

Palomar Community College District

Transfer Articulation Guidelines and MOU Policy

Background

The Academic Senate for California Community Colleges resolution on MOUs (Spring 2005), recommends local Faculty Senate participate in all discussions of academic matters related to MOUs and develop criteria when judging the strengths and weaknesses of such MOUs. In accordance with the ASCCC resolution on MOUs adopted in Spring 2005, and in coordination with the California Intersegmental Articulation Council (CIAC) best practices for transfer MOUs, it is recommended to establish an MOU process that engages local Faculty Senate participation and defines the transfer articulation agreement as a separate and distinct process, separate from an MOU. (1.1)

Furthermore, the 2006 ASCCC rostrum notes the impacts of the MOU affecting instruction, including intersegmental agreements, transfer degree processes, articulation, performance data, achievement of specific degrees or certificates, mandated academic policies and support services. Moreover, because the MOU affects counseling and academic advising and curriculum, a “strong faculty presence is required in the agreement’s formation and implementation”. (1.3)

Transfer Articulation Agreement

An Articulation Agreement is an agreement negotiated between Palomar Community College District and the receiving institution on acceptable or comparable courses completed at Palomar Community College District to be used in lieu of the receiving institution’s course requirements. Articulation agreements are usually developed for private and/or out of state institutions. These agreements may include:

- The receiving institution’s academic calendar
- The receiving institution’s location
- The receiving institution’s maximum credit limitation cap on lower-division and upper-division transfer units
- The receiving institution’s admission requirements
- Any transfer admission guarantee associated with the satisfaction of a specified Palomar Community College District course pattern
- The Palomar Community College District course pattern required to complete the receiving institution’s general education breadth requirements
- The Palomar Community College District course pattern required to complete any lower-division major preparation
- The effective dates of the agreement (3 years recommended)

Articulation agreements are coordinated and facilitated by the Articulation Officer per Board Policy and Administrative Procedure 4050. The agreement may be updated at any time upon written notice and may be terminated at any time upon written notice. The loss of accreditation

Reference

(1.1) Academic Senate for California Community Colleges 13.01 Resolution on MOUs adopted by Spring 2005.

(1.2) Articulation Best Practices – Definitions rev. 3/5/10. www.ciac.csusb.edu. Refer to Resources

(1.3) MOU and the Marginalization of Faculty May 2006. <http://asccc.org/content/mou-and-marginalization-faculty>

may automatically terminate the agreement. Articulation agreements should be reviewed annually by each institution as curriculum changes warrant updates to the articulation agreement.

Memorandum of Understanding (MOU)

A Memorandum of Understanding related to transfer articulation is an agreement between two or more institutions of higher education, typically a community college and an independent/private university, regarding the transfer process and related functions. According to the California Intersegmental Articulation Council (CIAC) “MOUs confirm agreements that students from the sending institution will receive special admission consideration or other benefits such as tuition discounts not offered to most other potential transfer students.” (1.2)

The CIAC categorizes MOU development related to transfer as a function of articulation. Articulation is coordinated and facilitated by the Articulation Officer on each campus. However, the development of an MOU is a separate and distinct process from the development of an articulation agreement. (1.2)

As also noted by the CIAC, “the obligations of a MOU are often beyond the level of authority of the sending institution’s Articulation Officer and may require approval and/or a signature from a high-level administrator at the sending institution”. (1.2)

Elements and Guidelines for MOU Development

An MOU may supplement an existing articulation agreement and provide a successful student transition from Palomar Community College District to a receiving institution. MOUs extend benefits to students beyond the traditional transfer process available to the general public. Therefore, following the recommendation of the Academic Senate for California Community Colleges 2005 resolution encouraging local senate involvement on academic matters related to MOU development and the California Intersegmental Articulation Council Best Practices (2016), the Faculty Senate of Palomar College engages in the approval process of Transfer Articulation MOUs. Moreover, the Faculty Senate of Palomar College, under the guidance of the college’s Articulation Officer, will design a rubric to establish the basic elements of Transfer Articulation MOUs. This rubric will establish the minimum criteria expected of all MOUs.

Considerations upon initial MOU proposal include:

- Regional accreditation of the institution with a disclaimer referencing loss of accreditation may automatically terminate the MOU and transfer articulation agreement. *Special consideration may be given in cases where a specialized institution offering a unique program is accredited by an agency recognized by the U.S. Department of Education.*
- Purpose of the MOU and historical relationship that already exists between Palomar College and requesting institution including a current articulation agreement
- Marketing components
- Financial benefits, otherwise not available without the MOU. Proposals including discounted fees and/or tuition available to the general public do not align with the purpose of transfer MOUs and will not be considered

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- Persistence, retention, and graduation rates of the requesting institution
- Services available to support transfer students
- Tuition cost, scholarship and financial aid opportunities
- **Online colleges and universities:** Demonstrate services provided to students including but not limited to student success support services, academic advising, tutoring, library services, the type of virtual learning environment and course management system utilized by students, and technical support

MOU Basic Guidelines

- Name and Address of institutions
- Statement of regional accreditation. Specialized subject-area institutions such as art schools accredited by an agency recognized by the U.S. Department of Education may be considered.
- Accreditation disclaimer indicating immediate termination of the MOU upon the loss of accreditation
- History and Purpose
 - a. Historical transfer relationship from Palomar to the University
 - b. Purpose of the agreement
 - c. Existing articulation agreement attached to MOU.
 - d. Benefits to students
- Student eligibility such as minimum number of units, or an Associate's degree earned
 - a. Articulation
 - b. General Education Breadth Pattern
 1. CSU or IGETC accepted in lieu of native pattern
 2. AA accepted in lieu of native pattern
 3. Course to course and major preparation articulation
- Admission requirements
 1. TAG requirements
 2. Catalog rights
- Financial benefits only available through the MOU
 - a. Application fees waived
 - b. Tuition discounts otherwise not available to the general public
 - c. Scholarships
- Admissions, persistence, retention, and graduation rates of Palomar students
- Transfer Student Support Services such as advising, library and tutorial support, financial aid and academic advising counselors
- MOU review timeline (recommended yearly)
- MOU expiration date (recommended 3 years)
- Terms of the MOU upon termination if students are following an existing MOU-catalog rights?
- Name and contact information of responsible parties to answer MOU inquiries

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