



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

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 coordination of 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 post-secondary 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 of High School Courses

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.

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.

An articulated high school course is a high school course or courses that the faculty in the appropriate discipline, using policies and procedures approved by the curriculum committee, have determined to be comparable to a specific community college course.

These courses may be accepted in lieu of comparable community college courses to partially satisfy:

1. Requirements for a certificate program, including the total number of units required for the certificate; or
2. The major or area of emphasis requirements in a degree program.

Articulated high school courses used to partially satisfy certificate or major/area requirements shall be clearly noted as such on the student's academic record. Notations of community college course credit shall be made only if community college courses are successfully completed or if credit is earned via credit by examination. Except though credit by examination, high school courses may not be used to satisfy unit or general education requirements towards an associate degree.

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

Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student's academic record only if the comparable college courses have been successfully completed, or if credit for these comparable college courses has been earned via credit by examination.

With respect to articulated high school courses, credit by examination will only be granted when the final examination for the high school course has the approval of knowledgeable college faculty in the same field, and the student passes this examination with a satisfactory grade (“A”, “B”, or “C” level).

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.

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