

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

### **Revised August 15, 2001**

#### **Section I - 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 course transfer and articulation information used in transfer student advising and evaluation. ASSIST has emerged as the only intersegmentally sponsored database of California articulation and the ASSIST database has grown to be the most complete source of articulation information used throughout the State. As student transfer remains a high priority in California, the Community College, CSU, and UC systems have formally established ASSIST as the official and complete source for California articulation information. This helps to ensure that students, counselors, faculty, and other staff have a reliable source for official articulation information.

ASSIST operates as the official repository of California course transfer and articulation information through the ongoing utilization and maintenance of ASSIST software products. The technologies used to deliver ASSIST information and support ASSIST database maintenance have changed dramatically since 1985 in order to support the new requirements of ASSIST as an official repository.

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.

This document provides a definition of the repository along with key features and policies to ensure that all colleges and universities understand their respective roles in maintaining this important resource.

#### **Section II - The ASSIST Articulation Repository**

1. ASSIST is the official statewide repository of articulation and transfer information for public colleges and universities 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. The official status of ASSIST was most recently affirmed in the February 1999 Joint Resolution signed by the leaders of the California Community College, California State University and University of California systems and the Executive Director of the California Postsecondary Education Commission.

“Official articulation” is defined as articulation that the receiving institution (generally a university) has committed to honor according to the details of the specific agreement and the articulation policies of the receiving institution.

2. ASSIST includes complete Transfer Course Agreement and Articulation Agreement information for all California public postsecondary educational institutions.
3. The institutions to which courses transfer (receiving institutions) continue to be ultimately responsible for the accuracy of articulation agreements. As such, receiving institutions are also be responsible for ensuring that:
  - the agreements in ASSIST are the official versions of the agreements;
  - 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
  - the agreements in ASSIST have been reviewed and verified to be complete and accurate.

### **Section III - Repository Components**

1. Community College, CSU, and UC Curriculum Data  
Information about all lower division courses offered at California public postsecondary educational institutions that are transferable or articulated, including historical linkages identifying how course numbers and attributes have changed over time.
2. 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.
3. Transfer Course Agreements - 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.
4. Transfer Course Agreements - CSU General Education-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.
5. Transfer Course Agreements - 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.

6. 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. As of July 2001, a complete database of this information is not available in ASSIST.

7. 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.

Departmental 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.

8. 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. CAN information in ASSIST is a copy of the official and primary database maintained by the CAN System Office. As of July 2001, a copy of this information is not available in ASSIST.

**Section IV - Data Maintenance Responsibilities**

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

Curriculum Data	- Community Colleges and Universities
UC Transfer Course Agreements	- UC Office of the President
CSU Baccalaureate Course Lists	- Community Colleges

CSU GE-Breadth Course Lists	- CSU Chancellor's Office
CSU American Institutions Course Lists	- Community Colleges
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
Departmental Articulation Agreements	- Receiving Institutions
CAN Catalog of Courses	- CAN System Office

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

These institutions and agencies are required to register the names of authorized staff members with the ASSIST Coordination Site in order to gain access to data maintenance via the ASSIST Articulation Maintenance System. The Coordination Site will be responsible for issuing user ids and passwords to ASSIST Maintenance System users.

3. Articulation with independent California colleges and universities may be included in ASSIST but must be authorized by the receiving institution according to policies and procedures to be established by the ASSIST Board of Directors.
4. Error corrections and updates to existing data and new data can be published from the ASSIST Articulation Maintenance System into the public Web ASSIST database on a nightly basis. The institutions and agencies responsible for maintaining data in ASSIST are responsible for determining when corrections, changes or additions are published depending upon their local needs. Whenever articulation agreement information is published, the ASSIST system emails an automated announcement to the ASSIST Contacts at both institutions that includes special remarks provided by the receiving institution. On a monthly basis, the ASSIST Coordination Site publishes corrections to existing curriculum data (based on institutional requests) and posts a summary of any such changes on the ASSIST Information Center web site.
5. Receiving institutions continue to maintain authority for deciding whether or not to remove articulation agreements from ASSIST. Receiving institutions are 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 monitors the compliance of responsible institutions and agencies in adhering to related policies for maintaining data in ASSIST.

## Section V - Data Maintenance Policies by Component

Each specified institution and/or agency shall adhere to the following policies when entering and updating data:

### 1. Curriculum Data:

For UC and CSU campuses: Complete curriculum data 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 curriculum data represent all CSU/UC transferable and articulated courses for 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 that are maintained by individual colleges and universities are: the course name (prefix and number information), title, units, CSU transferability, and cross-listing with other courses (when applicable). All colleges and universities use the ASSIST Curriculum Update System to update this information before the start of each term. The ACS publishes an annual schedule for these update cycles. The following general schedule applies:

April:	Fall Updates
September:	Winter Updates
October:	Spring Updates
February:	Summer Updates

Requests for error corrections to existing data are submitted to the ACS by college and university ASSIST managers as needed via the ASSIST Curriculum Error Correction web site. The ACS analyzes each error correction request and makes the corresponding change in the database. Depending upon the type of correction submitted, it may take up to 2 months before the correction is published into the public Web ASSIST database. This provides receiving institutions with time to adjust existing articulation that may be affected by the curricular error correction.

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

2. 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 enter and publish updated information via ASSIST within one month of any changes, or new courses, being approved.

3. 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.

Each term Community College campuses will update their CSU Baccalaureate list information via the ASSIST Curriculum Update system as referenced in the Curriculum Data section above.

4. 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 are entered in ASSIST annually according to the update cycles established by CSUCO and UCOP.

IGETC and CSU GE/Breadth technical changes are updated each term via the ASSIST Curriculum Update System as referenced in the Curriculum Data section above.

5. CSU American Institutions Course Lists:

Complete CSU American Institutions Course Lists represent all California Community College courses that have been approved to meet the CSU American Institutions graduation requirement. As of July 2001, a complete database of CSU American Institutions Course Lists is not available in ASSIST. Corresponding data maintenance policies will be established when this data is included in ASSIST.

## 6. Articulation Agreements:

Complete Articulation Agreements represent all of the most current, official articulation that receiving institutions have established with any of the California Community Colleges. Each receiving institution determines the type and extent of articulation that they establish. Articulation agreements may be presented in any combination of Major Preparation, General Education/Breadth or Departmental articulation. "Official articulation" is the articulation that the receiving institution has agreed to honor according to the details of the articulation agreement and the articulation policies of the receiving institution.

Receiving institutions who enter their own data into ASSIST are expected to enter updates and publish data for distribution using the ASSIST Articulation Maintenance System 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 publishing of this updated information. Each campus is responsible for the completeness and accuracy of their data in ASSIST.

## 7. 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 makes it available on the Internet. A hyperlink is maintained 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 ACS 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.

## **Section VI - Monitoring Compliance**

In order to help ensure that the responsible institutions and/or agencies adhere to the policies stated above in Section V, the following monitoring practices have been established:

1. In August of each year, the ASSIST Board of Directors requests each college and university to designate an ASSIST Contact for the coming academic year. This letter is sent to the college Vice President, the CSU Assistance Vice President or the UC Assistance Vice Chancellor who oversees the articulation function requesting their signature and the name of the ASSIST Manager. The ACS works with new ASSIST Contacts to ensure they have been informed of the policies described in this document. Colleges and universities should notify the ACS of any changes to ASSIST Contacts during the year.

2. Course Lists:

At the end of the ASSIST Curriculum Update System cycle for each term, the ACS provides the ASSIST Board with a report detailing which colleges and universities have and have not provided corresponding curriculum data updates.

Since most colleges and universities approve the majority of curricular changes to become effective in the Fall term of each year, the ASSIST Board has directed the ACS monitors the Fall Curriculum Update System cycle more closely. After the first 2 weeks of the Fall cycle, the ACS emails each college/university ASSIST manager whose campus has not yet logged into the Curriculum Update System. After the third week of the Fall cycle, the ACS writes a letter to the VP/AVP/AVC of each college/university who has still not yet logged into the Curriculum Update System notifying them of the importance of the curriculum update process and offering additional assistance if needed.

3. Transfer Course Agreements - UC Transfer Course Agreements:

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

4. Transfer Course Agreements - CSU Baccalaureate Lists:

Baccalaureate lists will be updated each term via the ASSIST Curriculum Update System.

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

The ACS ensures that new IGETC and CSU GE/Breadth courses are entered into ASSIST each year following the annual review processes. The technical changes for courses on IGETC and CSU GE/Breadth lists are be updated each term via the ASSIST Curriculum Update System. Changes to IGETC/CSU GE qualification areas can be requested by campus ASSIST Contacts via the ASSIST Curriculum Error Correction web site.

6. CSU American Institutions Course Lists:

As of July 2001, a complete database of CSU American Institutions Course Lists is not available in ASSIST. Corresponding compliance policies will be established when this data is included in ASSIST.

7. Articulation Agreements:

In August of each year, the ACS provides each CSU and UC campus with a matrix that identifies the year and types of the most recent agreements available in ASSIST for each Community College. CSU and UC campuses identify on this matrix which agreements are planned to be updated in the coming year, along with any new agreements to be established, and return this matrix to the ACS by the end of September.

The ACS monitors 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 January and July of each academic year, the ACS provides the Board with a report which compares expected activity with actual data available in the ASSIST database. The CSU and UC system offices work to address any issues raised by these reports.

In August of each year, the ACS provides each Community College campus with a matrix that identifies the year and types of the most recent agreements available in ASSIST for each CSU and UC campus. By the end of September, Community Colleges provide the ACS with copies of any official articulation established with any CSU or UC campus that is not included in ASSIST. The ACS coordinates with the CSU and UC system offices to ensure that all official articulation is included in ASSIST.

8. CAN Information:

As of July 2001, a complete database of CAN information is not available in ASSIST. The CAN System Office is responsible for providing complete and accurate information to ASSIST.

## **Section VII - ASSIST Software Product Requirements**

The ASSIST Articulation Repository establishes the scope and 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.