

**CITY COLLEGE OF SAN FRANCISCO
ADMINISTRATIVE PROCEDURE MANUAL**

Title: Articulation	Number: AP 6.16
Legal Authority: ACCJC Accreditation Standard II.A.10 Education Code Sections 66730-66744 Education Code Sections 66725-66725.3 Education Code Sections 66720-66722.5 Title 5 Section 51022(b)	CCLC Number: AP 4050

Articulation Definition

Articulation is the process of developing a formal written and published agreement that identifies courses (or sequences of courses) on a “sending” campus that are comparable to or acceptable in lieu of specific course requirements at a “receiving” campus. Articulated courses are not to be construed as equivalent but rather as comparable or in lieu of each other. A successful articulation process provides students the opportunity to progress to the next level of instruction at a receiving institution.

City College of San Francisco Articulation as a “Sending Institution”

City College of San Francisco’s sending articulation process is similar to other California community colleges in that the Articulation Officer acts as a liaison among the college faculty, university faculty, and university Articulation Officers. Course articulation is essential to student transfer; therefore, the Articulation Officer must ensure curriculum information (e.g., additions, changes, and/or modifications) is accurate and consistent with statewide university timelines. Because timelines are established by the baccalaureate institutions for course submission, it is the responsibility of the Articulation Officer to make sure the College Curriculum Committee adheres to those specific timelines. The Articulation Officer is responsible for providing the Chief Instructional Officer and the College Curriculum Committee with a calendar of articulation deadlines and submission requirements.

The Articulation Officer is responsible for the development, maintenance, and distribution of articulation agreements. The Articulation Officer follows guidelines provided in the California Articulation Policies and Procedures Handbook developed by the California Intersegmental Articulation Council (CIAC).

City College of San Francisco Articulation as a “Receiving Institution”

City College of San Francisco enters into transfer agreements with local high schools for courses that are technical in scope and content. Students who successfully complete articulated courses at the high school and who matriculate at the College shall be granted college credit for those courses completed in high school. High school articulation agreements are initiated and reviewed annually by discipline faculty at the

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high school and the College and reviewed and approved by the Articulation Officer. High school courses may or may not be accepted at a four-year university.

Types of Articulation:

The College maintains many types of articulation agreements, including:

Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST)	<i>The College’s approved transfer information to the UC and CSU systems is maintained in ASSIST, the statewide repository for articulation agreements. Intersegmental partners and students use ASSIST to facilitate transfer and maintain currency in articulation agreements. Transfer information is published in the College’s annual catalog, the schedule of classes, and on the College’s website.</i>
Articulation with the California State University System (CSU)	<i>Agreements with the CSU system and its individual universities are reviewed and updated annually. The approved list of transfer courses is shared with faculty, staff, and students. CSU articulation agreements include lower-division general education breadth, course to course articulation, articulation agreement by major, and California State University (CSU) Baccalaureate Level Course List (BCT).</i>
Articulation with the University of California (UC)	<i>Agreements with the UC System and its individual universities are reviewed and updated annually. The approved list of transfer courses is shared with faculty,</i>

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	<i>staff, and students. UC articulation agreements include lower-division general education breadth, course to course articulation, articulation agreement by major, and University of California Transferrable Course Agreement (UC TCA).</i>
Associate Degrees for Transfer (AD-T)	<i>Associate Degree for Transfer templates are developed and vetted by the Course Identification Numbering System (C-ID) and published on the State Chancellor's Office (CCCCO) website.</i>
Advanced Placement (AP) courses, International Baccalaureate (IB), and College-Level Exam Program (CLEP) in specific disciplines	<i>AP, IB, and CLEP acceptance is based on CCCCCO's minimum requirements along with departmental decisions. All efforts are made to align with the CSU and UC (University of California).</i>
Articulation agreements with Community Colleges and Other Institutions	<i>Pending transcript evaluation, lower division course credit is accepted for transfer from colleges accredited by recognized regional accrediting associations.</i>
Course Identification Numbering System (C-ID), Transfer and Articulation System for California's colleges and universities	<i>C-ID reviews courses for CSU equivalency in certain disciplines and develops and vets Associate Degrees for Transfer</i>
High School courses, where City College of San Francisco is the receiving institution	<i>High school courses that are technical in scope and content are considered for receiving articulation.</i>
California Independent Colleges and Universities and Public and Independent Out of State Colleges and Universities	<i>Other public or private colleges and universities initiate articulation agreements with City College of San</i>

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	<p><i>Francisco and determine comparability. These agreements are not necessarily bilateral and students returning to City College of San Francisco may have to request an evaluation of courses taken at the receiving institution for acceptance. The Articulation Officer does not determine what public universities will accept from private colleges or universities.</i></p> <p><i>Pursuant to the California Intersegmental Articulation Council Policy and Procedures Handbook, articulation agreements are formed only with regionally accredited colleges and universities. Memorandums of Understanding (MOUs) are posted on the College's Articulation website. It is not the responsibility of the Articulation Officer to authorize MOUs with universities.</i></p>
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City College of San Francisco Catalog Review

City College of San Francisco updates the Catalog annually to ensure accuracy in courses, programs, general education breadth, and policies to facilitate student transfer. Universities and colleges rely on the College's Catalog, which is available online, to assist in the articulation review process and maintain currency.

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