

**Policies for Ensuring
Complete Data in ASSIST
Revision - August 3, 1998**

I. Background

In May 1997, the ASSIST Board of Directors established ASSIST as the official repository of articulation and transfer information for the State of California.

Given the dynamic nature of college and university curricula, related articulation information is continually changing. In order for ASSIST to provide the most benefit for its users, the information in the database must be current and must be complete.

The document entitled "ASSIST Articulation Repository - Definition and Policies" describes the components of the ASSIST database that make up the repository. However, this "definition" document was not intended to describe the ways in which the database was to be kept current and complete. The following information describes the basic policies that have been established to help ensure current and complete data in ASSIST.

These policies were approved by the ASSIST Board of Directors on November 5, 1997 and revised in August 1998.

II. Data Entry/Maintenance

For each component of the ASSIST database, the specified institutions and/or agencies are responsible for entering data and implementing the following policies:

Course Lists:

For UC and CSU campuses: Complete course lists represent minimally, all courses articulated with other institutions for each term, as well as information which indicates how basic course attributes used in ASSIST have changed from one term to the next. Additional courses may be included, but are not required.

For Community College campuses: Complete course lists represent all courses offered for credit each term as well as information which indicates how basic course attributes used in ASSIST have changed from one term to the next.

The basic course attributes required by ASSIST are: the course name (prefix and number), title, unit value, transferability, repeatability, and cross-listing with other courses (if applicable). Procedures for maintaining this information and providing the data to ASSIST are detailed in the "ASSIST Course List Maintenance" documentation provided by the ASSIST Coordination Site.

Beginning Fall 1998, each institution is expected to maintain current course

curriculum updates for each term in which courses are offered. The time line and procedures for submitting data will be published by the ASSIST Coordination Site.

Individual UC, CSU and Community College campuses are responsible for ensuring that their course list data is complete and accurate.

Transfer Course Agreements - UC Transfer Course Agreements:

Complete UC Transfer Course Agreements represent all California Community College courses approved by the UC Office of the President (UCOP) for general lower-division credit to UC campuses upon transfer.

The UCOP annually reviews and updates, in ASSIST, the agreements for each California Community College. UCOP shall provide updated information to the ASSIST Coordination Site (ACS) within one month of any changes, or new courses, being approved.

Transfer Course Agreements - CSU Baccalaureate Lists:

Complete CSU Baccalaureate Lists represent all courses that each California Community College has approved to be transferable for general lower-division credit to CSU campuses per CSU Executive Order # 167.

Effective Fall 1998, CSU Baccalaureate lists will be available in ASSIST beginning with academic year 1995-96. Each year community college campuses will update their CSU Baccalaureate lists via the course list maintenance process referenced in the Course Lists section above.

Transfer Course Agreements - IGETC and CSU GE/Breadth Lists:

Complete IGETC and CSU GE/Breadth Lists represent all California Community College and CSU courses that have been approved for applicability to the IGETC and CSU GE/Breadth programs.

The ACS is responsible for entering and updating this information in ASSIST. New course approvals shall be entered in ASSIST annually according to the update cycles established by CSUCO and UCOP.

IGETC and CSU GE/Breadth technical changes shall be updated each term via the course list maintenance process referenced in the Course Lists section above.

Articulation Agreements:

Complete Articulation Agreements represent current, official articulation that receiving institutions have established with any of the California Community Colleges. "Official articulation" is the articulation that the receiving institution has agreed to honor according to the details of the articulation agreement.

Receiving institutions who enter their own data into ASSIST are expected to enter updates and submit data for distribution to the ASSIST Coordination Site within one month of the update being approved by the receiving campus articulation officer. Each campus is responsible for the completeness and accuracy of their data in ASSIST.

Receiving institutions for whom the ACS does the data entry are expected to send updated articulation agreements to the ACS within 2 weeks of the update being approved by the receiving campus articulation officer. The ACS will then coordinate the data entry and distribution of this updated information. Each campus is responsible for the completeness and accuracy of their data in ASSIST.

CAN Information:

There are two ways in which CAN information is represented. The first, known as the “CAN Catalog of Courses” represents all California Community College and CSU courses that have been qualified for CAN identifiers according to policies set forth by the CAN System Office. The CAN Systems Office is responsible for communicating this information and will have it available on the Web. A hyperlink has been established from Web ASSIST to the CAN Web Site.

The second way in which CAN information is represented is in individual articulation agreements established between California Community Colleges and CSU campuses. The Coordination Site shall work with the CAN System Office and the ASSIST Board to develop a way of representing complete CAN articulation within regular ASSIST articulation agreement displays.

UC High School a-f Lists:

Complete UC High School a-f Lists represent articulation between high schools and the University of California by specifying courses from all public and private California high schools that UCOP has determined to be applicable to the related UC admissions criteria. This course information is also used to determine CSU admissions eligibility directly from high school.

The Coordination Site shall continue to maintain a link from ASSIST to the UCOP web site where current UC High School a-f information is located.

Degree Requirements:

The mission and vision statements in the ASSIST Strategic Plan discuss the inclusion of degree requirement data in the statewide repository. Currently, no official degree requirements are available in ASSIST.

III. Monitoring Compliance

In order to help ensure that the responsible institutions and/or agencies adhere to the policies stated above in Section II, the following monitoring practices shall be established and followed:

Course Lists:

In September and February of each year, the ACS is expected to provide the ASSIST Board with a report detailing which colleges and universities have and have not provided corresponding course list updates.

Transfer Course Agreements - UC Transfer Course Agreements:

UCOP shall provide their schedule for annual updates and distribution to the ACS. The ACS shall monitor progress on this schedule and report any significant deviations to UCOP management.

Transfer Course Agreements - CSU Baccalaureate Lists:

Baccalaureate lists will be updated each year via the course list maintenance process.

Transfer Course Agreements - IGETC and CSU GE/Breadth Lists:

The ACS shall ensure that new IGETC and CSU GE/Breadth courses are entered into ASSIST each year following the annual review processes. The technical changes for IGETC and CSU GE/Breadth will be updated each year via the course list maintenance process.

Articulation Agreements:

In August of each year, each UC and CSU campus shall submit a matrix to the ACS which identifies the years of the most current, official articulation agreements that have been established with any of the California Community Colleges and which types of articulation have been established with each college. Additionally, each UC and CSU campus shall identify the expected processes and time lines to be used in reviewing and updating articulation during the academic year.

The ACS shall monitor the progress of the UC and CSU campuses, checking that the data included on each matrix is provided to the ACS in an appropriate and timely manner. In July and January of each year, the ACS shall provide the Board with a report which compares expected activity with actual data available in the ASSIST database.

CAN Information:

The CAN System Office is responsible for providing complete and accurate information to ASSIST.