Date: November 17, 2008

To: IGETC Coordinators
    California Community Colleges

    CSU General Education-Breadth Contact Persons
    Institutions Participating in Certification of CSU General Education-Breadth Requirements

From: Dawn Sheibani  Ken O’Donnell
    Coordinator, Transfer Admission  Associate Dean, Academic Program Planning
    University of California  California State University

Subject: Request for Course Outlines for 2009-10: IGETC, CSU General Education-Breadth, and CSU United States History, Constitution, and American Ideals;
Deadline: December 12, 2008

As we do each year, the CSU and UC system offices invite submissions of course outlines proposed for our transfer approval lists, as follows:

1. From California Community Colleges only: courses suitable for the Intersegmental General Education Transfer Curriculum (IGETC) effective spring, summer, or fall 2008;

2. From all regionally accredited California colleges: courses suitable for CSU General Education Breadth and United States History, Constitution, and American Ideals.

These approval lists show prospective transfer students the college classes that will meet the lower-division general education requirements of California’s public four-year institutions. Campuses do not need to re-submit course outlines that are already approved.

This year’s submission deadline is Friday, December 12, 2008. Submissions or changes made after that date may be considered as part of next year’s review cycle. Please also note:

* Courses must be baccalaureate level and transferable to the CSU and UC systems.

* Only CCC courses that are included on a Transfer Course Approval (TCA) list are transferable to the UC and therefore eligible for IGETC. Questions regarding the TCA lists may be directed to Sheila Lau at the UC Office of the President: sheila.lau@ucop.edu.

* Course outlines must be in English, and submitted electronically via the Online Services for Curriculum and Articulation Review (“OSCAR”), available through info.assist.org.

* The outlines submitted via OSCAR should provide information in all required fields (including the title, author, and publication date of sample textbooks or required readings).
* Outlines with texts more than seven years old may be rejected if more recently published texts are appropriate and readily available.

* Only one outline should be submitted for cross-listed (“same as”) courses.

* The designated ASSIST manager for each participating institution will be notified in April of the review decisions, and until that time college catalogs should NOT indicate applicability of proposed courses to IGETC, CSU GE-Breadth, or US History/Constitution/American Ideals requirements.

* The list of designated managers is available at info.assist.org.

UC and CSU Contacts
Questions can be directed to:

UC   Dawn Sheibani at dawn.sheibani@ucop.edu or (510) 987-5969
CSU   Ken O'Donnell at kodonnell@calstate.edu or (562) 951-4735

Thank you for your help with articulation and transfer.

cc: Christine Hanson
    Susan Wilbur