

**Policies for Including Data for Independent Colleges and Universities in ASSIST**  
**ASSIST Board of Directors**  
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**Background**

Since the inception of ASSIST in 1985 the primary focus for the project has been on representing information for California public colleges and universities. Historically, ASSIST has been funded exclusively by the California legislature through the California Community College (CCC), California State University (CSU), and University of California (UC) systems. With the primary focus for ASSIST being on public higher-education institutions, no independent colleges or universities have been actively engaged in maintaining data in ASSIST, nor have any independent institutions been solicited for participation in ASSIST.

Each year, thousands of CCC students transfer to independent institutions and a number of students from independent institutions transfer to CSU and UC campuses. To facilitate the transfer process for these students, many independent institutions have established various types of articulation information.

As the official repository of articulation for the State of California, the ASSIST Board of Directors establishes the following policies in order to enable articulation information for independent colleges and universities to be included in ASSIST.

For the purpose of articulation, independent institutions can generally be divided into two groups: 4-year baccalaureate degree granting institutions who receive transfer students (receiving institutions), and those institutions who generally prepare students for transfer (sending institutions). Receiving institutions will generally develop major preparation, course to course, and/or general education articulation agreements with specific sending institutions (public and/or independent). Sending institutions may develop UC transferable course agreements, CSU baccalaureate course lists, IGETC certification lists, and/or CSU GE certification lists. Sending institutions may also be represented in traditional college-to-university articulation agreements, but as stated above the receiving institutions are responsible for this information. All of these types of articulation information are represented in ASSIST for public colleges and universities. The following policies enable this information to be represented in ASSIST for independent colleges and universities. Many of these policies reinforce policies that apply to all CCC, CSU, and UC campuses.

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**Policies**

The ASSIST Board of Directors establishes the following policies in order to enable the inclusion of articulation data for independent colleges and universities in the ASSIST database.

1. AICCU Member Institutions

In order to address concerns about articulation with accredited versus non-accredited institutions and in order to focus ASSIST activities on State priorities, only articulation information with AICCU member institutions (as sending or receiving institutions) may be published in the ASSIST database.

While some CCC, CSU, and UC campuses have established articulation agreements with institutions outside of California, only agreements with California institutions may be published in the ASSIST database.

2. Articulation Information to be Published in ASSIST

AICCU members operating as sending institutions may have the following types of articulation information published in ASSIST:

- UC Transferable Course Agreements
- CSU Baccalaureate Course Lists
- CSU GE-Breadth Certification Course Lists
- IGETC Certification Course List
- Articulation Agreements with CSU and UC Campuses as receiving institutions
- Articulation Agreements with other AICCU receiving institutions participating in ASSIST

AICCU members operating as receiving institutions may have the following types of articulation information published in ASSIST:

- Articulation Agreements with CCC campuses as sending institutions
- Articulation Agreements with CSU or UC campuses as sending institutions
- Articulation Agreements with other AICCU sending institutions participating in ASSIST

3. Official Articulation

In accordance with other Board policies related to official information, all articulation information with AICCU member institutions published in ASSIST must be official articulation that the receiving institution commits to honor according to their local articulation and admissions policies. This applies both to cases when the receiving institution is an AICCU member and the sending institution is a CCC as well as when the

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receiving institution is a CSU or UC campus and the sending institution is an AICCU member.

**4. Complete and Current Information**

In accordance with other Board policies related to complete and current data, AICCU member institutions who publish their articulation agreements in ASSIST as receiving institutions are required to maintain in ASSIST all of the most recent agreements that have been established with any CCC campuses. They have the option of including additional agreements with CSU, UC or other independent institutions as the sending institutions.

This implies that some form of monitoring similar to UC and CSU campus participation will apply, where universities are asked to report annually on what articulation has been established with CCCs.

**5. Priority on CCC to Independent 4-Year Articulation**

The priority for including data with independent institutions in ASSIST will be on agreements between California Community Colleges and AICCU member 4-year baccalaureate degree granting institutions. This aligns with the primary goals for ASSIST but does not preclude articulation between public and independent 4-year universities.

**6. Costs for Participation**

AICCU member institutions that would like to have their articulation information published in ASSIST (as either a sending or receiving institution) shall pay an annual fee. This fee would cover Coordination Site costs for data entry as well other operational costs for ASSIST. The details of this fee will be established separate from this policy. The annual costs for a sending institution are expected to be less than the annual costs for a receiving institution.

**7. Contract for Services**

AICCU member institutions that would like to have their articulation information published in ASSIST (as either a sending or receiving institution) shall enter into a contract with the ASSIST Coordination Site. This contract will specify the services to be provided by ASSIST, the duties to be performed by the independent institution, annual costs, and a specific term for services to be provided. The ASSIST Board of Directors will review any contracts before they are finalized.

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In order to help provide some level of continuity of services, the ASSIST Board of Directors will ask interested independent institutions to consider a 3 year commitment for participation in ASSIST.

In general, AICCU members acting as a receiving institution will be responsible for providing official copies of articulation agreements to be published in ASSIST and working with the ASSIST Coordination Site staff to determine the specific format to be used to present the articulation. The ASSIST Coordination Site will be responsible for entering the articulation agreement information into the ASSIST database and working with the AICCU member to resolve any discrepancies that may arise between the official articulation and the curriculum information in ASSIST.

In general, AICCU members acting as sending institutions will be responsible for providing to the Coordination Site information on transferable and articulated courses as well as verifying the accuracy of information published in ASSIST. The ASSIST Coordination Site will be responsible for entering articulation information into the ASSIST database based on official information from the institution and the UC Office of the President and/or CSU Chancellor's Office. The Coordination Site will also notify CSU and UC campuses that any agreements established with the AICCU member institution can be published in ASSIST.