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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4050    ARTICULATION**

### **References:**

Education Code Sections 66720-66744;  
Title 5 Sections 51022 subdivision (b) and 55051;  
ACCJC Accreditation Standard II.A.10

### **Responsibilities**

The Vice President, Academic Affairs, shall be responsible for the overall coordination and implementation of these regulations.

The District actively participates in articulation efforts to benefit prospective and current students for a smooth transition between the District and other educational institutions. The purpose of articulation is to support student success by establishing, updating, and disseminating articulation agreements with universities to reduce barriers for students when transferring to another institution. The goals specific to articulation are to reduce the loss of credit or repetition of coursework from one institution to another, complete the educational goal in a timely fashion, and assure that students have the proper instruction and academic preparation to be successful at the next institution.

### **College and University Articulation**

- A. All formal articulation agreements, associate degrees for transfer, and other articulation and transfer resources are available on the District's articulation website, including agreements between the District and the higher education public systems (UC and CSU), which are housed on the Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST) website ([www.assist.org](http://www.assist.org)). ASSIST is the official repository of articulation for California's public colleges and universities.
- B. The District's Articulation Officer coordinates activities to develop and maintain articulation agreements with colleges and universities. These activities are guided by the procedures outlined in the current edition of the California Articulation Policies and Procedures Handbook published by the California Intersegmental Articulation Council, which is a professional organization of the California College and University Articulation Personnel (CIAC).
- C. The Articulation Officer develops articulation and transfer agreements with individual campuses of the UC and CSU systems. Articulation and transfer

agreements are also established with regionally accredited California independent and out-of-state colleges and universities, where patterns of student transfer are identified, and when such agreements would benefit the transfer process at both the receiving institution and the District.

- D. The Articulation Officer develops agreements with each institution by articulating baccalaureate credit, general education, course-to-course, and major preparation. General education requirements need to be submitted to the University of California (UC) and California State University (CSU) campuses on an annual basis for approval. Course-to-course articulation is between the individual “sending” and “receiving” colleges and universities. Major preparation agreements specify courses at a “sending” campus (the District) that fulfill lower division major preparation requirements at a “receiving” campus.
- E. The Articulation Officer oversees the Intersegmental General Education Transfer Curriculum (IGETC), the CSU GE certification and the Associate Degree for Transfer processes, including the evaluation of external transcripts to determine course placements on IGETC and CSU GE breadth patterns and Associate Degree for Transfer, to ensure accuracy and consistency with the application of IGETC Standards, CSU GE Executive Orders, and SB 1440 and SB 440 best practices.
- F. The Articulation Officer consults with discipline faculty to design and develop transferable courses, to identify courses needing articulation with baccalaureate level institutions, and to identify comparable courses at other colleges and universities.
- G. At the request of external universities, or when seeking articulation based on transfer needs, the Articulation Officer submits courses to appropriate universities and agencies for review and approval. The “receiving” campus develops a formal agreement. The Articulation Officer posts approved articulation agreements with private or out-of-state schools on the articulation website.
- H. The Articulation Officer submits courses to the C-ID system and informs discipline faculty, the Curriculum Chair, and the Dean of Academic Affairs, of C-ID approvals, or conditional approvals, which may require periodic reminders of pending deadlines for course modifications.
- I. The Articulation Officer disseminates current, accurate articulation information to students, counseling faculty, department chairs, and discipline faculty.

### **Associate Degrees for Transfer (ADT)**

- A. The passage of SB 1440 (Padilla 2010) requires colleges to develop associate degrees for transfer (AA-T and AS-T) specifically designed for transfer to the CSU system. Through SB 1440, students who complete an

AA-T or AS-T are guaranteed admission to the CSU system. To comply with this legislation, the California Community Colleges (CCC) and CSU state academic senates established the Transfer Model Curricula (TMC), which is a list of courses, some required and some local options, that guide colleges to develop the transfer degrees.

- B. The foundation of the TMC is the Course Identification Numbering System (C-ID). Since SB 1440's implementation, submission of selected courses to be articulated with the CSUs under each ADT must also be submitted and approved by C-ID. The Articulation Officer works closely with faculty to ensure the District's curriculum aligns to C-ID courses.
- C. C-ID is a supranumbering, faculty-driven system developed to ease the transfer and articulation burdens in California's higher education institutions. Each C-ID number identifies a lower-division, transferable course commonly articulated between the CCCs and universities (including the UCs, the CSUs, as well as with many of California's independent colleges and universities. The C-ID number is a designation that indicates that a given course is comparable to a specific course "descriptor" that was developed by intersegmental discipline faculty and reviewed statewide. C-ID descriptors provide information for ongoing curriculum development, and revision, of lower-division courses; therefore, faculty must review the descriptors and unit values therein to align their course outline of record accordingly.

### **High School Articulation**

- A. The Early College Initiative department oversees the development, maintenance, and distribution of High School Articulation agreements. Articulation with high schools may be course to course or program to program.
- B. The Early College Initiative department is responsible for disseminating information concerning college transfer programs, career and technical education programs, and pertinent student information such as financial aid, EOP&S and special programs opportunities, and advanced placement credit for prior learning.
- C. College faculty may instruct classes at the high schools or other Unified District facilities.

See also BP 4050 Articulation.

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**Approved:** July 28, 2021