

ARTICULATION

Reference: *Title 5 Section 51022(b);
Education Code Section 66720-66744*

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 courses 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.

Southwestern Community College District Articulation

The Southwestern 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 4-year universities for course submission, it is the responsibility of the Articulation officer to make sure the campus curriculum committee adheres to those specific timelines.

The Southwestern College Articulation Officer works closely with the Office of Instruction and Academic Affairs because of curriculum and catalog input. The Curriculum Calendar is a 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.

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 due April - May of each year. The CSU has given the community college Articulation Officers access to entering courses on

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the Baccalaureate List through Articulation Systems Stimulating Interinstitutional Student 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 or May;
3. The UC Transfer Course Agreement requires bidding for a submission date yearly, with request for bids typically sent in the month of March.

Other submissions include San Diego State University in April thru May every year with results received pending receipt of a current Southwestern College catalog:

1. Submissions to public and private universities per their request vary throughout the year.

Private University Articulation

Articulation with private colleges and universities is initiated by the private institution through the process of the private institution determining what courses are acceptable from Southwestern. These agreements are not necessarily bilateral and students returning to Southwestern 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 Southwestern College Articulation Officer 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

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and Articulation Review (OSCAR). The course outline submission is consistent with the university reporting timelines.

Southwestern Community College District Catalog Review and Mailing

It is the responsibility of the Southwestern College Articulation Officer 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, posting in Public Folders, the Transfer Center and satellite campus. Mailing of the catalog happens on a yearly basis and is essential to the university articulation process. The catalog is sent to all regionally accredited public and private community colleges and universities with multiples being sent upon request. Universities rely on receipt of the catalog to assist in the articulation review process. The Southwestern College Articulation Officer makes sure this process takes place for the purpose of not inhibiting student transfer. Timely publication and distribution of the 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 Southwestern College Articulation Officer maintains membership, which is required and dues are paid yearly. The CIAC body has a fall and winter one-day conference held in Long Beach, CA for the south regions in California. All Southern California Intersegmental Articulation Council (SCIAC) members are expected to attend. These conferences provide articulation updates from the California Community College 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.

County Articulation Council (CAC)

CAC consists of all regionally accredited community colleges, CSU, UC and private institutions in the San Diego/Imperial Valley Region 10 area. The Southwestern College Articulation Officer is a member of this group, which provides for countywide dialogue on issues that affect articulation. These issues are brought forward to the statewide CIAC membership for address and resolution. The chairperson is rotated on a two-year cycle and a representative to the Community College Chancellor's Office is selected from the membership.

High School Articulation

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High school articulation consists of courses that are technical in scope and content. The Southwestern College Articulation Officer reviews these courses yearly to ensure the appropriate courses are included.

High school articulation is done through the Tech Prep 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 schools 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. These agreements are reviewed on a yearly basis.

The Dean of Instruction or the designated College District Tech Prep Coordinator is responsible for keeping the Southwestern College Articulation Officer informed of changes and/or additions to high school articulated courses. These courses can be used to satisfy Associate Degree requirements for major preparation at Southwestern Community College District and typically transfer to four-year colleges and universities for elective credit.