



AP 4050 Articulation

References:

Education Code Sections 66720-66744
Title 5 Section 51022(b)
ACCJC Accreditation Standard II.A.10

The Santa Clarita Community College District's Articulation Officer shall be responsible for the development, maintenance, and distribution of articulation agreements between the District and receiving institutions, including but not limited to the California State University (CSU) System, the University of California (UC) System, private/independent colleges and universities, out-of-state institutions, and local high schools.

1. New Articulation Agreements

- a. The District's Articulation Officer shall work with the faculty articulation liaison appointed by the Academic Senate, and other faculty, as appropriate, to identify and develop transferable courses needing articulation by:
 - i. Researching receiving institutions for proper accreditation and possible courses that could be articulated.
 - ii. Providing and reviewing examples of comparable articulated courses from other colleges.
 - iii. Discussing the merits of proposed articulation agreements.
 - iv. Consulting with receiving institution Articulation Officers on the articulation process and identifying necessary documentation (such as the course outline of record and syllabus).
 - v. Providing all necessary materials to receiving institutions and following up with receiving institutions on the status of proposals.
 - vi. Publicizing approved articulation agreements through publications such as the Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST) website, College Catalog, and College Website.
- b. Proposed articulation agreements and documents shall be submitted by the District's Articulation Officer to the receiving institution's Articulation Officer through email or through the www.assist.org website.

2. Maintenance of Articulation Agreements & General Education Requirements

The District's Articulation Officer shall review, update and maintain the following areas related to articulation:

- a. Course Identification Numbering System (C-ID)
 - i. The Articulation Officer shall submit courses to be considered for C-ID articulation through the www.c-id.net website
 - ii. The faculty articulation liaison shall review and work with the Articulation Officer to approve major course substitutions for Associate Degrees for Transfer, consistent with legal requirements.
- b. California State University (CSU) System
 - i. CSU Baccalaureate Level Course List
 - ii. CSU General Education/Breadth (CSU GE-Breadth) requirements
 - iii. CSU United States History, Constitution, and American Ideals Courses
 - iv. The above CSU-GE areas and Baccalaureate courses shall be submitted by the District's Articulation Officer through the www.assist.org website
- c. University of California (UC) System
 - i. University of California Transfer Course Agreement (UC TCA)
 - ii. Intersegmental General Education Transfer Curriculum (IGETC)
 - iii. The above UC TCA and IGETC submissions shall be submitted by the District's Articulation Officer through the www.assist.org website
- d. Other Agreements (Private and Out-of-State Institutions)
 - i. Articulation Agreements by Major (major prep)
 - ii. Articulation Agreements by Department (course-to-course)
 - iii. Revised and updated articulation agreements and documents shall be submitted by the District's Articulation Officer to receiving institution Articulation Officers

3. Articulation Agreements with Local High Schools

- a. New and revised articulation agreements between the District and the local high schools shall be collaboratively developed by the District (faculty and staff) and high school (faculty and staff). The Dean of Career Education and Integrative Learning or designees within the District shall be responsible for maintaining and distributing new and revised high school to college articulation agreements between the District and the high school. The District's Articulation Officer shall review and sign the completed articulation agreements before the agreement becomes final.
 - i. The high school and District discipline faculty are responsible for the curriculum review for comparability of courses, and the District faculty determine which

courses and unit credits will be awarded for college credit and the method of evaluation of high school student work for credit petition.

- ii. The Dean of Career Education and Integrative Learning or designee shall coordinate the review and update of the high school articulation agreements when there are changes to the curriculum and on an as needed basis, and shall conduct an articulation agreement review at a minimum of once per year.

Reviewed and Endorsed by CPC: 9/28/2021