

**CHAPTER 4: ACADEMIC AFFAIRS  
ADMINISTRATIVE PROCEDURE NO.: 4050**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:**                   **Articulation**

**Adoption Date:**

**Review Date:**

**Revision Date:**       **12/1/99, 1/26/09, 3/2/10; April 9, 2013; March 10, 2015; May 23, 2019**

**Responsible Area:**   **Vice President, Academic Affairs**

**Responsible Office:** **Instruction Office**

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

**Introduction**

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

**Curriculum Committee**

The Curriculum Committee of the College's 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 the 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 College's Articulation Officer coordinates College 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 the College's students.

### **High School Articulation**

Students who enroll at the College 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 educational administrator 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 students.

- ***General Agreement***

1. High school courses that are articulated to the College 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 College's catalog.
2. Maintaining the process and involving participation of appropriate faculty in good faith are the responsibilities of the appropriate educational administrator.
3. The participating high schools and/or the College may be required to review and revise their curriculum to maintain up-to-date content and ensure transferability.
4. Course objectives, outlines, and/or competencies shall be fundamentally equal.
5. Students will demonstrate subject matter competency through an assessment method approved by the College's instructor(s) and appropriate educational administrator. The assessment method will be either an evaluation of a student portfolio or credit by examination as outlined in the articulation agreement.

6. 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. Any high school instructor may request that a course or program be considered for articulation. High school instructors desiring to articulate a course will contact the appropriate educational administrator for the instructional discipline at the College. 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. A request to articulate does not imply that an articulation agreement will be established.
    2. The appropriate educational administrator will work with an appropriate College instructor(s), who will arrange for meetings with the high school instructor(s).
    3. When teaching faculty from the College and high school meet to develop an articulation agreement, the following steps will be taken:
      - a. Compare high school and College courses with regard to Student Learning Outcomes (SLO) and competencies.
      - b. Review course/program outlines and procedures for evaluation.
      - c. Develop a mutually agreeable course credit procedure, including specific criteria to be met and level of competency, through either:
        - (1) Credit by examination, including who will administer and evaluate; or
        - (2) Student portfolio, including who will evaluate and how.
      - d. When the terms of agreement allow the examination to occur at a site other than the College, verification of the approved procedure is the responsibility of the high school faculty and administration.
    4. Upon agreement of the above items, the “Articulation Agreement” form will be completed. Signature of both the College and high school instructors, the high school administrator, the appropriate College educational administrator, and the College Articulation Officer will be obtained prior to implementation of the agreement.
    5. Students interested in obtaining course credit will complete the “Articulation Certification Form – Part 1.” The high school instructor or the College instructor will complete the “Articulation Certification Form: Part 2”, depending on the specific articulation agreement regarding the assessment process. The College instructor shall sign each form, indicating agreement with the acceptance of awarding credit for the course and submit the forms to the appropriate educational administrator.
    6. The appropriate educational administrator at the College will notify each student of the results of the examination or the portfolio evaluation. The high school instructor and the College Registrar will receive a copy of the notice. College credit will be posted to the student’s transcript.