



## Administrative Procedure

### Chapter 4 – Instructional Services

#### AP 4050 – ARTICULATION

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The Colleges shall actively participate in articulation efforts to benefit prospective and current students for a seamless transition between colleges and universities. These efforts include establishing, updating, and disseminating articulation agreements with regionally accredited universities to reduce barriers for students. Articulation agreements shall be designed to reduce the loss of credit or repetition of coursework from one institution to another, facilitate education planning, complete the university transfer goal in a timely fashion, and assure that students have the proper instruction and academic preparation to be successful at their university of choice.

The college Articulation Officer shall manage articulation agreements in collaboration with regionally accredited colleges and universities. Articulation activities shall be guided by the procedures outlined in the current edition of the California Articulation Policies and Procedures Handbook published by the California Intersegmental Articulation Council, a professional organization of California community college and university articulation officers.

The college Articulation Officer shall:

1. Work with instructional faculty to design and develop transferable courses
2. Research comparable courses at other regionally accredited colleges and universities;
3. Identify and propose courses to universities and appropriate committees for articulation approval; and
4. Develop, manage, and maintain documentation of each articulation agreement including the formal written agreement with receiving CSU and UC campuses, the CSU and UC systems, and private/independent or out-of-state universities where patterns of student transfer are identified.

Articulation agreements should ensure the college's transfer courses meet the following university requirements:

1. Baccalaureate degree credit requirements, including the UC Transfer Credit Agreement (UC TCA);
2. General education requirements, including the CSU General Education – Breadth (CSU GE) pattern and the Intersegmental General Education Transfer Curriculum (IGETC); and
3. Major preparation requirements.

In addition, the college Articulation Officer shall work with discipline faculty to participate in statewide articulation initiatives administered through the California Community College system and our public university partners.

Articulation and transfer resources are available on the College's articulation website and on the Articulation System Stimulating Inter-institutional Student Transfer (ASSIST) website ([www.assist.org](http://www.assist.org)), the official repository of articulation agreements for California's public colleges and universities.

The colleges shall not establish articulation agreements with non-regionally accredited institutions.

Reference: Education Code Sections 66720-66744;  
Title 5 Section 51022(b) and 55051;  
WASC/ACCJC Accreditation Standard 2

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