

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4050 ARTICULATION

References: Education Code Sections 66720 - 66744;
 Title 5 Sections 51022(b) and 55051;
 Accrediting Commission for Community and Junior Colleges Standard II.A.10 (formerly II.A.6.a)

The general definition of articulation is a planned process that links two or more educational institutions together to facilitate a smooth transition for students to move from one course, program, or educational level to the next. Its purpose is to coordinate policies and practices among sectors of the education system; therefore minimizes or eliminates course repetition.

Baccalaureate

Articulation of the District's educational programs with baccalaureate level institutions is an ongoing process overseen by the Articulation Officer, a faculty position appointed by the Office of Student Services. This individual develops and maintains articulation with regional and statewide transfer institutions as well as with other community colleges. He/she advises departments about changes in four-year institutions' courses/programs and the Academic Senate about changes in their general education/degree requirements.

Although there are many important aspects of articulation, such as faculty-to-faculty dialogue about course competencies and expectations, this procedure on articulation will limit its discussion to the explanation of course articulation agreements.

Transferable Course List Agreements

These agreements indicate which courses at Citrus College are baccalaureate level. At minimum, these courses are acceptable for transfer electives. All subsequent articulation agreements are based on the transferable course lists.

Major Preparation Agreements

These agreements specify which courses at Citrus College fulfill lower division major requirements at the four-year institutions. Special requirements, such as supplementing admission requirements for selected majors, may be included as part of the articulation agreement.

General Education/Breadth Agreements

These agreements indicate those courses a student can complete at Citrus College to satisfy the GE/Breadth requirements at the four-year institutions.

Course-by-Course Agreements

These determine if a particular course at Citrus College is comparable to, equivalent to, or acceptable in lieu of a corresponding course at the receiving institution. Courses seldom have the same course number or title. Decisions are based on course content

with consideration given to units, method of instruction (lecture/lab), and prerequisite course, if any. It is common to articulate clusters of courses such as a year-long sequence of courses or a variety of course combinations.

High School/Regional Occupational Programs (ROP)

Articulation of the District's educational programs with secondary institutions will be recorded in the centralized articulation records maintained by the Curriculum Committee. The oversight of career technical high school articulation is assigned to the division overseeing Career and Technical Education. The division will appoint someone to advise departments, the Academic Senate, and secondary institutions regarding career technical education (CTE), industry sectors/career pathways, and CTE programs of study linked through credit transfer agreements between institutions.

Institutional Agreements

These agreements are with local unified school districts (USD), authorized by the secondary and postsecondary agency's Superintendent/President, and designed to provide students with a non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree. The Institutional Agreement supports the course sequencing for CTE programs of study, credit granting mechanism, advanced placement option, and provision for up to 12 units, accepted in lieu of comparable community college courses, to partially satisfy:

1. Requirements for a certificate program, including the total number of units required for the certificate, or,
2. The major or areas of emphasis requirements in a degree program.

Course to Course Articulation Agreements

A course-to-course articulation agreement is a formal, written and published document that describes which articulated high school course is accepted to or in lieu of coursework at Citrus College.

The term "articulated high school course" means a high school course or courses that the faculty in the appropriate discipline, using policies and procedures approved by the Curriculum Committee have determined to be comparable to a specific community college course.

Articulated secondary courses are used to partially satisfy certificate or major/area of emphasis and shall be clearly noted as such on the student's academic record. Notations of college course credit shall be made only if college courses are successfully completed or if credit is earned via credit by examination.

Articulated Career Technical Education Courses -Credit by Examination

The high school student may be issued Career Technical Education (CTE) course credit under the following conditions:

- An Institutional Articulation Agreement is in place between the college and the unified school district (USD)/high school/regional occupational program (ROP);
- A course-to-course articulation agreement is approved by faculty; the high school instructor completes the required form, and the course assessment is administered by the faculty;

- Faculty responsible for the course complete and submit documentation and the grade within 90 days of the exam;
- The student earns a grade of B- or better on the authorized exam.
- The student is registered at the college beyond the census date in at least one course and within nine months of exam administration; and
- No fee is charged for units earned by this articulation process. The high school student completes the articulated course while the student is in attendance at an articulated unified school district (USD)/regional occupational program (ROP).

Institutional and course-to-course articulation agreements, secondary course rosters/assessment results, and CTE course credit documents are administered by the division dean responsible for Articulated Career Technical Education course credit. Documentation that verifies the earning of credit by exam will be provided to Admissions and Records in a timely manner; ultimately the transcript of the student registered at the college will reflect the awarding of credit during the semester it was earned. Upon entry to Citrus College, operational procedures will assist students with CTE articulated course credit to enroll and register in the next level course in their program of study.

See Board Policy 4050.

Board Approved	07/21/09
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