

PROCEDURE NAME: 4.4 Articulation (Courses)

Reference: Title 5, Section 51022(b); Accreditation Standard 4.D.4

Note: This procedure is required. It addresses the Chaffey Policy: Chapter 4: Academic Affairs, 4.4 Articulation

Purpose: *To address designated responsibility and processes for the development, maintenance and distribution of Articulation agreements.*

Articulation refers specifically to course articulation, the process of developing a formal, written and published agreement that identifies courses (or sequence of courses) on a “sending” campus that are comparable to, or acceptable in lieu of, specific course requirements at a “receiving” campus.

1. Developing Articulation Agreements

- 1.1 Faculty initiate and revise curriculum within the academic discipline.
- 1.2 Courses are reviewed by the responsible officer and forwarded to the Curriculum Committee.
- 1.3 The Curriculum Committee, composed of campus-wide representation, reviews courses and approves, denies and/or recommends modifications.
- 1.4 Faculty who have initiated the process of Articulation through the development of a new course, or substantial modification of a current course, complete documentation to request the course be considered for any or all of the following actions: CSU transfer status, submission for Intersegmental General Education Transfer Curriculum (IGETC), California State University, General Education Certification Course Pattern (CSUGE), and inclusion in the Chaffey College General Education/Competency and local requirements to earn an Associate Degree.
- 1.5 In consultation with the Articulation Officer, who serves on the Curriculum Committee, the Committee approves/denies courses for Chaffey College Associate Degree requirements and recommends submission for IGETC and CSUGE consideration.
- 1.6 Following course approval by the Curriculum Committee, these actions are taken, as appropriate, by the Articulation Officer:

- 1.6.1 Submission of courses to the Office of the President, University of California, for consideration as a transferable course to the University of California
- 1.6.2 Submission of courses to the Office of the President, University of California; and the Chancellor's Officer, California State University, for consideration of inclusion on the Intersegmental General Education Transfer Curriculum (IGETC) for Chaffey College
- 1.6.3 Submission of courses to the Chancellor's Office, CSU, for consideration of inclusion on the California State University General Education certification course pattern (CSUGE) for Chaffey College
- 1.6.4 Submission of courses to private colleges and campuses of the University of California and California State University for course-to-course articulation

2. Maintenance of Articulation Agreements

- 2.1 The University of California and California State University campuses and participating private colleges in California are notified of new courses, deletions, significant modifications and technical changes of courses each academic year.
- 2.2 Review and updating of current Articulation is an ongoing process with CSU, UC campuses and private institutions. Course Outlines of Record are sent for review by transfer institutions to develop and maintain agreements.
- 2.3 As new course-to-course Articulation agreements are developed, such courses are submitted to the California Articulation Number System (CAN) office to request approval for a CAN designation for a course or course sequence.
- 2.4 Program Articulation agreements are developed for programs such as Gateways to Teaching, Engineering 2 + 2, and Health Science programs.
- 2.5 Activities to develop and maintain Articulation includes, but is not limited to, intersegmental faculty and/or community/professional meetings, participation in IMPAC, Presidential Summit, advisory committees, etc.

3. Distribution of Articulation Agreements

- 3.1 Articulation agreements and documents listed above are published and made available to students, faculty, administration, staff, educational institutions and community members. When published documents are not available, information is provided in order to obtain Articulation agreements.
- 3.2 Articulation agreements are available through the following venues: IGETC, CSUGE, and CAN course lists are published in the Chaffey College catalog and available at all campus sites.
- 3.3 The CSU baccalaureate list corresponds with the number system as developed by the Curriculum Committee. Courses determined to be transferable to the CSU are numbered 1 through 99.
- 3.4 CSU transfer status and CAN status are indicated on transcripts.
- 3.5 ASSIST is the official repository of all Articulation agreements among California Community Colleges, the CSU and UC systems [www.assist.org]. The website also lists IGETC, CSUGE and TCA agreements.
- 3.6 Transfer Major Sheets are available at all campus sites. The Transfer Major Sheet provides a hard copy compilation of Articulation agreements grouped by major, primarily for proximate four-year institutions.
- 3.7 Counselors in all service areas of EOPS, Athletics, DPS, and International Students receive notification of changes and updates via e-mail, Counselor Updates and receipt of materials.
- 3.8 Counselors maintain Articulation binders in their offices. Agreements are also available in the office of the Articulation Officer.
- 3.9 Articulation agreements are available to students upon request, Articulation website information is printed on appropriate major sheets, the Transfer Center has access to Articulation agreements in print form, and websites of independent colleges and universities are available.