

GE and Articulation Basics

What follows is, in part, adapted from:

http://www.imperial.cc.ca.us/student_resources/TransferCenter/Articulation/faq.htm

What is Articulation?

Articulation is the process of evaluating courses to determine whether a particular course offered at Rio Hondo College is comparable to, or acceptable in lieu of, a corresponding course at a particular CSU or UC campus. The product of the articulation process is a formal written agreement, the articulation agreement, that establishes the transferability of a given course or program. The existence of articulation agreements facilitates the transfer process.

What do you mean, Articulation Agreement?

Each university system has its own program requirements. These requirements vary with the student's intended major. An articulation agreement is an agreement with a four-year institution that specifies which RHC courses may be transferred to meet general education, elective, or major requirements.

The purpose of articulation is to facilitate the successful transfer of students from the community colleges to the baccalaureate colleges and universities.

What is the Role of Faculty in the Articulation Process?

Faculty play both an indirect and direct role in articulation. Through the regular review and updating of course outlines, the acceptability of our courses for transfer is maintained. An outdated course outline of record may be grounds for denial if a student is seeking the articulation of a course not covered by an existing articulation agreement with a given department or college. Faculty may identify courses for articulation, develop courses to fulfill the needs of students transferring to area schools, and coordinate course content and expected levels of competency with the CSU and UC. Ideally, our students should be able to complete all of their lower division requirements at RHC. Faculty are instrumental in identifying the need for additional courses and responding to any such need that emerges. See Articulation Procedures for more information.

Who and What is an Articulation Officer?

All campuses have an Articulation Officer charged with the establishment and maintenance of articulation agreements. Loretta Bailes is RHC's Articulation Officer (AO). The AO initiates faculty-approved articulation agreements, consults with the campus regarding articulation proposals and agreements, and acts as an advocate for other articulating institutions by conveying information and concerns regarding RHC's curriculum. The AO is also responsible for moderating and mediating any articulation disagreements that might arise.

What are the Types of Articulation Agreements, their purpose and process?

Course-to-Course Agreements

The purpose of a Course-to-Course agreement is to determine if a specific course taken at one college will satisfy a requirement at another college.

Process includes:

1. Individual Campuses
 - a. Articulation Officer must request formal agreement
 - b. Does not go on ASSIST unless we request it
 - c. Used by the articulation officer at the receiving institution

General Education (GE)

The purpose of University of California (IGETC) and California State University (CSU) General Education Breadth agreements is to indicate courses that a student can complete at RHC to satisfy the GE requirements at the transfer campus. Breadth Agreements consist of broad theoretical, and conceptual courses.

CSU General Education general education agreement meets the lower division GE requirements for the CSU campus.

General Education includes: –

1. Intersegmental General Education Transfer Curriculum (IGETC)
 - a. Works for both the CSU and the UC (however, UC San Diego uses their own discretion)
 - b. Course must be on the UCOP TCA first before being considered for IGETC
 - c. High unit majors might not use
 - d. Selected topics courses will not be accepted
2. CSU – General Education Breadth Agreements (CSU GE) – designed so that students will have achieved:
 - a. Works for CSU
 - b. Course must be on the UCOP TCA first before being considered for IGETC
3. Campus specific General Education Agreements – typically with private institutions.

Major Preparation

The major Preparation agreements specify the lower division courses required for the major at a transfer school.

Transferable Course Agreements (TCA)

University of California Office of the President Transfer Course Agreement is the listing of courses accepted by the University of California.

Transferable Course Agreement (TCA) process includes:

1. University of California Office of the President Transfer Course Agreements (UCOP TCA) – is the course UC-transferable?
 - a. Comparable course must be offered at a UC

- b. Comparable course must be lower division
- c. Course must be appropriate for university degree in purpose, scope, and depth
- d. If a-c is met, then a request may be submitted to the curriculum committee.

CSU Baccalaureate Course List process includes:

- 1. Is a course CSU transferable?
 - a. Curriculum committee determines – designated by assignment of a course number of 100 or higher
 - b. Only free electives (not major prep or CSU-GE list)
 - c. If a-b is met, the course is automatically added to the CSU Baccalaureate Course List.

Lower-Division Major-to-Major Preparation Agreements include:

- 1. Individual campuses for specific majors
- 2. Most helpful to students
- 3. May be generated from course-to-course agreements

Transfer Admission Guarantee (TAG) with UC, San Diego

TAG, is a formal, written agreement that outlines the courses that must be completed before transfer, states the grade point average required, and lists specific requirements for crowded majors (see Transfer Center Coordinator for the most up to date information).

Timelines

- 1. UCOP TCA
 - a. Due by the last curriculum meeting of the spring semester (usually May)
- 2. CSU Transferability
 - a. Designated at the time the course is created according to CSU guidelines
- 3. CSU/IGETC GE
 - a. Must already be on the TCA list
 - b. Process of receiving IGETC approval of a new course takes two years – 1st course must be on the TCA (year 1), then it can be considered for IGETC (year 2, courses approved received in the Spring)
 - c. Articulation Officer submits course in November for the **next** academic year

Note: Curriculum deadlines for all of the above vary and are usually included on every Curriculum agenda.

Rio Hondo College Articulation Procedures

Articulation Initiated by Four-year Institution

Normally, articulation between RHC and a four-year institution happens when the four-year institution notifies us that they wish to establish articulation. Generally, these steps are followed:

1. The four-year institution notifies RHC that they are interested in establishing articulation.
2. They request an RHC catalog.
3. After reviewing the catalog, the four-year institution requests outlines/syllabi for specific courses.
4. They send us a preliminary agreement listing course-to-course articulation for approval and signature by our Articulation Officer (AO).
5. After the agreement is signed by RHC's AO, it is returned to the four-year institution and they sign and return it to us.
6. Copies of the agreement are then distributed to Counseling staff and Division Deans.

Articulation Initiated by Rio Hondo College

Occasionally, a request will be made by a department at RHC to establish articulation with a particular four-year institution.

1. A request is made to the AO to establish articulation with a four-year institution.
2. The originator of the request gives a list of the courses that he/she wishes to be articulated by the AO
3. The AO at RHC contacts that AO at the four-year institution and lets him/her know that we wish to establish articulation.
4. The course outlines for the courses to be articulated, a copy of our college catalog, and a formal letter requesting articulation are sent to the four-year institution.
5. The four-year institution reviews the document and prepares an articulation agreement and sends it to RHC for signing.
6. RHC reviews the document and send it back for their signature.
7. Signed agreements are returned to RHC for distribution to Counseling staff and Division Deans.

Once articulation has been established, the four-year institutions will update their agreements with RHC on a yearly or bi-annual basis. At this time, course outlines may be requested for any department that they deem needs review (usually this is done on a rotating basis). At the end of the year, the articulation assistant sends copies of all new courses and major revisions to the four-year institutions that we have agreements with, along with a request that they review these courses for articulation. The four-year institutions then notify RHC if they will accept any of these courses.

California Articulation Number (CAN) System

California Articulation Number is the common number used to designate lower division courses required for major preparation at most California universities.

In the RHC Catalog and in the Schedule of Classes, many courses are identified with a CAN identifier, for example, Psychology 101 is identified as CAN: PSY 2 in the preface to the course description (where transferability is indicated). This means that all campuses in California participating in the CAN system will accept our Psychology 101 course in lieu of the specific Psychology course on their campus that has been identified as CAN PSY 2. Each campus retains and uses its own course number and title.

What is ASSIST?

ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is California's official statewide repository of transfer information, offering easy access to a single database. ASSIST can help you determine how an existing class transfers to individual CSUs and UCs. ASSIST may be used to determine if a department is providing its students with all the lower division courses needed by students pursuing a particular major. The ASSIST Web Site: <http://www.assist.org/>

General Education (GE) – RHC, CSU, IGETC (UC)

Our students may be interested in completing the General Education (GE) requirements for three different systems, RHC, CSU, or UC (IGETC; see later section for explanation). A given course may be a GE for one system and not for another. It may also fulfill different requirements in the three systems. As there are 3 different systems with their individual GE requirements for which a course may be considered, there are 3 different procedures involved in having a course approved for GE. All proposed courses must be current (updated within the last 5 years), require Division approval (in the form of Division meeting minutes) and a memo making the request for a course to fulfill a particular GE requirement for either RHC, CSU, or IGETC (see sample memos on the pages following IGETC checklist). This is an action requiring two readings and documentation justifying the request may be needed (i.e., demonstrating that the course meets the requirements stated for the category chosen). The memo requesting the GE categorization should indicate why this is appropriate. Approval at the local level is all that is needed for RHC GE, while the processes involved in CSU GE and IGETC approval are more involved. After Curriculum approval of a request, the course outline must then be submitted to the designated system.

CSU GE - We submit the outlines as requested by the Department and approved by Curriculum Committee. They inform us of what is approved. Courses for CSU GE are submitted once a year in December and are usually notified of a decision in April.

IGETC GE- Only courses transferable to both the UC and CSU are considered for IGETC. Therefore, even though a course is approved for IGETC by the Curriculum Committee, it is a two year process because it must first be submitted and approved by CSU-GE and on the UC-TCA. Items to be considered for IGETC are submitted once a year in December and are usually notified of a decision in April.

On the following pages you will find a copy of checklist that students can use at Rio Hondo to satisfy our GE requirements. Following this, you will find the documents establishing the composition of the CSU GE and the IGETC (UC GE) as well as the checklists.