

## General

- Q: What are the repercussions of non-alignment?
  - A: ACS will perform routine use investigations of the system and will provide our findings to each institution, so that you may review and provide any applicable context/feedback. Eventually, updates will be provided to each segmental/system office, and it will be up to them how to proceed, with one caveat.
    - AICCU participating member institutions signed an MOU in which they agreed to follow ASSIST policies. Technically speaking, AICCU PMIs could eventually be removed from ASSIST for non-compliance; however, we would not pursue removal without first conducting due diligence to work with the institution and AICCU leadership to rectify policy issues. Our goal is to increase articulation, not decrease it.
- Q: Can SAAs review our agreements and let us know what we need to change moving forward?
  - A: ACS will be reviewing agreements periodically and may reach out with questions. If you are concerned about an agreement or approach to articulation, feel free to reach out to your SAA for their input or help with strategizing. The SAA team will not perform a proactive audit for each institution. We expect data managers and AOs to review the policy and your agreements for compliance with it.

## Articulation Agreement Administration Policy

- Articulation Agreement Locations (page 3)
  - Q: Is Program Pathways Mapper considered a duplicate posting?
    - A: No, it is a planning tool, not an articulation agreement.
  - Q: If we use another platform to publish or host articulation (e.g., institutional website, TES, etc), do we need to remove those articulation agreements or public access to them?
    - A: Yes, in most cases, there is a caveat for AICCU institutions. Articulation agreements that **can** be published in ASSIST should not be featured or published for public consumption elsewhere. Articulation agreements with California Community Colleges (CCCs), California State Universities (CSUs), UC campuses (UCs), and AICCU Participating Member Institutions (PMIs) should not be displayed on institutional websites or made publicly available via other platforms. On page three, the policy states, *“Apart from complying with legislative mandates (e.g., AB 386 CourseMatch and CSU Fully Online in TES), institutions should refrain from managing and posting articulation agreements outside of ASSIST, including institutional*

*websites. AICCU PMIs may publish publicly accessible articulation agreements for all academic years before the academic year in which they onboarded with ASSIST (e.g., Cohort 1, 2023-24 AY and prior). Upon onboarding with ASSIST, official articulation agreements that can be featured in ASSIST should only be available on [assist.org](https://assist.org). Exceptions for AICCU PMIs who have previously utilized other articulation hosting tools will be considered on a case-by-case basis due to the limitations of various platforms.”* Articulation agreements managed across multiple locations can lead to inconsistent and conflicting articulation information, which impacts student advising and downstream transfer credit processes. You are welcome to have links to [assist.org](https://assist.org) on your websites, and we encourage it, as it would allow your IT staff to monitor the traffic you drive to ASSIST.

- Q: If we have articulation publicly available on another platform before AY 26-27 that is also in ASSIST, is it okay to leave that information out there? Do we start this in 26-27?
  - A: Articulation agreements managed across multiple locations can lead to inconsistent and conflicting articulation information, which impacts student advising and downstream transfer credit processes. For these reasons, we recommend that **CSUs and UCs** remove public access to articulation posted elsewhere beginning with the 23-24 AY, but you would not be considered non-compliant until 26-27 AY agreements. **AICCU PMIs** may continue to have articulation agreements available elsewhere for academic years occurring before onboarding with ASSIST, as these agreements cannot be featured on [assist.org](https://assist.org). On page three, the policy states, *“AICCU PMIs may publish publicly accessible articulation agreements for all academic years before the academic year in which they onboarded with ASSIST (e.g., Cohort 1, 2023-24 AY and prior). Upon onboarding with ASSIST, official articulation agreements that can be featured in ASSIST should only be available on [assist.org](https://assist.org). Exceptions for AICCU PMIs who have previously utilized other articulation hosting tools will be considered on a case-by-case basis due to the limitations of various platforms.”*
- Q: Can we use TES for out-of-state articulations and other courses that would not overlap with ASSIST?
  - A: Yes, alternative platforms and institutional websites are suitable for articulation that cannot be accommodated in ASSIST, such as coursework from out-of-state and international institutions.

- Q: If we use other platforms for articulation, can we add “see ASSIST” to courses that may be in ASSIST?
  - A: Naming [assist.org](https://assist.org) as the official location for the articulation is a positive thing, but it sounds like efforts would still be made, at least initially, to drive traffic to an alternate site for articulation information, which is not what we expect. Marketing for articulation agreements that belong on ASSIST should direct users directly to [assist.org](https://assist.org).
- Q: Should we direct current four-year institution students to [assist.org](https://assist.org) if they want to enroll at a community college concurrently and are interested in transfer information?
  - A: Yes! All official articulation agreements for CCCs should only be published on ASSIST. If there is marketing on where to locate articulation, it should direct students to [assist.org](https://assist.org).
- Q: Our business practice has been to add course-to-course to TES first and then build in ASSIST. Is this allowed?
  - A. Internal processes using other software or platforms are acceptable as long as they are internal and do not make articulation agreements publicly available.
- Q: Can we use articulation information in our degree audit or other evaluator platforms to provide students' evaluations of their transfer credits?
  - A: Absolutely! We fully expect that institutions are using articulation information for their internal tools to evaluate and process transfer credit. In fact, our data portal is currently in its testing phase. Once it is fully launched, institutions will be able to request an API key, enabling them to retrieve articulation information and integrate it into degree audit platforms.
- Articulation Agreement Availability (pages 5-6)
  - Q: Are AICCU campuses also subject to creating/updating agreements with all CSUs, CCCs, and UCs?
    - A: The availability requirement is specific to CCC articulation agreements, which is detailed on page 5 of the policy document. All 4-year institutions must make agreements available for each CCC. Publishing for other 4-year institutions is optional, but if you do, it should be to assist.org only, provided the institution is in ASSIST.
  - Q: What is meant by “agreements?” Do you mean course-to-course articulations or major agreements?
    - A: It refers to both departmental and major agreements. On the bottom of page five, the policy states, “*All four-year institutions must make*

*articulation agreements available for every California Community College, encompassing every department and undergraduate major on assist.org, including text-only agreements, where applicable. If no lower-division major preparation exists, the agreement should be published as a General Area text-only agreement. This is the primary use case for text-only agreements.”*

- Q: Will the system prevent us from publishing agreements beyond December 15th?
  - A: No, it will not. There are no restrictions in place to limit the publishing and republishing of articulation agreements. Page three of the policy states, *“Data managers must ensure that articulation agreement information is accurate, up-to-date, and published for each academic year. Articulation agreements beginning with the 2023-2024 academic year must be republished whenever changes in receiving or sending curriculum, articulation, or requirements occur to preserve the accuracy of API articulation data.”*
- Q: How can we be expected to meet the policy expectations for republishing agreements when CCC AOs make corrections and don’t always notify the four-year institutions?
  - A: We are continuing to work on Notification Center, which will provide four-year data managers with real-time updates when changes are made to courses featured in their agreements. Four-year data managers and AOs also have access to the Articulation with Changes Sending Courses report, which provides insight into courses in agreements that have changed from one academic year to the next. Ultimately, it comes down to best effort. We request that we all do our best to update, publish, and republish articulation agreements as needed to maintain the most accurate articulation information possible. We are setting goals and expectations to establish consistency in approach for all data managers and AOs.

### **Articulation Agreement Content Policy**

- Types of Courses/Programs (page 9)
  - Q: We offer an Associate’s of Arts degree in General Studies, with various concentrations. Is it acceptable to publish these under the new policy?
    - A: No, it is not. Only baccalaureate degrees should be featured in ASSIST as majors. On page nine, the policy states, *“The purpose of ASSIST is to facilitate vertical student transfer from CCCs to a CSU, UC, or a*

*participating AICCU institution to complete an undergraduate baccalaureate degree. Therefore, baccalaureate degrees are the only degree type included on assist.org...Graduate-level and other non-baccalaureate courses and programs should not be included or featured as articulation agreements on assist.org."*

- Department Articulation Agreement Content
  - Display of No Articulation (page 9)
    - Q: Can we change the default for the "No Course Articulated" drop-down?
      - A: No, you cannot modify the system to use an alternate drop-down option as the default, but when the default is not the most appropriate option, it should be changed to the most suitable option. On page 10, the policy states, *"To ensure that those reviewing articulation agreements have full knowledge of course completion options, the most relevant and accurate display option from the "No Course Articulated" drop-down should be selected when a sending course or set of courses is not articulated. For example, if a Receiving Element is never articulated or if a course must be completed after transfer, this should be clearly communicated via the available drop-down options."*
- Major and Templated Agreement Content
  - General Text Areas (pages 10-11)
    - Q: Am I allowed to link to Admissions and other relevant pages in my General Text Area?
      - A: Yes, absolutely! ACS does not have a mechanism to identify and alert AOs to broken links. The data manager for each institution is responsible for ensuring the functionality and accuracy of links. *"Data managers are required to monitor and update the General Text Area annually, including the management of hyperlinks."*
    - Q: Can requirement information be included in the General Text Area if it is duplicated in the Requirement Area?
      - A: Requirement information should not be duplicated in the General Text Area of a major agreement. There is no technological solution to ensure it fully duplicates what is in the Requirement Area of the agreement, which could result in confusion and misadvisement, and it cannot be captured in downstream data sharing. On page 11, the policy states, *"General Text Areas cannot contain major or general education requirement information, as it*

*will not be captured in the API data sharing of requirement information.”*

- Q: We still have free range over what we type in the major narratives, right?
  - A: As long as it doesn't violate the policy. On page 11, the policy states, *“General Text Areas cannot contain major or general education requirement information, as it will not be captured in the API data sharing of requirement information. General Text Areas may include institutional disclaimers (e.g., this agreement is subject to change). Still, content cannot contradict sitewide disclaimers, invalidate the articulation agreement, or speak on behalf of ASSIST Central Services. They should also not violate the [Content Provider Terms of Use](#) by containing any text that negatively impacts the articulation agreement or ACS, as this undermines trust in the agreement, the validity of the ASSIST tool, and ACS as an entity. Data managers are required to monitor and update the General Text Area annually, including the management of hyperlinks. General Text Areas may not redirect viewers to department or other articulation agreements.”*
- Major Articulation Agreement Completeness (page 11)
  - Q: I currently leave some course options off of ASSIST because they seem superfluous and don't add value. For example, we have different calculus series that articulate the same way, so I haven't included them in ASSIST. I think it would clutter the agreement. Does this policy require me to include both?
    - A: Yes, they should both be included. While it appears duplicative, the course/Series options exist, so they should be displayed for completeness in the agreement. *“Major articulation agreements should include comprehensive lower-division major preparation specific to programs, academic years, and sending institutions, including the presentation of unarticulated four-year requirements and all course or series options for meeting these requirements.”*
- Q: We're working on 2+2 roadmaps for our majors. Can I link to the roadmaps from the major articulation page?
  - A: Yes, roadmaps are planning tools and not articulation agreements. However, there are varying interpretations as to what constitutes a roadmap. ACS defines a roadmap as a tool that recommends or provides a possible outline for sequencing course completion to aid in reducing the

time to degree (see Image 1 below). Some roadmaps do feature transfer articulation information, but their purpose is to facilitate term-by-term planning of coursework. They are not a primary source of articulation agreements. Webpages or flyers that feature partial articulation agreements without any sequencing of courses are not considered a roadmap and would be non-compliant (see Image 2 below).

Image 1

Bachelor of Arts - Administration - Accounting Concentration Transfer Academic Roadmap										
Year 1: Junior Year					Year Total					32
Fall Semester	Terms Offered	Prerequisite Courses	Units	Spring Semester	Terms Offered	Prerequisite Courses	Units			
ACCT 3720	Fall & Spring	ACCT 2120	3	ACCT 3150	Fall & Spring	ACCT 2120, IST 3110	3			
ACCT 4260	Fall & Spring	ACCT 2110	3	ACCT 3730	Fall & Spring	ACCT 3720	3			
IST 3110	Fall & Spring	IST 1110	3	FIN 3001	Fall & Spring	ADMN 2100, ACCT 2120, MATH 1301/1303	3			
PA 3150 (GE D4, G)	Fall & Spring		3	MGMT 3500 (WI)	Fall & Spring		3			
Free Elective	Fall & Spring		3	MGMT 3900	Fall & Spring		2			
				MKTG 3050	Fall & Spring		3			
<b>Semester Total</b>			<b>15</b>	<b>Semester Total</b>			<b>17</b>			
Year 2: Senior Year					Year Total					28
Fall Semester	Terms Offered	Prerequisite Courses	Units	Spring Semester	Terms Offered	Prerequisite Courses	Units			
ACCT 3470	Fall & Spring	ACCT 2120	3	ACCT 4400	Fall & Spring	ACCT 3150, ACCT 3730	3			
MGMT 3020	Fall & Spring		3	ADMN 4900	Fall & Spring		1			
SCM 3040	Fall & Spring	ADMN 2100	3	Breadth Elective	Fall & Spring		3			
Breadth Elective	Fall & Spring		3	General Education (UD)	Fall & Spring		3			
General Education (UD)	Fall & Spring		3	Free Elective	Fall & Spring		3			
<b>Semester Total</b>			<b>15</b>	<b>Semester Total</b>			<b>13</b>			
							<b>Degree Units Total</b>	<b>60</b>		

Image 2

**GET AHEAD BY TAKING THESE COURSES**

REQUIRED COURSE	EQUIVALENT COURSE
General Biology I w/lab	BIO 11 or BIO 100A
General Biology II w/lab	BIO 100B
General Chemistry I w/lab:	CHEM 101A
General Chemistry II w/lab:	CHEM 101B
Elementary Statistics	ECON 5 or LALS 5 or MATH 80
Introductory Physics I	PHYC 2A and PHYC 2AL
Introductory Physics II	PHYC 2B and PHYC 2BL
Organic Chemistry I w/lab	CHEM 212A
Organic Chemistry II w/lab	CHEM 212B

**TO FULFILL CORE CURRICULUM REQUIREMENTS, YOU CAN ALSO TAKE ONE COURSE EACH IN:**

- Public Speaking
- Social Sciences
- Literature
- History
- Philosophy
- Ethics
- Religion
- Visual and Performing Arts
- Cultural Diversity  
*(This may be double counted with a Core Curriculum and/or major requirement)*