community College State Chancellor's Office, the CSU Chancellor's Office, the UC Office of the President and private colleges or universities. The CIAC statewide conference is held once a year, typically in April rotating between the northern and southern regions in California.

High School Articulation

High school articulation consists of courses that are technical in scope and content. The District Colleges' Articulation Officers review these courses yearly to ensure the appropriate courses are included.

High school articulation is done through the CTE Transitions Program which provides students the opportunity to earn college credit for courses taught in high school. In this program, the 2+2 model is used which includes the last two years of high school and the first two years of college. Articulation agreements are established between the College District and local high schools as a result of partnerships. Together, the College District faculty and high school faculty examine course curriculum within their respective disciplines and determine that select courses are equivalent in content. A formal agreement is written that identifies the equivalency among these courses and is posted on the statewide website. These agreements are reviewed by the CTE Transitions Coordinator, college faculty and the high school faculty on a yearly basis.

The Dean of the CTE programs and the CTE Transitions coordinator is responsible for keeping the individual College's Articulation Officers informed of changes and/or additions to high school articulated courses. These courses can be used to satisfy certificate and Associate Degree requirements for major preparation at the San Mateo County Community College District and may transfer to baccalaureate institutions.