

August 12, 2016

**MEMORANDUM**

**Coded Memo ASA-2016-18**

TO: CSU Presidents 

FROM: Loren J. Blanchard, Ph.D.  
Executive Vice Chancellor

SUBJECT: Clarification of Policies on General Education Transfer

This clarification of existing policies and administrative laws responds to the attached *Assembly Concurrent Resolution Number 158—Relative to public postsecondary education (Holden)*. CSU presidents are asked to ensure that the following existing CSU administrative laws and policies are consistently applied to ensure efficient degree completion and fairness to all CSU students, in fulfillment of the 2005 CSU Board of Trustees Facilitating Graduation Initiative, the current CSU Graduation Initiative, and in keeping with the legislature’s resolution that requests streamlined transfer of general education (GE) course credits and the prevention of requiring students to repeat already successfully completed GE courses.

**Facilitating Graduation**

- *AA-2005-21 Facilitating Graduation*  
This coded memorandum details the CSU Board of Trustees’ “request for strong ways to expect, encourage, and monitor improvements in supporting student attainment of the baccalaureate ....”  
<http://www.calstate.edu/AcadAff/codedmemos/AA-2005-21.pdf>
- *AB 386 Cross-enrollment: online education at the California State University*  
*Chaptered as Education Code sections 66760 through 66764*  
Section 66763: A course provided entirely online pursuant to this chapter shall be accepted for credit at the student’s home campus on the same basis as it would be for a student matriculated at the host campus.

**CSU Campuses**  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

### **Accepting Transfer Credits Toward Residency Requirements**

- *Title 5 s. 40403 Required Residence*
  - c. When the circumstances of an individual case make it appropriate, the appropriate campus authority may authorize the substitution of credit earned at other campuses or institutions for residence credit.

### **Community College, UC, and CSU Intersegmental General Education Transfer**

- *EO 1100 General Education Breadth Requirements*

Article 2.1 presents three pathways for achieving CSU GE requirements: (1) CSU General Education Breadth; (2) Intersegmental General Education Transfer Curriculum; and (3) University of California Lower-Division.
- *SB 1440 (“The STAR Act,” “Associate Degrees for Transfer”)*

*Chaptered as Education Code sections 66745 through 66749*

Paraphrased: Students who transfer with ADT degrees are expected to have fulfilled both their lower-division GE requirements and their lower-division major requirements in order to fulfill baccalaureate degree within 60 additional units. Campuses may adjust the remaining requirements to accommodate omissions in the curriculum, such as fulfillment of American Ideals and Institutions as long as students are not obligated to complete more than 60 units.
- *Title 5 s. 40405.2 Intersegmental General Education Transfer Curriculum (“IGETC”)*
  - a. Students transferring from California Community Colleges under the provisions of this subdivision may satisfy General Education-Breadth requirements for the California State University bachelor's degree through satisfactory completion of the Intersegmental General Education Transfer Curriculum and a minimum of 9 semester units or 12 quarter units of upper division general education coursework. [ ... ]
- *Standards, Policies, and Procedures for Intersegmental General Education Transfer Curriculum, Version 1.7 (“IGETC Standards”), California Community Colleges, California State University, and University of California*

2.0 Students who are eligible for IGETC

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a California Community College to a California State University (CSU) or University of California (UC) campus generally without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. [ ... ] All UC and CSU campuses will accept the completed IGETC to satisfy all lower-division general education requirements.

5.2 Non-California Community College Courses on IGETC

Appropriate non-CCC general education courses in the humanities, mathematics, social sciences, and natural sciences that are completed at United States regionally accredited institutions should be routinely included in IGETC. For example, California Community Colleges should not hesitate to

include such traditional introductory general education courses as Psychology, Sociology, Economics, Political Science, Biology, or Chemistry that have been completed at non-CCC colleges. Care should be taken to carefully scrutinize course outlines for content, prerequisites, texts, units, and IGETC Area Standards (See Section 10.0 for Standards). Particular care should be taken when evaluating non-CCC courses to fulfill IGETC Area 1B, Critical Thinking and Composition. Few non-CCCs offer a second semester course that combines Critical Thinking and English Composition. Guidelines to determine if a course is appropriate can be found in Section 10.1.2b

### **GE Exceptions for Second-Baccalaureate Students**

- *Title 5 s. 40509 Baccalaureate Degrees Completed in Postbaccalaureate Standing*  
A campus of the California State University shall not require a student who has been admitted to a baccalaureate degree program to undertake courses other than those that are specifically required to complete the current major within the degree program if:
  - a. The student has previously earned a baccalaureate or higher degree from an institution accredited by a regional accrediting association; or
  - b. The student has completed equivalent academic preparation, as determined by the appropriate campus authority.

### **GE Exceptions for Transfer Students Applying to Approved High-Unit Majors**

- *EO 1100 General Education Breadth Requirements*  
2.2.5 Exceptions  
Exceptions to the foregoing requirements may be authorized only under the following circumstances:
  - a. In the case of an individual student, the campus may grant a partial waiver of one or more of the particular requirements of Title 5 of the California Code of Regulations, Section 40405.1, to avoid demonstrable hardship, such as the need to extend the time required for completion of the degree in the case of a senior-level transfer student.
  - b. In the case of high-unit major degree programs, the chancellor may grant exceptions to one or more requirements for students completing the particular program. Such exception must be approved at the campus level prior to initiating a request to the Chancellor's Office. A full academic justification shall be submitted to the executive vice chancellor and chief academic officer, Academic Affairs, who shall submit his or her recommendation and the campus recommendation (along with all relevant documents) to the chancellor.
  - c. A student who has been admitted to a baccalaureate degree program is exempt from additional general education requirements if:
    - i. The student has previously earned a baccalaureate or higher degree from an institution accredited by a regional accrediting association; or
    - ii. The student has completed equivalent academic preparation, as determined by the appropriate campus authority.

- *List of Approved GE Exceptions for High-Unit Majors*  
Community college students who will transfer into one of the listed majors are not required to complete the full set of “Golden Four” CSU GE requirements (A1 Oral Communication, A2 Written Communication, A3 Critical Thinking, and B4 Quantitative Reasoning) as a condition of admission. Students will achieve the GE learning outcomes through experiences integrated in the major requirements. The list of majors approved for GE exceptions appears at:  
<https://asd.calstate.edu/ded/index.asp?ded=4&fid=5>

**CSU GE Policy on Transfer, Fulfillment of Systemwide Requirements, and CSU-to-CSU Reciprocity**

- *EO 1100 General Education Breadth Requirements*
  - 5.1 Premises of General Education Breadth Transfer and Certification
    - a. It is the joint responsibility of the public segments of higher education to ensure that students are able to transfer without unreasonable loss of credit or time.
  - 5.3. Certification Requirements
    - 5.3.1 Definition  
General education “certification” shall indicate that a participating institution has verified that a transfer student has met CSU lower-division requirements. CSU campuses shall accept participating institutions’ full certification or subject-area certification, as defined below.
      - 5.3.2.1 Fulfillment of Lower-Division Requirements  
Students admitted to a CSU campus with full certification shall not be held to any additional lower-division general education requirements.
      - 5.3.3 Subject-Area (Partial) Certification
        - 5.3.3.1 Fulfillment of Lower-Division Requirements by Area  
Students admitted to a CSU campus with subject-area certification may not be held to any additional lower-division general education coursework in the subject areas certified.
  - 5.4 Certification of Courses and Examinations
    - 5.4.1 Qualification for Certification  
A participating institution may certify completion of courses or examinations taken at other eligible institutions, provided that all such courses and examinations would be identified for certification purposes by the institution offering them.
    - 5.4.2 If so identified, those courses and examinations shall contribute to qualification of a student for either full certification or subject-area certification, as appropriate.

## 5.6 General Education Reciprocity Among CSU Campuses

### 5.6.1 Full Lower-Division Reciprocity

Full lower-division reciprocity is the process through which all lower-division general education requirements that one CSU campus has designated as having been satisfactorily and entirely completed shall be accepted as fulfilling all lower-division general education requirements of the CSU campus granting the baccalaureate degree—without regard to differences that may exist between the GE requirements of two campuses.

A course or examination is to be regarded as satisfactorily completed if the student's performance meets the minimum standards for full acceptance toward satisfying a requirement as set by the campus at which the course or examination was taken.

For the purposes of this section, completion of lower-division general education requirements is equivalent to qualification for full certification, as defined in Article 5 above.

### 5.6.2 Reciprocity as Fulfillment of Full Lower-Division General Education Requirements

Transfer students admitted with documentation of full lower-division general education program completion at another CSU campus shall not be held to any additional lower-division general education requirements by the campus awarding the degree.

### 5.6.3 Reciprocity for Subject-Area General Education Requirements

#### 5.6.3.1 Definition

Subject-area lower-division reciprocity is the process through which lower-division general education subject-area requirements designated by CSU campuses as having been satisfactorily completed shall be recognized as fulfilling the corresponding subject-area general education requirements of the CSU campus granting the baccalaureate degree—without regard to differences that may exist in the configuration of the two programs or in the content of the subject area.

Students seeking to transfer under the provisions of this section shall be responsible for requesting verification that lower-division general education program or subject-area requirements have been met. Upon the request of a currently or formerly enrolled student, the CSU campus from which the student seeks to transfer shall determine the extent to which that student has satisfactorily completed the lower-division general education requirements in each subject area, and shall provide official documentation of such completion.

For the purposes of this section, completion of lower-division general education subject-area requirements is equivalent to qualification for subject-area certification, as defined above.

Transfer students admitted with documentation of completion of one or more general education subject areas at another CSU campus may not be held to any additional lower-division general education requirements in that subject area by the campus awarding the degree.

The entire executive order may be retrieved from: <http://www.calstate.edu/EO/EO-1100.html>

The transfer-related systemwide policies, state administrative laws, and intersegmental standards cited in this memorandum emerge from principles underlying the California Master Plan. The CSU, in consultation with the Academic Senate CSU, has codified these precepts over the past six decades, in service to students and the state. We rely on consistent campus application of these principles and policies to achieve efficient transfer and degree completion across the CSU system. Your careful attention to this matter and to the concerns of the legislature is most appreciated.

LJB/clm

Enclosures

- c: Dr. Christine Miller, Chair, Academic Senate CSU  
Provosts and Vice Presidents for Academic Affairs  
Eric Forbes, Assistant Vice Chancellor, Student Academic Support  
Christine Mallon, Assistant Vice Chancellor, Academic Programs and Faculty Development  
Kathleen Chavira, Assistant Vice Chancellor, Advocacy and State Relations  
Andrew Martinez, Senior Legislative Advocate  
Associate Vice Presidents for Academic Affairs  
Directors of Admission  
Chairs, Campus Academic Senates

**Assembly Concurrent Resolution**

**No. 158**

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**Introduced by Assembly Member Holden**

March 29, 2016

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Assembly Concurrent Resolution No. 158—Relative to public postsecondary education.

LEGISLATIVE COUNSEL'S DIGEST

ACR 158, as introduced, Holden. Postsecondary education: transfers.

This measure would encourage the Academic Senates of the University of California, the California State University, and the California Community Colleges to expedite their current efforts to streamline the transfer process and ensure that all general education credits can transfer between the University of California, the California State University, and the California Community Colleges educational systems.

Fiscal committee: yes.

1 WHEREAS, All students deserve the right to choose an  
2 educational institution that best fits their needs; and

3 WHEREAS, Students should be able to transfer as their  
4 circumstances change throughout their educational experience;  
5 and

6 WHEREAS, Students of low-income and minority backgrounds  
7 are the most adversely affected by the lack of articulation  
8 agreements across California public postsecondary educational  
9 institutions; and

1 WHEREAS, Students should be given clear and concise  
2 information on how to transfer and how their credits will transfer;  
3 and

4 WHEREAS, In a public postsecondary educational system where  
5 it is already challenging to get the classes one needs to graduate  
6 in a timely manner, students should not have to retake classes as  
7 a result of transferring; and

8 WHEREAS, The University of California and the California  
9 State University educational systems should have articulation  
10 agreements with each other so students transferring from campus  
11 to campus or across the systems should not incur additional  
12 expenses or time to retake classes previously taken at another  
13 University of California or California State University campus;  
14 and

15 WHEREAS, Special attention should be given to ensure Science,  
16 Technology, Engineering, and Mathematics (STEM) classes  
17 transfer across California's public postsecondary educational  
18 institutions; and

19 WHEREAS, The University of California and the California  
20 State University educational systems should have common course  
21 numbering in order to improve articulation across campuses; and

22 WHEREAS, All general education credits should transfer  
23 between the University of California, the California State  
24 University, and the California Community Colleges systems; and

25 WHEREAS, Transferring within the University of California  
26 and the California State University educational systems should be  
27 seamless for students and not require students to retake courses;  
28 and

29 WHEREAS, The Legislature recognizes the necessity for a more  
30 cohesive, robust, and fair articulation process across the University  
31 of California, the California State University, and the California  
32 Community Colleges educational systems so students are not  
33 unduly burdened while trying to transfer and are able to graduate  
34 in a timely manner; now, therefore, be it

35 *Resolved by the Assembly of the State of California, the Senate*  
36 *thereof concurring,* That the Legislature encourages the Academic  
37 Senates of the University of California, the California State  
38 University, and the California Community Colleges to expedite  
39 their current efforts to streamline the transfer process and ensure  
40 that all general education credits can transfer between the

- 1 University of California, the California State University, and the
- 2 California Community Colleges educational systems; and be it
- 3 further
- 4 *Resolved*, That the Chief Clerk of the Assembly transmit copies
- 5 of this resolution to the author for appropriate distribution.

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