

## AP 4050 Articulation

### Reference:

***Title 5, Section 51022(b); Accreditation Standard II.A.6.a; Education Code D Section 66720-66744***

The responsibility for the development, maintenance, and distribution of articulation agreements is assigned to the individual Articulation Officers at each college in the District.

The Articulation review processes are defined for: 1) in-state community college or four-year institution, and 2) private, independent, proprietary or out-of-state institution.

### **In-state Community College or Four-year Institution**

The Articulation Officer:

- Reviews the type(s) of articulation agreement sought:
  - 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.

### **Private, Independent, Proprietary or Out-of-state Institution**

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/VPI/VPSS prior to the development of a potential agreement.

In the event of a lack of district-wide consensus on a proposal, the EVP/VPI/VPSS refer 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/VPI/VPSS have reviewed and approved the proposed agreement, the proposed agreement is forwarded to DCSL (District Council for Student Learning) for review.

Upon approval at DCSL, the proposed agreement is reviewed at Chancellor's Cabinet prior to final signing by the Articulation Officer.

Adopted: May 12, 2009  
Revised: \_\_\_\_\_