



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
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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.

The responsibility for the development, maintenance, and distribution of articulation agreements between (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 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, primarily the course outline of record (COR), but sometimes also including the college catalog which has the course description.
- 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).

New Memorandum of Understanding

The development of a new Memorandum of Understanding (MOU) will be drafted by the requested transfer institution and reviewed and approved by the District Administrative Center Business & Administrative Services and Board review.

New Articulation Agreements

The Articulation Officers:

- Research and/or verify 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.
- Consult with District Articulation Officers to review the research and seek consensus for or against creating an articulation agreement with the requesting institution.
- Provide the research and recommendation with the appropriate College Dean or Chief Instructional Officer (CIO) prior to the development of a potential agreement.

In the event of a lack of district-wide consensus on a proposal, the CIO 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 district-wide then the proposed articulation agreement is finalized and brought forth to DCCI as an information item.

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 [Administrative Procedure 4051](#).

See [Board Policy 4050 Articulation](#)

Governance Review

2022 06.03 Consultation Council
2022 05.16 Chancellor's Cabinet
2022 05.12 DCCI
2022 04.08 DDEIW