Book VCCCD Administrative Procedure Manual

Section Chapter 4 Academic Affairs

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[Education Code, Section 66725](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=66001-67000&file=66725-66725.3)

[California Education Code, Section 66720](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=66001-67000&file=66720-66722.5)

[Accreditation Standard II.A.6.a](http://www.accjc.org/eligibility-requirements-standards/2002-standards-of-accreditation)

[Title 5, Section 51022(b)](http://weblinks.westlaw.com/result/default.aspx?action=Search&cfid=1&cnt=DOC&db=CA%2DADC&eq=search&fmqv=c&fn=%5Ftop&method=TNC&n=1&origin=Search&query=CI%28%225+CA+ADC+S+51022%22%29&rlt=CLID%5FQRYRLT157214223171710&rltdb=CLID%5FDB504244223171710&rlti=1&rp=%2Fsearch%2Fdefault%2Ewl&rs=GVT1%2E0&service=Search&sp=CCR%2D1000&srch=TRUE&ss=CNT&sskey=CLID%5FSSSA614404223171710&sv=Split&tempinfo=FIND&vr=2%2E0)

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The responsibility for the development, maintenance, and distribution of articulation agreementsbetween VCCCD (Ventura College Community College District) and in-state community colleges and baccalaureate institutions is assigned to the individual Articulation Officer~~s~~ at each college in the District.

The articulation review processes are defined for ~~a~~:

1. the Colleges of VCCCD
2. public and private in-state community colleges
3. public four-year institutions - California State University (CSU) and University of California (UC)~~; and~~
4. private, independent, proprietary or out-of-state institutions.

**The Colleges of VCCCD**

The Articulation Officer:

Annually reviews ~~the type(s) of articulation agreement sought~~ and updates the following articulation:

* ~~Transfer~~
* ~~General education/breadth requirements~~
* ~~Major preparation~~
* ~~Courses by department~~
* ~~Course-to-course~~
* ~~Other, such as admission or graduation by subject matter~~

~~Coordinates with the other institution to exchange needed documentation, such as catalog or course outlines.~~

~~Coordinates with on-campus department(s) to ensure accuracy of the proposed courses to be included in an agreement.~~

~~Completes agreement.~~

~~Once approved by both institutions, the Articulation Officer ensures that information is appropriately publicized and updated through publications such as Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST), the college catalog, and the schedule of classes. The new articulation agreement will be publicized to faculty and students, in particular, the disciplines most directly affected by the agreement.~~

* VCCCD Comparable Course List with C-ID (Course Identification Number System)
* VCCCD General Education (GE) Placement List

**Maintenance of existing articulation agreements of in-state community colleges and public four-year institutions**

The Articulation Officer reviews and updates the following:

* University of California Transfer Course Agreement (UC TCA)
* California State University (CSU) Baccalaureate Level Course List
* Intersegmental Segmental General Education Transfer Curriculum (IGETC)
* CSU General Education/Breadth (CSU GE-Breadth) requirements
* CSU United States History, Constitution, and American Ideals Courses
* Course Identification Numbering System (C-ID)
* Articulation Agreements by Major (major prep)
* Articulation Agreements by Department (course-to-course)
* Other agreements, such as admission or graduation requirements by subject matter

The Process includes:

* Coordinating with the other institution to exchange needed documentation, such as catalog and/or, course outlines. When syllabi are required, the Articulation Officer will request them from the respective division/department.
* Coordinating with on-campus department(s) to ensure accuracy of the proposed courses to be included in an agreement.
* Completing the agreement.
* Publicize the agreement.
	+ he Articulation Officer ensures that information is appropriately publicized and updated through publications such as Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST), the college catalog, ~~and~~ the schedule of classes, and College website. ~~The new articulation agreement will be publicized to faculty and students, in particular, the disciplines most directly affected by the agreement.~~

**Private, independent, proprietary or out-of-state institution**

Articulation agreement requests by other popular transfer destination campuses will be considered on case-by-case basis. Articulation priority will be given to VCCCD, in-state community colleges, CSU and UC campuses and to state-mandated programs and projects (i.e., C-ID).

~~Articulation Officer reviews the type(s) of articulation agreement sought (see list in previous section).~~

~~The Articulation Officer:~~

* ~~Researches the institution’s background, including the type and status of its accreditation, its educational philosophy, and the pros and cons of an articulation agreement.~~
* ~~Meets with his or her counterparts at the District Colleges to review the research and seek unanimity for or against creating articulation with the subject institution.~~
* ~~Reviews this research with the appropriate College Dean and EVP prior to the development of a potential agreement.~~

~~In the event of a lack of district-wide consensus on a proposal, the EVP refers that proposal to the College President, who will collaborate to make the final determination.~~

~~If the elements of a potential agreement do not align with the college mission, or appear not to serve the interest of students, the process is halted without further work.~~

~~If consensus is reached district-wide with the Articulation Officers, and if the College Dean and EVP have reviewed and approved the proposed agreement, the proposed agreement is forwarded to DCSL (District Council for Student Learning) for review.~~

~~Upon review and recommendation by DCSL, the proposed agreement is reviewed at Chancellor’s Cabinet prior to final signing by the Articulation Officer.~~

**New Articulation Agreements**

The Articulation Officer;

* Researches the institution’s background, including the type and status of its accreditation **(VCCCD will only accept proposals from Regionally Accredited Institutions),** its educational philosophy, and the pros and cons of an articulation agreement.
* Consults with district Articulation Officers to review the research and seek consensus for or against creating an articulation agreement with the requesting institution.
* Reviews this research with the appropriate College Dean **or** EVP prior to the development of a potential agreement.

In the event of a lack of district-wide consensus on a proposal, the EVP refers that proposal to the College President, who will collaborate to make the final determination.

If the elements of a potential agreement do not align with the college mission, or appear not to serve the interest of students, the process ~~is~~ will be halted without further work.

If consensus is reached district-wide with the Articulation Officers, and if the College Dean and EVP have reviewed and approved the proposed agreement, the proposed agreement is forwarded to ~~DCSL~~ DTRW-I (District Technical Review Workgroup-Instructional~~Council for Student Learning~~) for review.

Upon review and recommendation by ~~DCSL~~ DTRW-I, the proposed agreement is reviewed at Chancellor’s Cabinet prior to final signing by the Articulation Officer.

**Maintenance of Existing Articulation Agreements**

The Articulation Officer reviews and updates articulation agreements as requested and provided by the Outside Institutions and follows the same process as the In-State Community College or Four-year Institutionsas outlined above*.*

**Articulation between VCCCD and High School Institutions**

The responsibility for the development of new high school to college articulation agreements, maintenance and distribution of existing articulation agreements between VCCCD and the high schools is assigned to a dean or designee at each college in the District and is defined in AP 4051.