



Book_	VCCCD Administrative Procedure Manual
Section_	Chapter 4 Academic Affairs
Title_	AP 4050 Articulation <u>with Baccalaureate Institutions</u>
Code_	AP 4050
Status_	Under Consideration
Legal	Education Code, Section 66730-66744 Education Code, Section 66725- 66725.3 California-Education Code, Section 66720-66722.5 ACCJC Accreditation Standard II.A.6.a10 Title 5, Section 51022(b) and 55051-and 55051d
Adopted_	May 12, 2009
Last Revised_	April 14, 2015

Articulation is the process of faculty review and evaluation to determine whether coursework completed at one institution will meet requirements for admissions, transfer credit, general education and/or major preparation at another institution. Articulated courses are not considered equivalent to each other; however, articulated courses at a sending institution are accepted in lieu of comparable courses at the receiving institution. The purpose of articulation between institutions is to facilitate the process of enrolling students from Ventura Community College District (VCCCD) to four-year institutions. VCCCD shall strive to eliminate barriers to the transfer of credit and to support student transition from one institution to another.

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

The Articulation review processes are defined for:

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

The Colleges of VCCCD

The Articulation Officer:

Annually reviews and updates the following articulation:

- 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. 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, the schedule of classes, and college website.

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).

Need to add section on **Memorandum of Understanding (MOU)** and process/procedure - who's responsible for the review at DAC level? Previously it was the office of Vice Chancellor, Educational Services (Rick Post). Now? (Dr. Buckley, T. Cobos, JoNeil Miller?)

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New Articulation Agreements

The Articulation Officers:

- Researches and/or verifies 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.
- Provides the Reviews this research and recommendation with the appropriate College Dean or Executive-Vice President of Academic Affairs (VPAAEVP) prior to the development of a potential agreement.

In the event of a lack of Districtwide consensus on a proposal, the VPAAEVP 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 will be halted without further work.

If consensus is reached Districtwide then with the Articulation Officers, and if the College Dean and EVP have reviewed and approved the proposed articulation agreement is finalized, the proposed agreement is

forwarded to DTRW-I (District Technical Review Workgroup – Instructional) for review.

Upon review and recommendation by 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 institutions as outline 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 school is assigned to a Dean or designees at each college in the District and is defined in [AP 4051](#).

Governance Review
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