

**Academic Affairs**

**AP 4050 ARTICULATION**

**References:**

Education Code Sections 66720-66744  
Title 5 Section 51022(b) and 55051  
Accreditation Standard II.A.10

Articulation is the process of faculty review and evaluation used to determine when coursework at one institution will meet the requirements for admission, transfer credit, general education, or major preparation at another institution.

The intent of this procedure is to enable the colleges to receive students from secondary schools (high schools and adult schools) and to send students from the colleges to other post-secondary institutions through a standard procedure with appropriate corresponding coursework.

**Articulation with Secondary Schools (including Adult Schools)**

Articulated high school and adult school courses are those where faculty in the appropriate discipline, using procedures approved by the curriculum committee, have determined that high school or adult school courses are fully comparable to a specific course at Chabot or Las Positas College. This prevents students from duplicating coursework and allows for skill acquisition and a smooth transition to college.

The Career Technical Education Program Manager at each college shall ensure the approval process is maintained. Written agreements are developed and approved by faculty, the Academic Dean and Vice President, and President of the College. Each college will maintain a current inventory of all high school and adult school articulated courses. High school and adult school students in articulated courses are made aware of college agreements. Articulation and completion of the coursework must correspond to the published catalog year to ensure the articulated course was active during that timeframe.

The process of awarding credit includes:

- High school and adult school instructor creates the articulated course in the College articulation database
- Student must obtain a Chabot-Las Positas Community College District student identification number

- Student must register in the College's articulation database
- High school and adult school instructor accepts student application in the College database
- Student must earn a "B" or better on the final exam or final project approved by the College's faculty demonstrating course competency
- High school and adult school instructor must submit grades in the College's database
- Career Technical Education Program Manager at each college validates the student data to export from the articulation database into the College's grading system.

Once these steps are complete, the student transcript will be notated with the letter grade earned. Enrollment fees will not be charged for college units earned through articulated coursework. The limit for college units earned through articulation is 16.

### **Articulation with Post-Secondary Institutions**

Responsibility for articulation to post-secondary institutions rests with the Articulation Officer at each college and a representative from the receiving college or university. The Articulation Officer shall serve as the principle contact and liaison between the college and other institutions on issues as they relate to articulation procedures and coursework. The Articulation Officer shall prepare and propose articulation for course-to-course, major preparation, and general education.

The Articulation Officer follows guidelines provided in the California Articulation Policies and Procedures Handbook developed by the California Intersegmental Articulation Council (CIAC).

Approval for course-to-course, major preparation, and university specific general education articulation is determined by the transfer colleges and universities as receiving institutions. Approval for system wide general education is determined by their system offices. CSU course transfer for elective credit is determined by each college's Curriculum Committee and published on ASSIST.org.

The Articulation Officer shall submit courses for review and inclusion in the Intersegmental General Education Transfer Curriculum (IGETC), California State University General Education Breadth, and University of California Transfer Course Agreement (UC TCA) list via ASSIST on a yearly basis. The Articulation Officer will monitor and submit courses to C-ID and assist with the development of Associate Degrees for Transfer.

Articulation decisions for private and out-of-state colleges shall be publicly available through a local or transfer institution's website, or an articulation management tool, such as Transfer Education System (TES). Articulation with CSUs and UCs will be made available on ASSIST.org, the official website for intersegmental articulation.

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**Approved:** February 18, 2014  
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