

A Memorandum of Understanding Between The California Community Colleges, Office of the Chancellor and The California State University, Office of the Chancellor

The California State University Office of the Chancellor and the California Community Colleges Office of the Chancellor support student transfer from community colleges to the state's four-year public universities as central to providing accessibility to a baccalaureate education for the people of California. Building on collaborative efforts of the past decade, the California State University and the California Community Colleges agree to expand transfer opportunities between the California Community Colleges and the California State University by implementing the provisions of this Memorandum of Understanding.

I. Definitions

- A. **“Systemwide lower-division transfer pattern by major”** means a set of lower-division curricular specifications comprising at least 45 baccalaureate-level semester units that will be accepted at every California State University campus offering a program leading to a baccalaureate degree with that major.
- B. **“Campus-specific lower-division transfer pattern by major”** means a set of lower-division curricular specifications beyond the systemwide lower-division transfer pattern by major, comprising units that will be accepted at a particular California State University campus offering a program in that major leading to that degree.
- C. **“Lower-division transfer pattern by major (LDTP)”** for a particular major and California State University campus means the systemwide lower-division transfer patterns for that major and the corresponding campus-specific lower-division transfer patterns that best prepare students to complete a baccalaureate degree in a specified major.
- D. **“Highest priority for admission”** means a written guarantee of admission provided to students at the time of execution of a LDTP agreement subject to enrollment demand, available space, and satisfactory completion of any approved and applicable impaction criteria for that campus and major (California Education Code § 66739.5 and CSU Board of Trustee policy contained in California Code of Regulations (Title 5)). The guarantee of admission is granted at the time the student signs the LDTP agreement with a specific CSU campus subject to satisfactory completion of the requirements of the agreement between the student and the CSU campus.
- E. **“Dual Admission”** means a process by which a student is admitted to a CSU campus while enrolled at a community college.

- F. **“Impacted major and program”** means an undergraduate major or campus that receives more applications for admission from fully qualified applicants during the initial admission application filing period than the number of available spaces that the campus can accommodate in that major or on the campus. California State University campuses must file an application with and be approved formally by the Office of the Chancellor to be impacted.
- G. **“Local” upper division transfer students** means those who transfer from a community college district historically served by a California State University campus in that region.
- H. **“Supplemental admission criteria”** means admission criteria required for an impacted major or campus that have been approved by the California State University Chancellor’s Office to screen applicants. Such criteria may use a selection process developed by the faculty that combines academic factors with other objective criteria to review comprehensively all program applicants for admission.

II. PATHS TO TRANSFER

The California State University is committed to supporting and maintaining the multiple paths to transfer from California Community Colleges to the California State University that are outlined in the following priority order in California Education Code, § 66202.

- A. California Community College transfer students who have successfully concluded a course of study in one of the following approved transfer agreement programs:
 - 1. Dual Admission;
 - 2. Lower Division Transfer Pattern (LDTP); or
 - 3. Transfer Admission Guarantees (TAG)/Transfer Admission Agreements (TAA) between CSU campuses and community colleges.
- B. Other California Community College students who have met all of the requirements for transfer
- C. Other qualified transfer students, e.g., California residents transferring from the University of California, independent colleges, other CSU campuses
- D. California residents entering at the freshman or sophomore levels

Notwithstanding the priority order outlined above, all California State University-eligible local upper-division transfer applicants shall be admitted to an impacted campus on the basis of established California State University system admission policies prior to non-local students in categories (B), (C) and (D) above. The local admission policy does not affect applicants in category (A) above.

III. LOWER DIVISION TRANSFER PATTERN OPTION

The Lower Division Transfer Patterns (LDTP) provide a set of major-specific, prescribed courses (road maps) that must be completed by a California Community College student prior to transfer in order to receive highest priority admission to the California State University. The LDTP road maps include both statewide and campus-specific course requirements. Students who complete an LDTP enter the California State University as juniors in their selected major. Each unit earned at a California Community College subtracts a unit from the total units needed to graduate from a California State University campus. The California State University will ensure that students who enter through the LDTP program can complete their baccalaureate degrees in the minimum number of remaining units required for that degree major. As such, following a lower-division transfer pattern for a particular major is the most efficient path to a bachelor's degree from the California State University. The "road maps" will be posted on CSUMentor and www.ASSIST.org and linked, as appropriate, to other websites so that students and counselors can use them for advising purposes for all students, not only those who participate officially in an LDTP. CSUMentor will be the primary website for students, counselors, and the public to access information about LDTPs. CSUMentor will provide the following:

- Information about LDTP including policies, processes, and requirements, and the process for entering into a transfer admission agreement for a specific campus and major;
- LDTP road maps detailing coursework by campus and by major;
- A transfer planner for students to track their progress toward meeting statewide and campus-specific LDTP requirements; and
- A link to ASSIST to present detailed course articulation as well as pre-major patterns of coursework for specified majors.

A. Admission Priority for Students Completing Lower-Division Transfer Patterns by Major

In response to state legislation (SB 1785, Scott), the California State University Board of Trustees modified California Code of Regulations (Title 5) at its July 2004 meeting to provide the highest priority for admission to California Community College upper division transfer applicants who elect to complete a specific set of courses that satisfy an LDTP. Board of Trustee policy, issued by the Chancellor in Executive Order 918 on October 1, 2004, established procedures for developing and updating lower-division transfer patterns by major and established priority admission for upper division transfer students who fulfill the requirements of the LDTP program.

Beginning with admission to the fall term 2007, an applicant who has attended a California Community College, who has completed successfully the lower-division transfer pattern by major, who had committed to the major and campus of the California State University before earning 45 baccalaureate-level semester units, and who applies

for admission within published deadlines will receive the highest priority for admission as an upper-division transfer student if the applicant meets all applicable standards for admission.

Each California State University campus shall communicate directly via surface mail or e-mail to students at the time of commitment any supplemental admission criteria that they must meet to be admitted to the campus and major. In addition, the California State University will inform students that they can enter into an LDTP agreement with only one California State University campus and one major. A student who meets the criteria included in the agreement shall be admitted to the campus and major without regard to any changes in systemwide and/or campus, supplemental admission criteria that may be imposed after the agreement has been signed. A California State University campus will require an applicant to execute a campus-specific LDTP agreement to receive highest priority for admission.

B. Initial 30 LDTP Majors

All LDTP systemwide courses for the first 30 LDTP majors will be articulated with all California community colleges by June 1, 2006. All campus-specific courses associated with these majors will be disseminated by June 1, 2006, and with the cooperation of the California Community Colleges will be articulated with all California Community Colleges by June 1, 2007.

California State University will ensure sufficient staffing and fiscal resources to complete this process by the timelines cited above. The California Community Colleges Chancellor's Office will encourage the community colleges to allocate sufficient staffing and fiscal resources to complete the process according to the designated timelines.

C. California State University Major Preparation Course Patterns

Campus-specific course patterns for each major will accompany the systemwide course patterns for each major-specific LDTP. These course patterns will be used to create specific major road maps that will be followed by California Community College students pursuing the LDTP. In addition, they will serve as advising tools for students who are not pursuing an LDTP agreement but who desire information about optimal preparation for transfer to a California State University campus. Public dissemination of campus-specific major course patterns for the first 30 LDTP majors will occur by June 1, 2006.

D. Additional California State University Majors for LDTP

As of spring 2005, the California State University had begun planning for additional majors for which LDTPs will be developed. Faculty will meet to plan systemwide courses for this additional set of majors during fall 2005. All LDTP systemwide courses for the second set of LDTP majors will be articulated with all California Community Colleges by June 1, 2007. All campus-specific courses associated with these majors will be disseminated by June 1, 2007, and with the cooperation of the California Community Colleges will be articulated with all California Community College by June 1, 2008.

E. Waiver of Campus Specific Course Requirements

If a student is attending a California Community College that does not offer a particular lower-division major prerequisite course and/or campus-specific course designated in the LDTP for that major and campus, the California State University will waive the course or courses. The waiver means (1) that the student can opt to transfer earlier, i.e., if the LDTP for the student's major and campus is 60 semester units and the community college does not offer a specified 3-unit semester course, the student may fulfill the LDTP agreement upon completion of 57 units and will be entitled to transfer to the CSU campus at that point if the student chooses to do so. The student will be expected to complete the course(s) at the CSU campus upon transfer; or (2) the CSU campus will consult with the student and the student's community college to determine if there is a substitute course(s) that the student can take at the community college that will fulfill the requirement.

IV. DUAL ADMISSION PROGRAM OPTION

The California State University and the California Community Colleges will implement the dual admission program described below to comply with the California Education Code § 66744 established in the 2004-05 Education Budget trailer bill (Senate Bill 1108).

A. Intended Outcomes

The California Community College-California State University Dual Admission Program will achieve the following outcomes:

- 1) Provide students with a seamless and guaranteed transition from a California Community College to a California State University campus;
- 2) Help students focus on transfer opportunities and course requirements early in their academic careers;
- 3) Increase the number of California Community College transfer students who enter the California State University appropriately prepared for upper-division coursework while benefiting the State by completing low-cost, lower-division coursework at a California Community College; and
- 4) Move the student to the completion of the bachelor's degree in the most timely and efficient manner.

B. Program Description

The California Community Colleges will attempt to develop a mechanism to identify students after they have satisfactorily completed at least 30 but not more than 45 transferable semester units as potential participants who may choose to pursue the dual admission option. To be dually admitted, the student must complete a California State University Lower Division Transfer Pattern (LDTP), including the portion of the LDTP that is specific to the particular California State University campus and major of interest, earning the minimum grade point average set by the California State University campus to which the student is seeking dual admission, satisfying all California State University

campus and supplemental admission criteria existing on the date of the dual admission agreement. The LDTP will be the primary and preferred mechanism for dual admission, but CSU campuses may enter into dual admission agreements with students that do not involve LDTPs.

Students who participate in the California Community College-California State University Dual Admission Program will be dually admitted to a California State University campus for matriculation as an upper division transfer student for a specific agreed-upon term of matriculation while they complete their lower division preparation at the California Community College.

The California State University campus shall send the student a dual admission letter no later than sixty (60) days after the student and campus official have signed the dual admission agreement stating that the student shall be entitled to matriculate as a junior if the requirements of the dual admission agreement are satisfied.

The California Community College and the California State University campuses will provide academic advising about the dual admission program to students who complete a dual admission agreement. Each semester, the student will have the opportunity to meet with representatives of the community college and CSU campus to assess the student's progress in fulfilling the terms of the dual admission agreement.

A student who meets the criteria specified in the dual admission agreement shall be eligible to matriculate to the CSU campus as a junior and will not be subject to any additional admission criteria that may be imposed between the date the student signed the dual admission agreement and date of matriculation cited in the dual admission agreement.

C. Student Benefits

1. Students participating in the dual admission program will be accorded the same admission application fee waiver options as any other applicant for admission.
2. During their lower division preparation, dually admitted students will be given the option to secure a California State University campus photo ID card, which may require the payment of a nominal fee, and admitted students possessing such an ID card will be provided access to any other California State University campus services that do not incur additional costs or require student fees for participation that students enrolled on a California State University campus are required to pay. (Examples of campus services not provided would normally include free admission to athletic events, parking, and student health center services.)
3. Dually admitted California Community College students will receive regular California State University communications, enabling them to begin to identify

with and prepare to transfer successfully to a particular California State University campus.

4. By way of the transfer planner feature of CSUMentor, dually admitted students will have on-line access to a method by which they can “plot” their completion of required lower-division coursework.
5. Dually admitted students will have access both to California State University academic advisors and California Community College counselors who will help them to achieve a successful transition into and completion of their university program.
6. Upon satisfactory completion of the terms of the dual admission program agreement, dually admitted students will matriculate to the specified California State University campus.
7. To the greatest degree that is practical, enrollment and financial aid records of dually-admitted students will be shared, helping to ensure students a seamless transfer and minimal record redundancy. The California State University and the California Community Colleges will pursue jointly technology-based strategies to achieve this goal.
8. The California Community Colleges Chancellor’s Office will recommend that, to the extent possible, its colleges provide priority registration to students who sign a dual admission agreement.

The services available to dually admitted students outlined above will be explained to a student at the time a dual admission program agreement is executed.

D. Publicizing the LDTP and Dual Admission Programs

All California State University and California Community Colleges will include descriptions of both the LDTP and Dual Admission Programs in their electronic and paper catalogs, class registration information, and all other appropriate publications identified by each system and campus. In addition, transfer centers as well as counselors and academic advisors will provide this information as they advise students. Information will also be posted to www.californiacolleges.edu and www.csumentor.edu.

V. TRANSFER ADMISSION GUARANTEES (TAG)/TRANSFER ADMISSION AGREEMENTS (TAA) OPTION

Transfer Admission Guarantees (TAG) and Transfer Admission Agreements (TAA) are agreements between CSU campuses and students attending California Community Colleges that specify the academic requirements necessary to transfer successfully to the

CSU campus. Some of these agreements are between individual colleges and campuses and others are regional agreements involving multiple colleges and/or campuses. Like the LDTP, they define a set of courses a student must take and the academic standard to be applied. These are discretionary documents determined at the local level that cannot be guaranteed by the CSU Office of the Chancellor, but CSU will not mandate or otherwise direct CSU campuses to eliminate or phase out these agreements. These agreements are of great benefit to community college students and shall remain important alternative paths to transfer.

VI. PROGRAMS THAT SUPPORT TRANSFER

A. California State University Transfer Course Number System

Lower-division transfer patterns outlined in the Dual Admission, LDTP, and TAG/TAA programs serve as “road maps” to guide students through the community colleges and to the campuses of the California State University. In order to design and maintain these road maps transfer course numbers are needed to serve as points of reference along the path to university admission and graduation. With the support of the California State University Academic Senate to achieve these goals, the California State University will implement the California State University Transfer Course Number system, e.g. California State University Government 1, etc. These numbers will represent the results of the analysis and articulation of courses between the California State University, its campuses, and all California Community Colleges. California State University faculty, including representatives from the California State University Chancellor’s Office, will continue to develop specific course descriptors against which major preparation courses can be articulated and included in Lower Division Transfer Patterns.

A faculty-driven, staff-facilitated process will assign California State University transfer course numbers; the results will be stored in ASSIST and linked to other appropriate sites such as CSUMentor, and www.CaliforniaColleges.edu. California Community College faculty will continue to be invited to participate in and inform the LDTP as well as the California State University transfer course number processes.

B. California Articulation Number Descriptors And Courses

The California State University shall build upon the articulation that has already occurred by using existing California Articulation Number system (CAN) course descriptors. An analysis of all 176 California Articulation Number system descriptors included on the CAN website that have current articulation as of June 2005 will be completed no later than June 30, 2007. CAN descriptors that are utilized in Dual Admission, LDTP, and TAG/TAA programs will be refreshed, elaborated, and utilized as California State University descriptors of statewide major preparation courses. The Transfer Advisory Board, described below, shall develop processes regarding the continuing use of courses that carry a CAN identifier.

CAN descriptors not included in either a statewide- or campus-specific LDTP will have an advertised “sunset” period of not less than two years, i.e., will “sunset” no earlier than

June 30, 2009, in order to facilitate the transfer of California Community College students who may have already completed these courses. Prior to the completion of the CAN descriptor review process, all current California Community Colleges CAN-identified courses will remain valid at all California State University campuses to fulfill either statewide- and campus-specific LDTP course requirements or elective credit if the course with the designation has not been identified as a campus-specific course.

C. Articulation

CSU has committed to articulating all systemwide and campus-specific courses identified in the LDTP with all community colleges, and CSU will do all that is necessary to achieve this goal, including devoting sufficient staff. CSU faculty will identify course descriptors for all systemwide and campus-specific courses in each LDTP. Therefore, California Community Colleges will no longer be articulating a specific course with a specific CSU campus for LDTP majors. Rather, California Community Colleges will articulate a specific course to a course descriptor for that course that will be acceptable at all CSU campuses that offer that course. Articulation will be achieved in a variety of ways including the following.

A course with a current CAN descriptor not being used for a statewide LDTP will be accepted as a campus-specific LDTP course within a major by those CSU campuses that have previously agreed on the CAN course descriptors for that campus-specific course until the course descriptors are refreshed and elaborated. Campuses that have not included that course for a campus-specific LDTP may articulate that course with community colleges either to fulfill other campus-specific LDTP requirements or for elective credit at that CSU campus.

For courses that do not have a CAN descriptor, CSU will implement an articulation process similar to the IGETC course review process.

1. For the statewide LDTP courses, CSU faculty will identify a course descriptor for each course. All California Community Colleges will be invited to forward existing and new course outlines for review as fulfilling the CSU LDTP statewide course descriptor. If the CSU faculty determine the community college course outline satisfies the CSU course descriptor, the course will be accepted for articulation as a statewide major course for the relevant major.
2. For campus-specific LDTP courses, CSU faculty at campuses that have identified a campus-specific course common to their campuses will identify a course descriptor for the campus-specific course. All California Community Colleges will be invited to forward new and existing course outlines for review as fulfilling CSU campus-specific course descriptor. If the CSU faculty determine the community college course outline satisfies the CSU course descriptor, the course will be accepted for articulation as a campus-specific course at those CSU campuses that have identified that campus-specific course common to their

campuses. Campuses that have not included that course for a campus-specific LDTP will accept that course for elective credit at that CSU campus.

A California Community College may submit for review an identical course outline submitted by another California Community College that has been reviewed and approved by CSU faculty as fulfilling CSU LDTP campus-specific course descriptors. A notation should be included that indicates that the course outline is identical to the course approved by another community college which will ensure that the CSU faculty discipline review committee can approve the course in an expedited manner.

D. Transfer Advisory Board

The California State University and the California Community Colleges will collaborate on the creation and composition of a California State University and California Community Colleges transfer advisory board that will help guide the California State University and the California Community Colleges to develop and evaluate the effectiveness of transfer programs, including the LDTP and Dual Admission Program.

E. Electronic Receipt Of Transcripts

The California Community Colleges and California State University will explore options by which California Community Colleges campuses can transmit and California State University campuses can receive California Community Colleges electronic transcripts. Efforts will be made to incorporate electronic transcripts in a format that complies with California State University campus student information system requirements.

F. Articulation System Stimulating Interinstitutional Student Transfer (Assist)

Successful transfer plans depend on accurate and complete articulation among colleges and universities. ASSIST serves as the official repository of articulation among California's public institutions. As such, all course articulation for LDTP will be posted through ASSIST. Links will be provided to other web sites to help guide transfer students and their counselors.

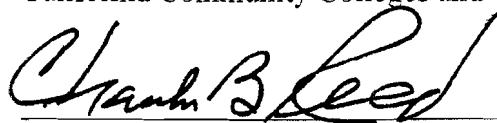
All California State University campuses will post all official articulation in ASSIST.

California Community Colleges campuses will continue to use the Online Services for Curriculum and Articulation Review (OSCAR) to submit course outlines for general education-breadth, Intersegmental General Education Transfer Curriculum (IGETC), "U.S. History, Constitution, American Ideals Requirement", and LDTPs.

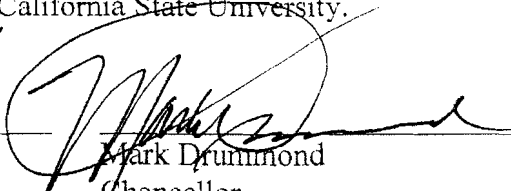
The California Community Colleges and California State University will work together to determine the feasibility of using OSCAR to process campus direct course-to-course articulation from the California Community Colleges to the California State University.

VII. SIGNATURES

The California State University and the California Community Colleges agree to the provisions in this Memorandum of Understanding on August 19, 2005. This Memorandum of Understanding will extend through June 30, 2010, after which time the provisions may be extended or amended as agreed to by both parties. Clarifying amendments may be established by an exchange of letters between chancellors of the California Community Colleges and California State University.



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Mark Drummond
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