

SECTION EIGHT

COURSE ARTICULATION

This section is concerned with the processes and policies for establishing agreements on lower-division courses of other institutions which may be used in lieu of CSULB lower-division courses. This process is called "articulation." Articulation is mandated among Title 5 institutions to minimize the loss of academic credit when a student transfers from one institution to another, principally from community colleges to four-year institutions.

Premises

The articulation process provides a structure wherein the faculty of other accredited colleges and universities and of CSULB are able to insure a reasonable transferability of courses from one institution to another. Of particular concern is the transfer of lower-division courses from community colleges to CSULB, especially those lower-division courses required in the baccalaureate programs. Articulation is based on the following premises:

- That students who have conscientiously pursued an educational plan at one institution based on the published requirements for a degree at CSULB should be able to transfer approved (articulated) courses taken for credit toward that degree without unreasonable loss of credit or time.
- That the faculty of the academic programs at CSULB have the primary responsibility for maintaining the integrity of the academic program and, therefore, for determining when requirements and courses completed at other institutions are "sufficiently equivalent to constitute satisfaction of" or "may be used in lieu of" CSULB requirements and courses.
- That the faculty, by virtue of their knowledge of subject matter and educational principles, are best qualified to judge on matters of equivalency.
- That among accredited institutions there will ordinarily be a high degree of correspondence and equivalency between programs of the same type and, therefore, a high degree of reciprocity will normally exist.

The Articulation process is carried out by the University Articulation Coordinator, the College Articulation Officers, and the Department Chairs.

University Articulation

The University Articulation Coordinator has overall responsibility for the effective functioning of the internal articulation process and external communications of policy (including final approval of course-to-course articulation agreements), primarily with the California Community Colleges, but also with the other campuses in the CSU, campuses of the University of California, and with private institutions.

The University Articulation Coordinator reports directly to the Provost and Vice President for Academic Affairs. The University Articulation Coordinator has overall responsibility for all aspects of articulation with other colleges and universities.

The University Articulation Coordinator is responsible for the preparation of all University reports and correspondence on articulation matters, although it is expected that departments and schools will have well-established, collegial communication with the local institutions with which formal articulation agreements have been made. The University Articulation Coordinator is also responsible for maintenance of the University Course Articulation Data Base (computer file).

The University Articulation Coordinator maintains close liaison with the Director of School Relations, whose duties include the dissemination of general information about the University to regional high schools and community colleges. The Director of School Relations, in the process of maintaining inter-institutional relations, may from time to time learn of matters concerning the articulation of courses between academic departments and should immediately notify the University Articulation Coordinator of these matters. The University Articulation Coordinator shall keep the Director of School Relations apprised of articulation agreements in effect.

The University Articulation Coordinator serves as a voting member of the General Education Governing Committee. The University Articulation Coordinator maintains a comprehensive list of those courses in the

California Community Colleges which have been articulated with courses on the CSULB General Education Master Course List. The University Articulation Coordinator also is the University officer responsible for maintaining liaison and making reports to the CSU General Education Advisory Committee.

College Articulation

The College Articulation Officer, normally the associate dean responsible for curriculum and academic policy matters, is responsible for maintaining an accurate record of the requests and decisions passing in and out of the departments of the College. The College Articulation Officer is responsible for expediting the articulation processes in the College and acting for departmental committees, in accordance with College policies. The College Articulation Officer maintains a complete library of community college catalogs, for use by Department Chairs. These catalogs are distributed to the Colleges by the University Articulation Coordinator. The University Articulation Coordinator functions as the principal point of contact between colleges and CSULB with respect to individual course-to-course articulations. However, the College Articulation Officer does not approve articulation agreements, but rather recommends them to the University Articulation Coordinator who insures that formal communication and records are made of the agreement and that all computer systems are expeditiously updated.

Departmental Articulation

Departmental articulation is organized according to departmental and College policies. Involved faculty should be familiar with the lower-division course portfolio of the department and with the articulation process in general.

The Chairs of departments should maintain open communications between themselves and their counterparts in the community colleges and other institutions of higher education. However, no program, department, or College is authorized to make a formal or informal articulation agreement. The function of the departmental faculty is to recommend or not recommend completion of articulation agreements with specific colleges on specific courses. Final agreements are effected by the University Articulation Coordinator.

The Department Chair may provide the College Articulation Officer and the University Articulation Coordinator with written comments on the courses of a requesting college or may hold a special meeting with the requesting college faculty and administration to clear up perceived problems with an articulation. In such cases, the chair of the department should advise the College Articulation Officer and the University Articulation Coordinator of the meeting.

Articulation Process

All persons involved in Articulation are asked to refer to two-year institutions as "Community Colleges" rather than "Junior Colleges." The latter term is usually offensive and always inaccurate. In general, it should be kept in mind that community college personnel are not subject to our regulations, that the academic and administrative practices in other institutions will differ from our own, and that interinstitutional relations can be damaged by the unthinking activity of only a few persons.

The CSULB articulation process is designed for course-to-course articulations and all other articulation-related agreements and literature are predicated on it. Since CSULB and community college enrollment management and transfer student processes are facilitated when students can transfer from the community college with all lower-division major requirements completed or appropriately patterned, the University hopes that the relationships between CSULB departments and the colleges will result as many articulation agreements as possible of the lower-division requirements of our majors. This is sometimes spoken of as "articulation by major" but it is not; this subject is discussed more thoroughly below. CSULB is not obliged to "force" articulation of individual courses to fill in a complete lower-division major-to-major pattern where no reasonable course exists with which to articulate.

CAUTION!

The College Articulation Coordinator, acting as principal point of contact for requests for articulation of courses received from other institutions, insures that CSULB has an up-to-date copy of the college catalog and college course outlines for those courses for which articulation is desired. These are compared

by the Department Chairs with the catalog descriptions and course outlines on file in the department. No CSULB unit may conduct articulation negotiations without a standard course outline from the outside institution and an approved CSULB course outline with which to compare it. These outlines are to remain on file in the CSULB department. Agreements made without standard course outlines are void and are a potential source of institutional embarrassment.

Course-to-Course Articulation

Course-to-Course Articulation. A single course articulation requires that the course have substantially the same content, methodology, and goals. Normally the same number of semester course credit units are assigned to courses which are articulated. Where quarter-system units are involved, the department is urged to consider the coverage rather than concentrating on the elapsed time. A course with fewer units or with more units may be articulated with a CSULB course; in such cases the student receives the full CSULB subject credit for the transferred course, but will either have a deficiency or an excess in unit credits in the major.

CAUTION!

Courses must be articulated within the same division, i.e., lower-division to lower-division.

Major-to-Major Articulation

Major-to-Major Articulation -- An "articulation-by-major" refers to a set of agreements for most or all the lower division requirements for the major. CSULB does not articulate majors-to-majors, but it does attempt to establish complete sets of course-to- course articulations which fill out the lower-division requirements of the major.

Articulation by major is the by-product of course-to- course articulations for major requirements and prerequisites. The lower-division requirements of our majors are on file in the computer. When a specific course is articulated, that fact is registered throughout the computer files so that whatever the discipline, whether the course is a major requirement, alternative requirement, elective, or service course, its articulated status is stated. Major-to-major "articulations" are particularly valuable for the community college student, especially since it is only through the articulation systems that a student can be sure of the transferability and acceptance of his or her coursework toward the requirements of the degree.

Response Time

The single most important aspects of the articulation system are the timely and accurate processing of articulation requests.

The reputation of the University with persons who affect the number of students transferring to this University is improved or damaged in the maintenance or failure to maintain appropriate courtesies, particularly timely responses to normal articulation requests.

Departments requiring additional information should always relay this information to the University Articulation Coordinator, since this person has contact with the requesting institution on a variety of courses, majors, and (perhaps) inter-institutional difficulties. Requests for additional materials must be made promptly.

Notice

Department Chairs are given ten (10) working days in which to respond to a college's request or to review tentative agreements forwarded them by the University Articulation Coordinator and College Articulation Officer. Somewhat longer periods are given during times when the University is not in session. A substantial amount of work on articulation matters takes place during the summer months and, therefore, it is expected that colleges and departments will have made provisions for dealing with this work.

Failure of a department to respond within the normal time period requires that the College Articulation Officer and University Articulation Coordinator make the determination for the course in question. Under normal conditions, the University Articulation Coordinator will complete and sign single-course articulation agreements and provide "by-major" articulation printouts with the community colleges only on the recommendation of the Department Chairs and endorsement by the College Articulation Officer .

Articulation Agreements

Articulation agreements are maintained by "CSULB catalog year" and are updated when new CSULB courses are published in a new University catalog, the CSULB course changes and the notification of change is published to other institutions, or a new community college course or substantially changed course has been developed.

To insure stability within the articulation processes, new or revised articulation agreements will be established only for courses actually published in the requesting college's catalog. Thus, a community college will normally offer a new course for at least one year before new articulation with CSULB becomes effective. When a community college course has changed, we rely on the community college articulation officer to give us prompt and detailed information about the change.

Articulation agreements remain in effect (at a minimum) through the effective period of the college catalog in which the course is published, unless the articulated course is substantially changed and offered as a changed course during this period.

If an articulated college course is substantially changed by its faculty, whether published in their catalog or not, the articulation agreement may be voided by the University Articulation Coordinator or referred to the College Articulation Officer and appropriate Department for review. If in the opinion of the University Articulation Coordinator the change to the college's course is not substantial, the articulation agreement may be continued by the University Articulation Coordinator without further review.

Changes to CSULB courses for which any articulation agreement exists may be made effective only with the next publication of the University Catalog in which the change appears. Normal courtesy requires that when CSULB courses are modified the institutions which have a course articulated with our course be notified with sufficient time to effect necessary changes. This is done automatically in the Curriculum office during the summer with sufficient time (at least one semester) given to the community college to respond to the change.

Articulation agreements are in force for the minimum period of the academic year of the college catalog and CSULB catalog in which the course is published and these agreements normally extended for a five year period. They may be cancelled, and in unusual circumstances without respect to the Election of Regulations policy. Nevertheless, the CSU Election of Regulations policies are fundamental to the California Higher Education Master Plan. They promise to students a stability of degree course requirements at the degree-granting institution and are predicated on the currency and accuracy of articulation agreements and transcript evaluations.

Articulation agreements are recorded in the University Course Articulation Data Base computer program. Community colleges are requested to propose additions, deletions, or changes to the Data Base prior to March 1 to be effective for the next academic year beginning in the following August or September. All negotiations for the articulations-of-record for the forthcoming academic year must be completed by the preceding March 1. The articulations-of-record for each institution are recorded and printed-out shortly thereafter in June and distributed to all involved institutions in time to conduct academic advising there and at CSULB in time for computer assisted registration. Distribution of the articulation lists is designed to coincide with distribution of the University catalog for the forthcoming academic year.

California Articulation Number System C.A.N.

The California Articulation Number System performs two tasks: it provides a common course number index, i.e., a set of numbers to which the course numbers of different campuses can be referenced, and it provides a mechanism for defining the acceptability of courses for transfer through the normal articulation process but extending beyond it.

The common course numbers are called C.A.N. numbers, and after the approval process, a campus may display this number next to its own campus course number in the institutional course catalog. A list of the C.A.N. numbers may be found in the current edition of the C.A.N. handbook, which is available from the University Articulation Coordinator or College Articulation Officers.

To qualify a course for a C.A.N. number the campus must articulate the course with 4 four-year institutions. This is a requirement of all types of institutions.

A CSULB course could achieve automatic transferability to any participating C.A.N. campus, whether or not an individual articulation agreement had been made with that campus, since all participating campuses honor the C.A.N. articulation requirements and premises. Similarly, a community college which has achieved the necessary four articulations could have the C.A.N. number displayed in its catalog so that students transferring to senior institutions will know from the catalogs of each institution that display the same C.A.N. number that the course is transferable. This avoids the many uncertainties that trouble the community college transfer student. It should be evident that normal CSULB articulation is the fundamental source of C.A.N. qualified courses. In addition, however, the C.A.N. system requires that the President and the Chair of the campus Academic Senate both sign an institutional agreement to make the campus a participating institution.

All C.A.N. administration is done in the office of the University Articulation Coordinator.

It is the policy of the CSU to maintain as many C.A.N. course articulations at each campus as possible.