



Reference: *Education Code Sections 66720-66744;*
Title 5 Section 51022(b)
ACCJC Accreditation Standard II.A.10 (formerly II.A.6.a)

Articulation is the process of faculty review and evaluation used to determine in what manner course work completed at one institution will meet requirements for admission, transfer credit, general education, or major preparation at another institution.

The intent of this procedure is to enable the process of moving students from high school to West Hills College and from West Hills College to another post-secondary institution. The District shall endeavor to eliminate barriers and simplify the process wherever possible.

Articulation with Post-Secondary Institutions

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

The Articulation Officer shall assist in the development and coordinate faculty approved articulation agreements between the colleges of the West Hills Community College District and post-secondary institutions, as well as other government and independent educational programs.

The Articulation Officer shall serve as the principal contact and liaison between the college and other institutions on issues as they relate to articulation procedures and coursework.

The Articulation Officer shall review and confirm the accuracy and information in the college catalogs pertaining to the transferability of courses and the general education patterns of four year institutions.

The Articulation Officer shall enter and maintain articulation information on the ASSIST Website (the online student transfer information system that serves as the official repository of articulation for California's public colleges) and Statewide Career Pathways repository.

The Articulation Officer shall coordinate articulation information for the California Course Identification Numbering System (C-ID) and Student Transfer Achievement Reform Act (Education Code Section 66746) requirements.

Articulation with High Schools

Appropriate college administrators shall serve as a liaison between the colleges and proximate high schools to develop, maintain, and coordinate faculty approved articulation as deemed appropriate. The designated administrators shall work in conjunction with the Articulation Officer and the Registrar.

The Registrar shall review and confirm the accuracy and information published in college materials pertaining to the transferability of courses and other academics articulated with proximate high schools.

An articulated high school course is determined by appropriate college content area faculty to be comparable to a specific community college course. College faculty members will compare competencies from the high school/ROP curriculum to the college course competencies and the assessment of those competencies on the end of course examination.

Once faculty have approved, high school articulation agreements must be approved by the designated college administrator, college President and Registrar.

High school articulation agreements shall go through the College Curriculum Committees and District Educational Coordinating Council for review.

High School articulation agreements must be reviewed every two years by the college and high school / ROP for compliance. Additionally, CTE (Career Technical Education) articulated agreements must follow the CTE Transitions process as well as the program review process.

Credit for Articulated High School Courses

Credit shall be granted to high school students who earn a grade of 'A' or 'B' in the articulated high school courses and shall be clearly noted as 2+2 Articulation and no grade shall be recorded on the student academic record.

Any student who successfully completed a high school course that was articulated under the terms of a previous agreement and that meets a requirement outlined above shall be permitted to apply the credit so earned according to the terms of the previous agreement, under the catalog rights at the time the course was taken.

Courses for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

4/22/14; 1/13/16