

## **ASSIST Articulation Repository - Definition and Policies**

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### **Background**

Since 1985, public colleges and universities throughout California have been working cooperatively, and voluntarily, on the development of ASSIST which includes a vast database of transfer and articulation information used in transfer student advising and evaluation. Over the years, ASSIST has emerged as the only intersegmentally sponsored database of California articulation and the ASSIST database has grown to include most all articulation information used throughout the State. As student transfer remains a high priority in California, the Community College, CSU, and UC systems desire that ASSIST be established as the official and complete source for California articulation information. This will help to ensure that students, counselors, faculty, and other staff have a reliable source for official articulation information.

Once established in policy by the three system-wide offices, the concept of ASSIST as the official repository of California transfer and articulation information will be realized through the successful implementation and utilization of ASSIST software products. It is important to note that the technologies used to deliver ASSIST information and support ASSIST database maintenance are changing in order to support the new requirements of an official repository.

### **The ASSIST Articulation Repository**

1. ASSIST shall be the official, statewide repository of articulation and transfer information for the state of California. Articulation and transfer information may continue to be made available through other sources, but no other source shall be considered “more official” than ASSIST.
2. ASSIST shall include complete Transfer Course Agreement and Articulation Agreement information for all California public postsecondary educational institutions.
3. The institutions to which courses transfer (receiving institutions), and the agencies that determine transfer applicability, shall continue to be ultimately responsible for the accuracy of articulation information. As such, receiving institutions shall also be responsible for ensuring that:
  - the agreements in ASSIST are the official versions of the agreements;  
*Note: “Official articulation” is defined as articulation that the receiving institution has committed to honor.*
  - the agreements in ASSIST are the most current versions of the agreements;
  - the agreements in ASSIST are complete, representing all of the articulation that has been established with any California, public-postsecondary sending institutions; and
  - receiving institutions have verified their articulation agreements in ASSIST.

## Components

### High School a-f Lists

Courses from all public and private high schools in California that the University of California Office of the President has identified as being applicable for determining UC admissions eligibility. CSU campuses also use these lists to determine completion of course subjects used for admissions

### Community College, CSU, and UC course lists

Information about all lower division courses offered at a California public postsecondary educational institution including historical linkages identifying how course numbers and attributes have changed over time.

### Transfer Course Agreements

#### UC Transfer Course Agreements

Courses from all California Community Colleges that the University of California Office of the President has identified as being transferable to any UC campuses for lower division unit credit.

#### CSU Baccalaureate Level Course Lists

Courses from all California Community Colleges that the individual colleges have identified as being transferable to any CSU campus for lower division, baccalaureate credit per CSU Executive Order # 167.

#### CSU General Education-Breadth (GE-Breadth) Course Lists

Courses from all California Community Colleges and CSU campuses that the CSU Chancellor's Office has identified as applying to the statewide CSU GE-Breadth requirements per CSU Executive Order # 595.

#### CSU American Institutions Course Lists

Courses from all California Community Colleges that the college has identified as applying to the CSU American Institutions graduation requirement.

#### IGETC Course Lists

Courses from all California Community Colleges that the CSU Chancellor's Office and the UC Office of the President have identified as applying to the statewide Intersegmental General Education Transfer Curriculum (IGETC) requirements.

## Articulation Agreements

Receiving institutions determine which of the following types of articulation agreements they establish with sending institutions.

### Major Preparation Articulation Agreements

Agreements between individual pairs of postsecondary institutions that define how courses from the sending institution will be used to satisfy major preparation requirements at the receiving institution upon transfer.

### General Education/Breadth Articulation Agreements

Agreements between individual pairs of postsecondary institutions that define how courses from the sending institution will be used to satisfy General Education/Breadth requirements at the receiving institution upon transfer.

### Course to Course Articulation Agreements

Agreements between individual pairs of postsecondary institutions that define how courses from the sending institution will be used in lieu of courses at the receiving institution upon transfer without respect to specific major preparation requirements.

## California Articulation Number (CAN) Catalog of Courses

Courses from California Community Colleges and CSU campuses that have been qualified with CAN identifiers per the established policies of the CAN System Office.

## Data Maintenance Policies

1. Authorization of the maintenance of all data in ASSIST shall be vested with the institutions or agencies who have ultimate responsibility for the accuracy of the information as follows:

High School a-f Course Lists	- UC Office of the President
Course Lists	- Individual Colleges and Universities
UC Transfer Course Agreements	- UC Office of the President
CSU Baccalaureate Course Lists	- <i>CSU Chancellor's Office</i>
CSU GE-Breadth Course Lists	- CSU Chancellor's Office
CSU American Institutions Course Lists	- <i>Community Colleges and Universities</i>
IGETC Course Lists	- CSU Chancellor's Office and UC Office of the President
Major Preparation Articulation Agreements	- Receiving Institutions
GE/Breadth Articulation Agreements	- Receiving Institutions

Course to Course Articulation Agreements - Receiving Institutions  
CAN Catalog of Courses - CAN System Office

2. These institutions and agencies shall assume the responsibility of determining which staff are authorized to enter and change data in ASSIST.

Once the Web ASSIST Articulation Maintenance System is deployed, these institutions and agencies will be required to register the names of authorized staff members with the ASSIST Coordination Site. The Coordination Site will be responsible for issuing authentication codes and passwords to Web ASSIST Maintenance System users. In the mean time, all articulation data entry and updating will be conducted through the Revelation-based ASSIST software.

Receiving institutions may authorize specific staff members at a sending institution to enter and change information in their respective articulation agreement related to major preparation applicability.

3. Articulation with independent colleges and universities may be included in ASSIST but must be authorized by the receiving institution according to procedures to be established by the ASSIST Board of Directors.
4. Once the Web ASSIST Articulation Maintenance System is deployed, ASSIST will provide more immediate end user access to articulation information after it has been verified, as data entry and dissemination will take place directly on the Web. In the mean time, the ASSIST Coordination Site shall continue to support the collection and dissemination of data from participating colleges and universities on a monthly and semi-annual basis.
5. Receiving institutions shall continue to maintain authority for deciding whether or not to remove articulation agreements from ASSIST. Receiving institutions will be encouraged to leave old agreements in the database since they often prove useful in working with historical student course work.
6. The ASSIST Board of Directors will monitor the compliance of responsible institutions and agencies in adhering to related policies for maintaining data in ASSIST.

### **ASSIST Software Product Requirements**

The ASSIST Articulation Repository will establish a new scope and new policies for ASSIST users including those who use ASSIST to look up information and those who are responsible for maintaining information in the ASSIST database. It also establishes some of the key requirements for ASSIST software products needed to support policies of the repository. However, it is not intended to communicate the complete list of requirements for ASSIST

software products. Other methods will be used to collect and communicate complete information about requirements for ASSIST software products.

During the transition from old to new technologies not all of the characteristics of the repository will be supported. Accordingly, there will be interim policies that will eventually be superseded as new ASSIST software products become available.