

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:**                   **Articulation**

**Revision Date:**       **12/1/99, 1/26/09, 3/2/10; April 9, 2013; March 10, 2015**

**Responsible Office:** **Vice President, Student Services**

**Policy Reference:**   **Title 5, Sections 51022(b), Ed Code Section 66720-66744; ACCJC Accreditation Standard II.A.10; Board Policy 4050**

**Introduction**

College of the Siskiyou actively participates in articulation efforts to benefit prospective and current College of the Siskiyou students for a smooth transition between COS and other educational institutions. Articulation agreements are maintained with colleges, universities, and high schools.

**Curriculum Committee**

The Curriculum Committee of the COS Academic Senate makes recommendations to the Board of Trustees and the college administration with respect to academic and professional matters including articulation. The Curriculum Committee maintains college and statewide curriculum and articulation standards.

**Baccalaureate Institution Articulation**

Articulation with four-year institutions shall follow the procedures set forth by the respective institutions.

- ***Articulation Standards***

Articulation activities with colleges and universities are guided by the procedures outlined in current edition of the California Articulation Policies and Procedures Handbook published by the California Intersegmental Articulation Council, a professional organization of California College and University Articulation Personnel.

Articulation activities with high schools are guided by Title 5 and the procedures outlined in the current edition of the Handbook for Articulating with Secondary Schools and ROCPs published by the Statewide Career Pathways Project of the Academic Senate for California Community Colleges.

- ***Administrative Responsibility***

The COS Articulation Officer coordinates COS activities to develop and maintain articulation agreements with colleges and universities. Articulation agreements are established with colleges and universities in California and Oregon and with colleges and universities in other states where patterns of student transfer are identified and when such agreements would benefit transferring College of the Siskiyou students.

### **High School Articulation**

Students who enroll at College of the Siskiyous may be eligible to receive college credit for articulated high school course(s) after demonstrating competency as agreed upon through the articulation agreement.

- ***Administrative Responsibility***

The appropriate Dean or Director coordinates the activities to develop and maintain articulation agreements with high schools. Articulation agreements are established with high schools in Siskiyou County and with high schools in other counties where such agreements would benefit incoming College of the Siskiyous students.

- ***General Agreement***

1. Any high school instructor may request that a course or program be considered for articulation. The contact person for articulating a specific course with College of the Siskiyous is the instructor for the COS course. High School Districts are encouraged to appoint a contact person to coordinate subject-area articulation for the High School District, or to designate a school-site coordinator.
2. Articulation may be initiated by either College of the Siskiyous or the high school.
3. High school courses that are articulated to COS and are also part of an articulation agreement with a university must receive specific scrutiny to maintain the integrity of both articulation agreements. Courses that are articulated to universities are identified in the COS catalog.
4. That the process remains in place and appropriate faculty are participating in good faith is the responsibility of the appropriate College of the Siskiyous Dean or Director.
5. The participating high schools and/or College of the Siskiyous may be required to review and revise their curriculum to maintain up-to-date content and insure transferability.
6. Course objectives, outlines, and/or competencies shall be fundamentally equal.
7. Students will demonstrate subject matter competency through an assessment method approved by the College of the Siskiyous' instructor(s) and appropriate Dean or Director. The assessment method will be either an evaluation of a student portfolio or a challenge examination. The high school articulation instructor(s) will certify the preparation of the student(s) and deliver the portfolios to the College of the Siskiyous' instructor or administer the challenge exam. The appropriate Dean or Director at College of the Siskiyous will notify each student of the results of the examination or the portfolio evaluation. The High School Articulation Instructor and College of the Siskiyous Registrar will receive a copy of the notice.

8. Articulation agreements will be valid until voided by one of the parties. The articulation agreement will be reviewed annually by the appropriate high school and College instructors.
- ***Process***
  1. High school instructors desiring to articulate a course will contact the appropriate Dean or director for the instructional discipline at College of the Siskiyous.
  2. The appropriate Dean or Director will work with an appropriate College of the Siskiyous instructor, who will arrange for meetings with the high school instructor(s) to:
    - a. Compare high school and college courses.
    - b. Review the competencies required in the college course and the process for earning advanced placement.
    - c. Mutually develop and adopt a list of competencies based on the existing entry-level curriculum at College of the Siskiyous.
    - d. Assist the high school instructor in making any curriculum adjustments, evaluating equipment/laboratory needs, sharing instructional materials, visiting sites, etc.
    - e. Prepare the articulation agreement for submission to a COS appropriate Division Dean or Director.
  3. When the student has successfully completed requirements indicated for articulation, college credit will be posted by the COS Director of Enrollment Services to the student's transcript.