CCSF Self-Study
Analyzing Evidence Template

Standard 2.A.6.a
Section:  The institution makes available to its students clearly stated transfer-of-credit policies in order to facilitate the mobility of students without penalty. In accepting transfer credits to fulfill degree requirements, the institution certifies that the expected learning outcomes for transferred courses are comparable to the learning outcomes of its own courses. Where patterns of student enrollment between institutions are identified, the institution develops articulation agreements as appropriate to its mission.

Team Member
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CCSF has established policies in these areas. Transfer-of-credit policies are communicated to students during orientation through the College Catalog, online at http://www.ccsf.edu, through Admissions and Records staff, and through various counseling departments.

The incoming transfer work is work students take at another college and want to apply at CCSF. Students must submit an official transcript from the college/university. The college/university must be sanctioned by a recognized accreditation body. If the course work was completed in a public California community college, state university, or a UC institution, CCSF staff will utilize ASSIST to determine if the course is equivalent for use as a GE or Major requirement. If the course work was completed at a private California college/university, CCSF staff will determine the course equivalency utilizing a number of methods, including assistance from academic counselors. If the student course work is equivalent, it is processed in BANNER and put on the student’s academic history record. Credit is given for the course, not the grade.

For outgoing transfer work, students must make a request to have their academic work sent to the transferring college/university. This is accomplished through an Official Transcript Request Form or the student can fax his/her request to A&R. The information for requesting official transcripts is communicated to students online at http://www.ccsf.edu and through the College Catalog, Schedule of Classes, and during orientation.

CCSF transmits electronic transcripts to San Francisco State University, San Jose State University, and CSU Hayward; their computing systems determine the courses that are transferable from CCSF. Students can request that
IGETC Certification be sent to CSU and UC institutions. Transfer certification to other UC and CSU schools is done manually by CCSF transcript staff and is sent to the requested transfer schools. These policies are regularly reviewed and refined by Dean Balestreri.

The College has an in-house Transfer Center, which is located in Science Hall, Room 132, and which is coordinated by Carl Jew. The Transfer Center houses information pertinent to transfer procedures, including admissions policies, general education requirements, concurrent enrollment, and pre-admissions advising with college representatives. The Center also sponsors special programs, including an annual Transfer Day College Fair and university tours.

CCSF has a fulltime articulation officer, Deanna Abma, who works with faculty to review courses that are submitted annually for UC transfer, CSU General Education, and IGETC. Additionally, CCSF has shared governance committees, focused on these three areas.

In terms of articulation, CCSF relies on www.assist.org for all UC and CSU articulation agreements. ASSIST is updated three times per year. CCSF students can research transferable courses, general education, and major preparation for the CSU and UC. Presently, CCSF has agreements with twenty-eight of the thirty-three CSU and UC campuses. This translates into 1,659 agreements for specific majors and agreements with 1,018 UC and CSU departments. A second site is the California Articulation Numbering System (CAN), http://www.can.CSUS.edu/, which is a type of “common course numbering” system for major preparation courses in California. CAN is updated on an ongoing basis.

Another site for further information is the CCSF articulation website: www.ccsf.edu/artic. Transferable courses to California’s private colleges and universities can be found on this site, along with other articulation information and resources. There are articulation agreements with 21 private California Colleges, 4 out-of-state private institutions, and 2 out-of-state public education entities.

The articulation agreements are regularly evaluated by Articulation Officer Abma in consultation with faculty and counselors. In fact, many people have input into the evaluation process. Also, the Articulation Officer continually works to improve the system and to resolve problematic issues.

Based on this information, my rating for the College’s performance of Standard 2.A.6a is superior. CCSF personnel have transfer-of-credit information readily available and accessible to students, a Transfer Center operation, and an Articulation Officer and regularly updated articulation agreements with many educational institutions.
Evidence: CCSF Catalog
CCSF Articulation Agreement-UC Registrar’s Office
Chancellor’s Office documents – State of California
NATN Level 1 Implementation: The General Academic Transfer Agreement and the Transfer Admission Agreement (TAA)
IGETC
CCSF Courses Approved for Certification of General Education Areas for all California States Universities for 2004-2005 only
ASSIST Articulation Database Summary/CCSF