

# *Saddleback College Articulation and Advising Manual*

## Table of Contents

1. Purpose and Use of this Manual.....	5
2. How to Process a Pass Along .....	6
2.1. Saddleback College Internal Procedures .....	6
2.1.1. Passing Along Coursework Towards Requirements in a Major .....	7
2.2. Pass Along on the IGETC Pattern – General Guidelines .....	7
2.2.1. Passing Along Upper Division Coursework on IGETC.....	8
2.2.2. International Coursework on IGETC.....	8
2.2.2.1. UC TOEFL Requirements .....	9
2.2.3. Courses Not Appropriate for IGETC .....	9
2.2.3.1. Distance Ed Courses and IGETC.....	9
2.2.3.2. Math Courses Appropriate/Not Appropriate for IGETC .....	9
2.2.3.3. Personal, Practical or Applied Courses .....	10
2.2.4. Minimum Unit Requirements (including lab sciences) .....	10
2.2.5. IGETC Lab Science requirement .....	10
2.2.6. Minimum Grade Requirements for the IGETC Including LOTE & Credit/No Credit .....	11
2.2.7. Combining Quarter and Semester Units .....	11
2.2.7.1. CSU Campuses on Quarter Systems .....	11
2.2.7.2. UC Campuses on Semester Systems .....	12
2.2.8. Pass-Back (4-2-4), the IGETC and the Third Commandment.....	12
2.2.9. Processing Coursework Completed Prior to 91-92 IGETC .....	13
2.2.10. Pass Along for English 1B .....	14
2.2.11. Catalog Rights & IGETC .....	14
2.2.12. Who Certifies IGETC? .....	14
2.2.13. Pass-Along: World History vs. Western Civilization.....	15
2.2.14. Elective Units for UC Transfer .....	15
2.3. Pass Along on the CSU GE Pattern – General Guidelines.....	16
2.3.1. Passing Along Upper Division Coursework on the CSU GE pattern.....	17
2.3.2. Pass Back (4-2-4), the CSU GE Pattern, and the Third Commandment .....	18
2.3.3. Minimum Grade Requirements (C- and D) .....	19
2.3.4. Minimum Unit Requirements for CSU GE .....	19
2.3.5. Mixing Quarter and Semester Units.....	20
2.3.6. American Institutions From Non-Certifying and Out-of-State Universities...	20
2.3.7. Processing Coursework Prior to CSU GE Implementation in 1981-82 .....	20

2.3.8.	Military Training, CSU GE and Area E .....	21
2.3.9.	Pass Along for English 1B .....	21
2.3.10.	Max/Min # of Units Allowed to Pass-Along .....	22
2.3.11.	Elective Units for CSU Transfer .....	22
2.3.12.	Pass-Along: World History vs. Western Civilization .....	22
2.3.13.	Pass-Along: International Coursework on CSU GE .....	22
2.3.13.1.	CSU TOEFL Requirements .....	22
2.4.	Pass Along on Saddleback's Native GE Pattern .....	23
2.4.1.	Students Who Have Completed a BA degree .....	23
2.4.1.1.	Pass-Along policy for Students With Completed AA Degrees.....	24
2.4.2.	Minimum Grades .....	24
2.4.3.	Pass-Along for Math Requirements.....	24
2.4.4.	Sectarian Courses.....	25
2.4.5.	Pass Along for Nursing Science Prerequisites (including Psych 7) .....	25
2.4.6.	Pass-Along: World History vs. Western Civilization .....	25
2.4.7.	Passing Along Upper Division Courses for a Saddleback College AA degree .....	26
2.4.8.	International Coursework .....	26
2.4.9.	Elective Units for a Saddleback Degree .....	26
2.4.10.	Pass-Along: American Government .....	26

### 3. IGETC and UC/CSU Transfer Policies

3.1.	UC Campus and majors which do not Accept the IGETC.....	27
3.2.	American Institutions & Area 4 .....	27
3.3.	Catalog Rights & IGETC.....	27
3.3.1.	IGETC Sheets, Effective Dates, MAP and Obsolete Courses .....	27
3.4.	Partial IGETC Certification.....	28
3.5.	Language Other than English (LOTE) .....	30
3.5.1.	LOTE High School Grades and the C- Exception.....	30
3.5.2.	LOTE Sequential Knowledge and Validation of Less Advanced Coursework.....	31
3.5.3.	LOTE Seventh and Eight Grade Courses.....	31
3.6.	Credit By Exam.....	31
3.6.1.	International Baccalaureate (IB).....	31
3.6.2.	CLEP .....	31
3.7.	Double Counting and IGETC for UC .....	31
3.8.	Unit limitations and admission restrictions for students who have attended a 4-year campus prior to enrolling at a CCC .....	32
3.9.	Credit No Credit towards major prep .....	32
3.10.	UC Credit limitations.....	32
3.10.1.	More advanced course after less advanced .....	32
3.10.2.	Overlapping Content.....	32
3.10.3.	KNES Activity & KNES Theory Limitations .....	32
3.10.4.	Language Credit for Students Whose Native Language is Not English .....	33

<b>4. CSU GE and CSU Transfer Policies</b>	
4.1. American Institutions, AP Credit, Area D, and Out-of-State American Government Courses .....	34
4.2. Pass/No Pass Courses on CSU GE .....	34
4.3. Double Counting.....	34
4.4. Intermediate Algebra taken prior to Fall 1988 .....	35
4.5. CLEP.....	35
4.6. International Baccalaureate (IB) .....	35
4.7. Additional Graduation Requirements at CSU Campuses including Foreign Language and Second Semester English .....	35
4.8. High Unit Majors With Exceptions to Admission and GE Breadth Requirements .....	35
<b>5. Advanced Placement (A.P.), International Baccalaureate (I.B.), and CLEP Credit – General Procedures</b>	
5.1. General Procedure & Reminders .....	36
5.1.1. Potential Pitfalls .....	36
5.2. University of California .....	37
5.3. California State University.....	37
5.4. Saddleback College .....	37
<b>6. Course Repetition</b>	
6.1. Saddleback College Policies	
6.1.1. Course Repetition Absent Substandard Academic Work.....	38
6.1.2. Extenuating Circumstances .....	38
6.1.3. Alleviation of Substandard Coursework .....	38
6.1.4. Withdrawals .....	39
6.2. University of California .....	39
6.3. California State University .....	39
<b>7. Saddleback College Policies</b>	
7.1. CLEP Testing.....	40
7.2. Catalog Rights, Cherry Picking & Effective Dates.....	40
7.3. Military Service Credit .....	41
7.4. Title 5 changes .....	42
7.4.1. Double Counting .....	42
7.4.2. Minimum Grade requirements .....	42
7.4.3. Math .....	42
7.4.4. English courses .....	43
7.4.5. Understanding new Title 5 Requirements for Majors.....	43
7.5. Anthropology 1 lab Advisory .....	43
7.6. 18 units in a major – Retroactive .....	44

## Appendix

1. **CSU Campus Specific Practices for Transfer Admission:**  
<http://calstate.edu/sas/annual-publications/index.shtml>
2. **CSU Admission at a glance:** (<http://www.calstate.edu/sas/annual-publications/documents/Admission-At-A-Glance.pdf>)
3. **CSU Executive Order 1033:** – (Details area requirements for CSU GE)  
<http://www.calstate.edu/EO/EO-1033.html>
4. **Guiding Notes for CSU Gen Ed Evaluators:** (Clarifies CSU GE Area Requirements)
5. **UC's Transfer Q&A:**  
<http://www.universityofcalifornia.edu/educators/counselors/resources/materials/ets.html>
6. **UC Campus Policies and Procedures for Evaluating California Community College Applicants:**  
<http://www.universityofcalifornia.edu/educators/counselors/resources/materials/conferences.html>
7. **IGETC Standards:** <http://www.cacctcw.org/igetc.htm>
8. **Saddleback College's Ten Commandments for Counselors written by Bob Jacobsen**
9. **Saddleback College General Education Area Descriptions for Saddleback AA Degree**

## 1. Purpose and Use of the Saddleback College Articulation and Advising Manual

For many years, the Articulation Officer at Saddleback College has provided information and training to counselors and evaluators regarding the rules and regulations of various aspects of academic advising. In 1996 Bob Jacobsen developed the first edition of the Ten Commandments, with many editions to follow, that set forth a short list of essential rules. These Ten Commandments were developed in an effort to ensure that students were consistently provided with the correct information by counselors and evaluators. The Saddleback College Articulation and Advising Manual was developed as an expanded resource of those original Ten Commandments to increase the efficiency, accuracy and consistency of evaluations and advising performed by Saddleback College Evaluators and Counselors.

This manual brings together many different resources into one easily accessible format with answers to counselors' and evaluators' most frequently asked questions. This manual is not intended to replace the Ten Commandments. Nor is it the goal of this manual to provide the final answer to all advising related questions. Rather, the purpose of this manual is to make available a more comprehensive resource which can be maintained and updated to ensure that all those who provide advising and evaluation services to students have access to the same accurate and up-to-date information in an easily accessible indexed format. It is my hope that this manual will be a great benefit to counselors, evaluators and ultimately to the Saddleback College students we serve.

*David Francisco*  
*Counselor/Professor Applied Psychology 140*

**Spring 2012 Edit:** Hi all, as the current Articulation Officer, I would like to thank and acknowledge **David Francisco's** great work in developing and authoring this manual. I will continue to update and accent this document as we move forward.

**Ralph Meza**  
**Counselor/Articulation Officer**

## 2. How to Process a Pass Along

### 2.1. Saddleback College Internal Procedures

**Step #1: Check for official transcripts.** If the student gives you official transcripts, stamp with the date stamp at the front desk, sign the transcript, and place the transcript in the bin to go to Admissions and Records. If the student only has unofficial transcripts, counselors may advise the student unofficially according to the guidelines detailed below.

**Step #2: Review the accreditation.** To process, the institution must be accredited by one of the following Regional Institutional Accrediting Organizations: Western Association of Schools and Colleges, Southern Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission of Colleges and Universities, Middle States Association of Colleges and Schools

**Step #3: Review courses and complete advising form to be scanned.** When reviewing courses, always use course descriptions; course titles can be misleading. If the student did not bring course descriptions, ask the student to collect course descriptions from the institution and return for a follow-up appointment (For English 1B, a course syllabus should always be requested.) If a student brings in unofficial transcripts with no course descriptions, and needs feedback immediately, counselors can conduct a preliminary review to determine if there are clearly any deficiencies in the student's coursework. For example, if the student is following IGETC and clearly does not have any science coursework listed on the unofficial transcripts, we can advise the student to take courses from Area 5. *Please complete the CSU or IGETC Certification Advising form with your decisions. If the student is following Saddleback's native AA pattern, please use the back of the red AA GE pattern to list your decisions. Place these completed documents in the articulation basket to be scanned.*

- When the courses were taken at a certifying institution, check ASSIST, or the binders in the Articulation Office to determine how to pass-along the course.
- When you are unsure, complete an Articulation Office Review: Counselor Request Form
  - Prior to submitting this form, you should have already collected and reviewed the course descriptions from the student.
  - Submit the completed form to the Articulation Office along with course descriptions, transcripts, a completed CSU or IGETC evaluation sheet with your decisions. Highlight any questions you have.

### 2.1.1. Passing Along Coursework Towards Requirements in a Major

California Community Colleges have no authority to approve coursework from other colleges and universities towards majors at four-year transfer institutions. These decisions are made by the appropriate discipline experts after transfer. Please advise transfer students accordingly and refer students to four-year college representatives from transfer institutions for campus specific practices.

Saddleback Counselors may, however, approve courses towards a major for a Saddleback College degree. If for example a student completes Macro Economics at Arizona State that is similar to Saddleback's Econ 2, that ASU course can be counted towards the Business degree at Saddleback College. If courses are questionable please direct the student to file a pink course substitute petition, along with transcripts and course descriptions, to the appropriate division. *\*\*\*Remember – Spirit/ Intent of GE only applies to general education coursework. Courses passed along toward a major must be equivalent to courses we offer at Saddleback College. If there is any question, decisions should be made by the appropriate faculty in the department which offers the major.*

## 2.2. Pass Along on the IGETC Pattern – General Guidelines

- **If the course was taken at a California Community College** then the course is placed on our IGETC pattern in the certification area for which it was approved at the college when and where the course was taken.
- **If the course was taken at a University of California campus** the course may be counted if either of the following two circumstances exist:
  1. If the course satisfies a breadth area that has a comparable IGETC area, the course may be counted on the IGETC pattern (UC Counselor Conference, Fall 2008, *IGETC: The New Standards and Beyond*, slide 40).
  2. There is a matching course already approved on a CCC IGETC list.
- **If the course was taken at a regionally accredited institution**, other than a California Community College or UC, then look for an equivalent course on our IGETC pattern, or any other IGETC pattern in the CCC System. (Use the Course Search function in Assist to search for a match.) In these cases, the course may be used as long as the course is scrutinized as to equivalency in content, prerequisites, texts, units and IGETC Area Standards. If there is no comparable course at either the certifying CCC or another CCC, then the course may be used if it “conforms to the IGETC Area Standards (See IGETC Standards Section 10.0)” (IGETC Standards §5.2.1).

### ***IMPORTANT REMINDERS:***

- CSU's do not maintain certification lists for IGETC. Therefore, when passing-along courses from a CSU campus, you always treat the courses as you would from any other private or out-of-state institution. That is, you must find a match on any California Community College IGETC pattern.

- If a non-CCC course was completed prior to the CCC course's IGETC effective date, the non-CCC course may be applied to IGETC if it matches the IGETC approved CCC course in content (IGETC Standards §5.2.1).

### **2.2.1. Passing Along Upper Division Coursework on IGETC**

In general, non-CCC courses applied to IGETC should be classified as lower-division. “However, there are occasions when a course that is listed as upper division may be applied to the IGETC. They include the following:

- 1) When a UC or CSU campus has classified a course or series as upper division but has requested that the system wide office allow lower division transfer credit because an equivalent course is taught at a community college or because the preparation of the subject is desired prior to transfer from the 2-year institution to the 4-year institution. Current examples include economics, organic chemistry and abnormal psychology.
- 2) When a non-CCC course is determined comparable to one taught and approved for IGETC at a CCC, it may be applied to IGETC regardless of its upper division status.
- 3) When a CSU uses an upper-division course in its “lower division” GE Breadth Pattern.

**NOTE:** In all cases, these courses should have sufficient breadth to meet the intent of IGETC.

CSU students are required to complete 39 semester units of lower division general education requirements to graduate. If students apply upper division units to the lower division requirements for IGETC certification, they may need to complete additional lower division units to reach the required 39 lower division units needed to graduate. Students should be advised of the potential ramifications of using this option (IGETC Standards §5.2.2).

### **2.2.2. International Coursework on IGETC**

International coursework may be applied to IGETC if the foreign institution has US regional accreditation. (Exception: Area 6 LOTE – Foreign coursework completed at a non-US institution may be applied to LOTE. Students with a substantial amount of foreign coursework completed at a non-US regionally accredited institution should be encouraged to follow the CSU or UC campus specific general education pattern [IGETC Standards §5.3]. LOTE can be satisfied with satisfactory completion, with C grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English [IGETC Standards §10.6.1])

Because international coursework cannot be otherwise applied towards IGETC certification, students should be advised to contact the UC campus to which they hope to transfer for possible advising. Generally, students are instructed to apply in order to have an evaluation performed and are instructed to follow the native GE pattern of their campus of choice. Most UC campuses have International Records specialists trained to evaluate international records. UC campuses generally will not accept evaluations completed by internal record evaluation agencies, but often will require documents to be translated.

#### **2.2.2.1. UC TOEFL Requirements**

Guidelines are published for each campus in the UC's Transfer Q&A and in ETS materials under Advising Students with International Records and at the following website:

<http://www.universityofcalifornia.edu/educators/counselors/resources/materials/ets.html>).

#### **2.2.3. Courses Not Appropriate for IGETC**

##### **2.2.3.1. Distance Ed Courses and IGETC**

Distance Ed course may be used on IGETC and passed along from other institutions. However, strictly online Oral communication courses may not be used on IGETC Area 1C. Hybrid delivery may meet the area criteria (See IGETC § 10.1.3 notes for further information).

##### **2.2.3.2. Math Courses appropriate/not appropriate for IGETC**

“Trigonometry [is] not acceptable for IGETC area 2...” (Guiding Notes for CSU General Education Course Reviewers, p.14).

All courses used to meet the IGETC requirement must have a stated course prerequisite of Intermediate Algebra (IGETC Standards §10.2).

Statistics “courses outside the discipline of math using the application of statistics may be used to fulfill this requirement, as long as the course has intermediate algebra as a prerequisite... An appropriate course in statistics must emphasize the mathematical basis of statistics, probability theory and estimation, application and interpretation, uses and misuses, and the analysis and criticism of statistical arguments in public discourses... “(IGETC Standards §10.2).

“Symbolic Logic, Computer Programming, and survey courses such as Math in Society, were deemed unacceptable to fulfill the Mathematical Concepts and Quantitative Reasoning requirement” (IGETC Standards §10.2).

### 2.2.3.3. Personal, Practical or Applied Courses

“Content taught in courses applicable to IGETC shall be presented from a theoretical point of view and focus on the core concepts and methods of the discipline. Courses such as Everyday Legal Problems, Beginning Drawing, News Writing, PE, College Success, Library Science or Child Development: Implications for Child Guidance are examples of courses that focus on personal, practical or applied aspects and therefore do not meet the IGETC criteria” (IGETC Standards §6.1). Further, “courses such as Introduction to Business, Set Design for Theater and Writing for Commercial Markets and other introductory professional courses” are to be excluded from IGETC (IGETC Standards §6.2).

### 2.2.4. Minimum Unit Requirements (including lab sciences)

Courses must have a minimum unit value of 3 semester or 4 quarter units in order to meet the requirements of the IGETC (3 quarter units is not acceptable for IGETC.) It is not acceptable to take three one unit courses to fulfill a 3 unit requirement (IGETC Standards §8.1).

**EXCEPTION:** Three quarter unit Math and English courses may be used to satisfy IGETC if they are part of a sequence, and at least two of the 3 quarter unit sequence course have been completed with a “C” grade (2.0 on a 4.0 scale) or higher, for a total of six quarter units (IGETC Standards §8.1).

Three semester or 4 quarter unit lab science courses may be used on IGETC to clear the lab science requirement as long as the minimum unit value is met for this area (7 semester or 9 quarter units).

1) Example A: 1 biological science with lab, 3 sem units  
1 physical science, no lab, 4 sem units  
Conclusion: Area 5 satisfied

### 2.2.5. IGETC Lab Science Requirement

“The laboratory must correspond to one of the lecture courses taken to fulfill this IGETC requirement. A student cannot use lecture courses in two subjects and a lab in a third subject. It is expected that the lecture course is a prerequisite or a co-requisite of the lab course” (IGETC Standards § 10.5.3).

## **2.2.6. Minimum Grade Requirements on IGETC Including LOTE and Credit/No Credit**

“A minimum ‘C’ grade is required in each college course for IGETC. A ‘C’ is defined as a minimum of 2.0 grade points on a 4.0 scale. A ‘C minus’ grade valued at less than 2.0 grade points on a 4.0 scale cannot be used for IGETC” (IGETC Standards §9.1).

“For the UC Language Other Than English requirement, the UC does not count ‘minus’ or plus grades for high school coursework, only the whole grade is used. In other words, a C- grade is counted as a C (IGETC Standards §9.3).”

“Courses in which a student receives a credit grade may be certified for IGETC if the community college’s policy states that a credit designation is equivalent to a C grade (2.0 on a 4.0 scale) or better. It is important to keep in mind that some CSU and UC campuses may have limitations on the number of credit/no credit courses that may be used to meet degree requirements. The UC system allows a max of 14 semester units graded credit/No Credit basis of the 60 transferable semester units required for Admission (IGETC Standards §9.2).

There is no system-wide policy for CSU campuses regarding credit no/credit. See the document entitled “Campus Specific Admission Practices for Transfer Admission” in section #1 of the appendix. You may also refer to the following link: <http://calstate.edu/sas/annual-publications/index.shtml>

While courses required in the major area of study frequently require C or better grades, D grades are commonly counted towards elective units.

## **2.2.7. Combining Quarter and Semester Units**

When combining quarter and semester unit values within an IGETC area, units shall be converted to either all quarter units or all semester units to best serve the student (Jo Service). For example, if a student takes a 4 qtr unit course and two 3 semester unit courses, convert the semester units to quarter units. The student will be credited with 13 quarter units.

The conversion of units from semester to quarter for meeting minimum unit requirements may result in a student needing additional coursework to meet CSU graduation requirements. To graduate from the CSU, students must complete 48 semester or 72 qtr units of GE which includes 9 semester units of upper division GE coursework (IGETC Standards §8.2).

### **2.2.7.1. CSU Campuses on Quarter Systems**

CSU Bakersfield, CSU East Bay, CSU Los Angeles, Cal Poly Pomona, Cal Poly San Luis Obispo, CSU Stanislaus (CSU’s Campus Highlights)

### 2.2.7.2. UC Campuses on Semester Systems

UC Berkeley, UC Merced (UC's "Answers for Transfers")

### 2.2.8. Pass-Back (4-2-4), the IGETC & the Third Commandment

Pass-Back, in this instance, refers to students who begin at a particular four-year college or university, transfer to Saddleback College, then seek to return back to the initial four-year college or university at which the student was previously enrolled.

**The Third Commandment:** "Thou shalt not evaluate courses for IGETC/CSU certification completed at the CSU or UC to which the student is planning to transfer (unless that student has received approval for IGETC/CSU certification from that same institution)." This policy was updated during the spring 2008 term by Bob Jacobsen. The parenthetical statement was added in order to comply more fully with current UC and CSU practices. See Appendix #8 for the 10 commandments.

Both UC and CSU campuses all allow students to use the IGETC who begin at one UC or CSU campus, leave and attend a community college, and subsequently return to a different UC or CSU campus (IGETC Standards, §2.3)

#### **University of California Policy**

Students who enroll at a UC campus, then leave and attend a community college, and subsequently return to the same campus are considered "readmits" by the UC. Such students cannot use the IGETC as a general rule. (IGETC Standards §2.3) However, Saddleback College evaluators review coursework towards IGETC for possible transfer to other UC and CSU campuses as well. Therefore, the Saddleback College evaluators process the coursework towards IGETC and place the following note on the students IGETC certification if they used coursework on the IGETC pattern from the school to which the student is sending transcripts: "Certification of coursework from Sample University is subject to approval of Sample University."

Further, the University of California has various regulations for students who have attended a four-year college or university prior to enrolling in a California Community College. Many campuses restrict enrollment for students over a certain total number of units. Please see "Transfer Q&A" Published by UCOP to view individual campus policies. See appendix #5 or refer to the following website:

<http://www.universityofcalifornia.edu/educators/counselors/resources/materials/ets.html>

### **California State University Policy**

Campus policies vary on allowing students to follow the IGETC pattern if the student plans on returning to the same CSU campus. “The IGETC can be certified for California community college transfers who have also completed transfer units at a CSU provided that the student completes most of the transfer units at one or more CA community colleges” (IGETC Notes #2 page 3). So, we can certify a student who intends to return to the CSU where they previously took coursework. If it is questionable, we should contact the CSU to which the student plans to return to determine their policy. The evaluators will place the following note on the students IGETC certification if they used coursework on the IGETC pattern from the school to which the student is sending transcripts: “Certification of coursework from Sample University is subject to approval of Sample University.”

- CSUF generally allows a student to follow the IGETC pattern if 50% or more of the coursework for IGETC is completed at Saddleback (per Barb Hooper).
- CSULB prefers students to follow their native GE pattern, however, they will accept all coursework completed at CSULB to be certified on the CSU GE pattern (per Cathy Beane).

***PLEASE NOTE:*** Because IGETC is also an option to complete the AA degree, it is often impossible for evaluators to know that a student intends to send transcripts to a UC campus as a readmit. Further, students might initially request IGETC certification without a request to send transcripts back to the UC of initial enrollment, and subsequently decide to pursue being readmitted back to the same UC campus. In such cases, transcripts may not have the appropriate notation.

### **2.2.9. Processing coursework completed prior to 91-92 IGETC Implementation**

“Courses with an approval date of fall 1991 may be applied to the IGETC if completed prior to fall 1991. Courses approved after fall 1991 may only be applied completed on or after the approval (or effective) date” (IGETC Standards §5.1.1)

### **2.2.10. Pass along for English 1B**

“Pass-along for critical thinking courses from out-of-state and independent colleges and universities is discouraged. A reference in the catalog description to critical thinking is not sufficient” (CAPPH, Spring 09, p.106).

Saddleback College procedures are as follows:

- Counselor must request a course syllabus in order to review for the following elements:
  - Course must have stated prerequisite of English 1A equivalent
  - Course must provide “as a major component, instruction in the composition of substantial essays and require students to write a sequence of such essays.”
  - Course must indicate “at least 6,000 words, not including revisions.”
  - Course must indicate that “progress toward refinement of writing skills was evaluated.”
  - Course must include “introduction to principles of inductive and deductive processes, the relationship of language to logic and the abilities to analyze, criticize and advocate ideas... The critical thinking component should go beyond critical reasoning or literary criticism”  
(CSU E.O. 1033, CAPPH Spring 09, p. 106,  
IGETC Standards §10.1.2, Guiding Notes for CSU  
General Education Course Reviewers, p.13)

If these elements are included in the course description and syllabus, use the English 1B equivalency form in the drawer, attach transcripts, course description and syllabus and send to Kevin O’Connor, along with the pink course substitute form, for signature. Once signed by Kevin, the LALR division will contact the student and let them know of the decision and send the paperwork to A&R to be scanned for certification purposes.

### **2.2.11. Catalog Rights & IGETC**

“There is no provision in the IGETC for ‘catalog rights,’ either for UC or CSU. IGETC Notes 1 March 1991 (question #18) did clarify, however, that the segments will honor certification of coursework completed for IGETC provided that a course was on a college’s approved IGETC list when it was completed” (IGETC Notes #3, Jan 1994). Courses can only be certified on IGETC if they were on the IGETC sheet during the year when the course was taken.

### **2.2.12. Who Certifies the IGETC?**

Students who have completed coursework at more than one California community college should have their coursework certified by the last CCC they attended for a regular (fall/spring) semester/quarter prior to transfer. If a student

requests certification from a CCC that is not the last school of attendance, it is at the discretion of that community college to certify. IGETC certifications will be processed by each CCC campus without regard to current enrollment status or number of units accrued at a particular CCC” (IGETC Standards §11.1).

### 2.2.13. **Pass-Along: World History vs. Western Civilization**

World History and Western Civilization courses have evolved in content over a period of many years. Therefore, it is important to pay close attention to course descriptions in order to determine how to pass-along courses on the IGETC or CSU GE patterns. Courses passed along in lieu of Saddleback’s History 4 or 5 should have content which incorporates regions such as Africa or Asia. Courses used in lieu of Saddleback’s History 62 or 63 should focus more on Western Civilization, that is European History.

### 2.2.14. **Elective Units for UC Transfer**

Community college counselors do not have the authority to determine which units are transferable to the UC from college and universities other than California Community Colleges and UC campuses. Only courses that have been deemed UC transferable by evaluators at the UC or UCOP can be counted as electives for certain. From California Community Colleges, any coursework that is listed on ASSIST under the UC TCA link for the particular school will count. For other private or out-of-state colleges or universities, that are regionally accredited, we cannot say for sure. Coursework that is typically UC transferable (Intro to Psych, Macro Economics etc...) is typically safe as electives. However, students should be referred to the school of their choice for a definitive answer regarding specific coursework.

## 2.3. Pass Along on the CSU GE Pattern

### **Passing Along Courses From Colleges and Universities Which Maintain CSU GE Certification lists:**

California Community Colleges, CSUs, and some regionally accredited private institutions have approved CSU GE certification lists [Don Bosco Technical Institute, Fashion Institute of Design & Merchandising (FIDM), Heald College, Humphreys College, and San Joaquin Valley College—source CSU website:

[http://www.calstate.edu/app/general\\_education.shtml](http://www.calstate.edu/app/general_education.shtml) ] If the course was taken at a certifying institution, we must use the course in the area for which it was approved at the college when and where the course was taken.

For students who come to Saddleback with coursework from a CSU campus, some of these campuses do not use coding designations consistent with our CSU GE pattern (Areas A-E). In these cases, it will be necessary for you to ascertain the appropriate area by matching up the objectives rather than the labels of the areas (p. 105, CIAC Articulation Policies & Procedures Handbook, Spring 2009). GE information for CSU campuses is posted on the Transfer Counselor Website: <http://www.ccctransfer.org>.

CSU courses which meet campus-specific GE requirements outside of E.O. 1033's traditional A-E categories should not be used for certification purposes. For example, Cal Poly San Luis Obispo has a campus specific GE requirement entitled Technology. There is no corresponding GE area on our CSU GE certification pattern; therefore, you should not pass along a course from this area. Consult with the Articulation Officer when you are unsure. If there is any question, the Articulation Officer may contact the university to which the student is transferring to determine what is acceptable.

### **Passing Along Courses From Colleges and Universities Which Do Not Maintain CSU GE Certification Lists:**

If the course was taken at a regionally accredited institution without a CSU GE certification list we look for a course that matches the intent of the CSU GE areas as defined by E.O. 1033. (Use the Course Search function on ASSIST as a starting point to find a match.) Saddleback College is also permitted to pass along courses in the following cases:

1. “Where [Saddleback] college doesn’t offer a comparable course but the course in question meets GE requirements at the institution offering it that are substantially similar to CSU GE requirements, the course may be passed along” (California Articulation Policies and Procedures Handbook, Spring 2009, p. 105).

2. If the scope and rigor of the course is similar to courses already on CSU GE certification lists, e.g. History of India would be OK if we have History of Japan already on our list” (California Articulation Policies and Procedures Handbook, Spring 2006, p. 98).
3. Courses which match offerings on other California Community Colleges’ certification lists may be passed along. For example, a course equivalent to IVC’s Math 105 – Math for Liberal Arts Students from an out-of-state or private university may now be certified at Saddleback College (California Articulation Policies and Procedures Handbook, Spring 2006, p.102).

This policy requires counselors and evaluators reviewing courses to be familiar with E.O 1033 guidelines, as opposed to the content of individual courses listed on our CSU GE pattern.

For example, the guidelines regarding Area C1 state that “history, theory and criticism must be a significant component” in order for courses to be certified in this area. Most drawing or painting courses do not include history, theory and criticism and are therefore not acceptable for certification in Area C1.

**\*\*\*Remember** – “Pass Along for Critical Thinking, Area A3, is discouraged. A reference to critical thinking is not sufficient” (California Articulation Policies and Procedures Handbook, Spring 2006, p. 99). A course syllabus must be reviewed in order to determine that the criteria of E.O. 1033 is met. See Pass Along for English 1B §2.3.9 below for more details.

### **2.3.1. Passing Along Upper Division Coursework on the CSU GE Pattern**

If the course was taken at a regionally accredited university and meets our ‘Spirit of GE’ pass along guidelines the course may be passed along (CIAC Handbook, Spring 2009, p.105). If the course was taken at a CSU and approved for an area that corresponds to E.O.1033s A-E categories, the course may be passed along (CIAC Handbook, Spring 2009, p. 105, IGETC Standards §5.2.2). Consult with the Articulation Officer when you are unsure. If there is any question, the Articulation Officer may contact the university to which the student is transferring before certifying.

Please exercise caution in this area. If an upper division course taken at a CSU, or other four-year college or university, is certified by Saddleback College to meet a lower division requirement, the student may not be able to count the course towards the 9 units of upper division GE required for graduation. If certified, the student may be required to take an additional upper division course. This may not be in the student's best interests.

Furthermore, CSU students are required to complete 39 semester units of lower division general education requirements to graduate. If students apply upper division units to the lower division requirements for CSU GE certification, they may need to complete additional lower division units to reach the required 39 lower division units needed to graduate. Students should be advised of the potential ramifications of using this option (IGETC Standards §5.2.2).

### **2.3.2. Pass Back (4-2-4), the CSU GE Pattern and the Third Commandment**

Campus policies vary on allowing students to follow the CSU GE pattern if the student plans on returning to a CSU campus at which the student previously completed coursework. CSU campuses generally allow California community college transfers who have also completed transfer units at a CSU to use the CSU GE pattern provided that the student completes most of the transfer units at one or more CA community colleges (IGETC Notes #2 page 3). So, Saddleback College may certify a student who intends to return to the CSU where they previously took coursework if a majority of the coursework used on the CSU GE pattern was completed at Saddleback. If the amount of coursework completed at the CSU is borderline, contact the CSU to which the student plans to return to determine their policy. Saddleback College evaluators will place the following note on the students IGETC certification if they used coursework on the IGETC pattern from the school to which the student is sending transcripts: "Certification of coursework from Sample University is subject to approval of Sample University."

- CSUF generally allows a student to follow the CSU GE or IGETC pattern if 50% or more of the coursework for CSU GE or IGETC is completed at Saddleback (per Barb Hooper, Fall 07).
- CSULB prefers students to follow their native GE pattern, however, they will accept all coursework completed at CSULB to be certified on the CSU GE pattern (per Cathy Beane, Fall 07). CSULB's Adult degree completion program frequently send students back to California Community Colleges, who have completed most of the GE pattern at CSULB, to complete the CSU GE pattern and be certified by the community college.

***PLEASE NOTE:*** Because CSU GE is also an option to complete the AA degree, it is often impossible for evaluators to know that a student intends to send transcripts to a CSU campus as a readmit. Further, students might initially request CSU GE certification without a request to send transcripts back to the CSU of initial enrollment, and subsequently decide to pursue being readmitted back to the same campus. In such cases, transcripts may not have the appropriate notation.

### **2.3.3. Minimum Grade requirements (C- & D) Including Credit/No Credit**

For upper-division admission to the CSU system, students are required to “have completed at least 30 semester (45 quarter) units of general education courses, graded C or better in each course including [the golden four]” (CSU Admission Handbook, p52). The remaining units on the CSU GE pattern may be certified with a D grade or better.

Saddleback College practice is to certify Area A and B4 with courses which have C grades or better; C- grades are not certified for these areas. However, some CSU campuses will accept C- grades for admission purposes in areas A and B4. (Please see the CSU Admissions at a Glance document for details: <http://calstate.edu/sas/annual-publications/index.shtml>. Students have the option of transferring uncertified in a certain area if they meet minimum admission requirements.

While courses required in the major area of study frequently require C or better grades, D grades are generally counted towards elective units.

### **2.3.4. Minimum Unit requirements For CSU GE**

- **Area C and D -**  
“A one-unit course may be used to clear a subarea of Area C or Area D as long as that course is approved for use in that particular subarea. Example a one-unit music course may clear Area C1 if 8 units are taken in Area C2. Together, they would fulfill the Area C requirement” (CAPP, SP 09, p. 100).
- **Area A and B4 -**  
“For admission purposes, the student must fulfill Area B4 by completing at least 3 sem or 4 qtr units in Math/Quantitative Reasoning with an Intermediate Algebra prerequisite. Three-quarter-unit courses can contribute to fulfillment of Area A. A total of 12 quarter units is required; these units do not have to be evenly distributed across the three subareas, but the instruction in each subarea must be substantial enough to meet the pertinent objectives in E.O. 1033” (CAPP, SP 09, p.108).

- **Area B1/B2/B3 – Sciences –**

A course search on Assist demonstrates that the CSU has approved numerous 3 semester unit lab science courses for CSU GE. Therefore, 3 semester unit lab sciences courses are acceptable for pass-along purposes on the CSU GE pattern.

### **2.3.5. Mixing quarter and semester units**

“If some or all of the courses in a GE Breadth area are in quarter units, the calculations should be done in quarter units. Only the area is (converted) and not the entire pattern.” (Jo Service, July 2005 email). Converting courses into quarter units and calculating unit totals in this manner assumes that this is in the best interest of the student (Also see IGETC Standards §8.2 for IGETC rules).

### **2.3.6. American Institutions from non-certifying and Out-of-State College and Universities**

U.S. history courses from non-certifying colleges and universities are commonly passed-along as meeting part of the CSU American Institutions requirement. However, American Government courses are required to cover California government. Therefore, any out-of-state American Government course which does not cover California government cannot be certified in fulfillment of the American Institutions requirement (E.O. 595). California government is rarely included in out-of-state American Government courses. However, any standard American Government course that does not include California Government may be certified as meeting an Area D requirement.

### **2.3.7. Processing coursework prior to CSU GE implementation in 1981-82**

Courses completed prior to 1981-1982 may be certified on the CSU GE pattern if those courses appear on the institutions 81-82 CSU GE certification list. Please check MAP or the binders in the articulation office to verify if courses completed prior to 81-82 are eligible for certification.

### 2.3.8. **Military training and CSU GE Area E**

Saddleback College certifies 3 units and full completion of Area E for students who have processed their DD-214 through the Veterans Office. See EO 1036, 365 & 366 for details including information on CSU credit for DAN TES and ACE approved coursework in the military.

### 2.3.9. **Pass Along for English 1B**

“Pass-along for critical thinking courses from out-of-state and independent colleges and universities is discouraged. A reference in the catalog description to critical thinking is not sufficient” (CAPP H, Spring 09, p.106).

Saddleback College procedures are as follows:

- Counselor must request a course syllabus in order to review for the following elements:
  - Course must state prerequisite of English 1A or equivalent
  - Course must provide “as a major component, instruction in the composition of substantial essays and require students to write a sequence of such essays.”
  - Course must indicate “at least 6,000 words, not including revisions.”
  - Course must indicate that “progress toward refinement of writing skills was evaluated.”
  - Course must include “introduction to principles of inductive and deductive processes, the relationship of language to logic and the abilities to analyze, criticize and advocate ideas... The critical thinking component should go beyond critical reasoning or literary criticism” (CSU E.O. 1033, CAPP H, Spring 09 p. 106, Guiding Notes for CSU General Education Course Reviewers, p.13)

If these elements are included in the course description and syllabus, use the English 1B equivalency form in the drawer, attach transcripts, course description and syllabus and send to Kevin O’Connor, along with the pink course substitute form, for signature. Once signed by Kevin, the LALR division will contact the student and let them know of the decision and send the paperwork to A&R to be scanned for certification purposes.

### **2.3.10. Max/Min # of units allowed to pass-along**

“CSU GE policy imposes no limit on the number of courses or units that can be passed along. At least one course, however, should have been completed at the college doing the certification” (CAPPH, p.108, Sp 09).

### **2.3.11. Elective Units for CSU Transfer**

For CSU transfer , any Baccalaureate level coursework from a regionally accredited institution can be counted toward elective units.

### **2.3.12. Pass-Along: World History vs. Western Civilization**

World History and Western Civilization courses have evolved in content over a period of many years. Therefore, it is important to pay close attention to course descriptions in order to determine how to pass-along courses on the IGETC or CSU GE patterns. Courses passed along in lieu of Saddleback’s History 4 or 5 should have content which incorporates regions such as Africa or Asia. Courses used in lieu of Saddleback’s History 62 or 63 should focus more on Western Civilization, that is European History.

### **2.3.13. Pass-Along: International Coursework on CSU GE**

Because international coursework cannot be applied towards CSU GE certification (accept in cases when universities have US Regional Accreditation), students should be advised to contact the CSU campus to which they hope to transfer for possible advising. Generally, students are instructed to apply in order to have an evaluation performed and are instructed to follow the native GE pattern of their campus of choice. Most CSU campuses have International Records specialists trained to evaluate international records.

#### **2.3.13.1. CSU TOEFL Requirements**

Guidelines for each campus can be found in the CSU’s Campus Specific Practices for Transfer Admission. <http://calstate.edu/sas/annual-publications/index.shtml>

## 2.4. Pass Along on Saddleback's Native GE Pattern

Counselors and evaluators may pass along courses from regionally accredited colleges and universities even when Saddleback College does not have an equivalent matching course on our Native AA General Education pattern, under the following general guidelines:

**The course must meet the spirit or intent of the GE area in question:**

1. The scope, content and rigor of the course must be similar to courses already on Saddleback's GE Pattern. For example Introduction to Vietnamese language would be acceptable, even though Saddleback does not offer this language, because we offer other similar foreign language courses.
2. If there is any question as to whether or not a specific course may be passed along, counselors and evaluators may consider the GE pattern at the institution where the course was initially taken. If the course in question meets GE requirements at the institution offering it that are substantially similar to Saddleback's GE requirements, the course may be passed along.

This policy requires counselors and evaluators reviewing courses to become more familiar with Saddleback's GE area requirements (see appendix). For example, the guidelines regarding Fine Arts and Humanities for both group A and B state "Course has its major emphasis on the integration of history, theory, and criticism, not on performance." Therefore a standard drawing course without any attention to history and theory could not be counted.

*Please Remember: This policy does not apply to coursework required in the major. We must follow the criteria listed in the catalog for each individual major. See §2.1.1 for more details.*

### 2.4.1. Students who have completed a BA degree

A student who has completed a Bachelor's degree or higher at a regionally accredited college or university, or its equivalent as determined by an approved credentials evaluation service, has met the Saddleback College General Education requirements for the Associate Degree. However, beginning in Fall 1996, transcript evaluation must verify completion of a course conducted in English equivalent to English 1A with a grade of C or higher, as well as an equivalent to a course applicable to the American Institutions requirement (09-10 Saddleback College Catalog, p. 42).

For any student with a BA from a regionally accredited institution who is pursuing the Registered Nursing degree at Saddleback College they cannot be held for any additional requirements per S.B 1393. This Senate Bill amended section 66055.8 of the Education Code. These nursing students are only required to complete the course work required for completion of the registered nursing program, including prerequisites and nursing coursework.

### **2.4.1.1. Pass-Along Policy for students with AA degrees**

AA degrees from other institutions are processed course by course and are not given the waiver described in the BA degree section above. Students are held to complete all the requirements detailed on the Saddleback College GE pattern.

### **2.4.2. Minimum Grades**

“Beginning Fall 2009 or any term thereafter, each course counted toward the unit requirement of [the major] must be completed with a grade of C or better or a “P” if the course is taken on a pass – no pass basis” (Title 5 §55063 – Minimum Requirements for the Associate Degree in the major or area of emphasis).

Furthermore, courses used to meet the Core Requirements (Written Communication, Oral Communication, Mathematics Competency, Reading Competency and Information Competency) of the GE pattern at Saddleback College must also be completed with a C grade or better. This requirement has historically been understood at Saddleback College as requiring a minimum of 2.0 thus forbidding a grade of C- or below. (Curriculum Procedures and Resources Manual §14.1 55801 – Definitions, p. 15; Title 5 §55063)

### **2.4.3. Pass-Along for Math Requirements**

The competency requirements for written expression and mathematics may also be met by obtaining a satisfactory grade in courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills a level equivalent to those necessary for Freshman Composition and Intermediate Algebra respectively” (Title 5 §55063).

See §7.5.3 in this manual for more information concerning math and Title 5 changes.

#### 2.4.4. Sectarian Courses

Saddleback College accepts “no more than four units... [of] sectarian courses” (07-08 SC Catalog, p. 39). This statement has been understood to allow students to gain credit at Saddleback College for up to four units of coursework with content which focuses upon the practice and faith of a particular religious sect. For example, “Mormonism – faith and life”, or “How to be a good Catholic” are considered sectarian courses so Saddleback will only accept four units. However, all traditional academic courses inquiring into religious studies focusing on the history and appreciation of a specific religion can be accepted, at least for elective units, towards a degree (e.g. “History of Christianity” or “Mormon Church History”).

#### 2.4.5. Pass Along for Nursing Science Prerequisites

The following guidelines were established in Fall 2007 in relation to passing along science prerequisites for Nursing in consultation with Evaluators, Biology department and Doug Barr. Please employ the following steps when evaluating courses to meet the three science prerequisites for the Nursing program:

- 1) Check the Region 8 Grid – Any courses listed as equivalent to Saddleback’s Bio 11, 12 and 15 are acceptable
- 2) Consult with Nursing Liaison (Currently Doug Barr)
- 3) Consult with the Evaluators in Admissions and Records (Only necessary if you are unable to reach a conclusion with the nursing liaison.)
- 4) If the three steps above do not produce a conclusion, submit a pink petition through the Math/Science division with a reference that the course is for the Nursing program.
- 5) All other Nursing courses including Gero and N161 must be submitted to the Nursing department for evaluation.

*\*\* No online science labs will be accepted.*

*\*\* Single semester long Anatomy/Physiology combination courses are not accepted. Yearlong Anat/Phys combined sequences accepted in other Nursing programs are usually OK.*

*\*\* Equivalent to Bio 12 must have been completed within the last 7 years.*

*\*\* See Doug Barr’s Nursing Factoids on the Counselor Homepage for more details about the Nursing program.*

*\*\* Psych 7 may only be counted for Nursing if completed prior to Fall 2007.*

#### 2.4.6. World History vs. Western Civilization distinction

World History and Western Civilization courses have evolved in content over a period of many years. Therefore, it is important to pay close attention to course descriptions in order to determine how to pass-along courses on the GE patterns. Courses passed along in lieu of Saddleback’s History 4 or 5 should have content which incorporates regions such as Africa or Asia. Courses used in lieu of Saddleback’s History 62 or 63 should focus more on Western Civilization, that is European History.

#### **2.4.7. Passing Along Upper Division Coursework for a Saddleback College AA degree**

Saddleback will accept courses that would “reasonably be expected to meet or exceed the standards” of Saddleback College courses used for a degree, including upper division coursework (Title 5 §55063).

*NOTE: Please consult sections on CSU GE or IGETC for students who are considering transferring.*

#### **2.4.8. International Coursework Towards a Saddleback Degree**

See the factoid linked on the Counselor homepage for detailed information on advising International Students. For international coursework students must have their transcripts translated and evaluated in order to determine whether or not coursework is equivalent to a degree in the United States. Saddleback College typically uses IERF, but accepts all the following agencies:

1. All agencies approved by the State of California Commission on Teacher Credentialing - <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>,
2. All NACES members: <http://www.naces.org/members.htm>.
3. All members of the Association of International Credentials Evaluators (AICE): <http://www.aice-eval.org/>

Please refer to the U.S. Network for Education Information (USNEI) in the International Affairs Office of the US Department of Education for more information on international records evaluation agencies:

<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Once evaluated and translated by an approved agency and the coursework is determined to be the equivalent of U.S. baccalaureate level, counselors and evaluators review the coursework as they would from any other institution according to the guidelines for pass along listed above.

#### **2.4.9. Elective Units for a Saddleback Degree**

For a Saddleback AA degree, any community college or higher level courses from a regionally accredited college or university can be counted for electives.

#### **2.4.10. Pass Along: American Government**

On Saddleback College’s native GE pattern, American government courses are not required to have a California government component. The California government component is required by the CSU System as part of their American Institutions requirement.

### **3. IGETC and UC/CSU Transfer Policies**

#### **3.1. UC Campus and majors which do not Accept the IGETC**

There are many UC campuses and majors which do not accept the IGETC pattern. Please check the UC publication entitled “Answers for Transfers.” The section on IGETC details the exceptions. The list of departments can be compared with the list of majors in the UC publication entitled “Quick Reference for Counselors.” Counselors can also encourage students to create an Ed Plan using MAP. Map posts notes on any plan created for a major at any UC campus which does not accept IGETC

#### **3.2. American Institutions & Area 4**

The CSU US History, Constitution, and American Ideals (AI) graduation requirement is not part of IGETC. CSU campuses have the discretion whether to allow courses used to satisfy the (AI) requirement to count in both area 4 and to meet the AI graduation requirement. However, Saddleback College will certify all American Institutions courses towards both Area 4 and AI (IGETC Standards §10.7).

#### **3.3. Catalog Rights**

There are no catalog rights for IGETC. Students are required to meet the IGETC requirements at the time of transfer. However, all courses shall be counted on the IGETC pattern if they met IGETC requirements in the year when taken.

##### **3.3.1. IGETC Sheets, Effective Dates, MAP and obsolete courses**

Courses certified towards meeting specific IGETC requirements must have been approved in the year when the course was taken. Every course, therefore, has a specific effective date; that is, a date upon which a course can be certified towards IGETC. (ASSIST posts effective dates detailing when courses were approved, removed and reinstated.) In the Fall of 2003, the UC instituted a policy which granted courses retroactive effective dates on the IGETC pattern as opposed to dates which corresponded with the publication of the Saddleback College catalog. In an effort to manage this complex situation, the decision was made to list effective dates on the IGETC and CSU GE sheets according to the year of publication of the Saddleback College Catalog (according to community college curriculum cycles), as opposed to the actual effective date granted by the UC Office of the President. This inconsistency was never an issue at most California community colleges because the discrepancies have not been recognized. However, Saddleback College evaluators and the articulation officer have been concerned about errors and discrepancies for a number of years. With the increase of MAP usage in Fall 2007, discrepancies began to appear for students as well. Because MAP validates IGETC and CSU GE coursework according to effective dates posted in ASSIST, not Saddleback College Catalog publication dates,

students were discovering that MAP was correctly counting courses towards IGETC certification that counselors were not.

In addition to discrepancies in effective dates, the onset of MAP in conjunction with the UC's revised policy for granting effective dates, uncovered another difficulty. Courses that once met IGETC requirements, but were terminated from Saddleback College curriculum, were not being counted towards the IGETC pattern by counselors. In the past, counselors have been instructed to use current IGETC sheets, as opposed to IGETC sheets for the academic year when the course was taken. Unfortunately, courses terminated from the Saddleback curriculum had been removed from the IGETC and CSU GE sheets for many years. This policy led to additional errors when counselors did not count certain courses towards the IGETC or CSU GE pattern, even though the course met an IGETC or CSU GE requirement when the course was taken. These errors occurred because courses deleted from the Saddleback College curriculum (which met IGETC requirements when taken), no longer appeared on the current years advising sheets.

To resolve this problem new IGETC and CSU GE sheets would be created which correctly indicated all of the effective dates for courses including those that were terminated and reinstated. This decision allows counselors to continue using one IGETC sheet in most cases (as opposed to using different sheets for each year courses were taken). Now, IGETC sheets are reconciled with MAP/ASSIST information. Counselor and evaluator approvals are also now reconciled. *(For courses completed prior to 81-82 on CSU GE or 91-92 on IGETC, counselors must continue to check individual catalogs from the year the course was taken. For example, Math 1A at Saddleback taken in Fall 1974 may be certified for CSU GE even though it does not appear on the 81-82 CSU GE list. See pages 13 and 20 of this manual for more information on counting coursework prior to the inception of IGETC and the current CSU GE pattern.)* Concern has been expressed that adding obsolete courses to the IGETC and CSU GE sheets will make it more difficult for students to select courses because the obsolete courses are no longer offered. However, courses listed on the IGETC and CSU GE sheets not being offered during a given term has always been a reality for students. Not all courses currently available for students are offered every term. Students have always had to use the advising sheets as a guide and compare the entire list of options with what is currently offered for a given term. Finally, all obsolete courses have been underlined in an effort to assist students in identifying which courses are obsolete. It is our hope that these enhancements of our IGETC and CSU GE sheets will significantly reduce the number of discrepancies that and errors that have occurred in the past.

### **3.4. Partial IGETC Certification**

Partial certification is defined as completing all but two (2) courses on the IGETC pattern. The student petitions for certification and either the complete or partial certification is sent by the CCC to the UC or CSU. Each UC or CSU campus will inform a student that has submitted a partial certified IGETC of the specific timelines and courses needed to complete the IGETC. The UC or CSU is responsible for verifying that the missing IGETC course(s) has been completed. *(Per IGETC standards*

*interpretation, “if a student is partially certified and then completes the coursework necessary for full certification prior to matriculation to the university the CCC must fully certify.” However, if “a student requests full certification from the CCC after matriculating to the UC or CSU is not the CCC’s responsibility to certify the completion of IGETC. It is the university’s responsibility to clear full certification.” [http://ccctransfer.org/igetc/igetc-q-a-a#IGETC\\_Partial\\_Certification](http://ccctransfer.org/igetc/igetc-q-a-a#IGETC_Partial_Certification) )*

The student may complete the missing course in one or more of the following ways or in some other manner acceptable to the receiving institution:

- 1) Take an approved IGETC course, in the area to be completed, at any CCC at a time that does not require concurrent enrollment, such as during the summer.
- 2) Take a course approved by the UC or CSU campus of attendance in the area to be completed at a U.S. regionally accredited institution at a time that does not require concurrent enrollment, such as during summer school.
- 3) Take an approved IGETC course, in the area to be completed, at any CCC while concurrently enrolled at a UC or CSU campus. The student will be subject to the UC or CSU campus rules regarding concurrent enrollment, so this option may not be available.
- 4) Take a course approved by the UC or CSU campus of attendance at a US regionally accredited institution in the area to be completed while concurrently enrolled at a UC or CSU campus. The student will be subject to the UC or CSU campus rules regarding concurrent enrollment, so this option may not be available.
- 5) Take a comparable course at a UC or CSU campus in the area to be completed. This option is at the discretion of each UC or CSU campus, so it may not be a choice available to the student.

**Warning:** Students need Area 1 and 2 completed to meet minimum transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in Area 1 and/or 2 may also indicate a student does not meet minimum transfer requirements. Community colleges should make every effort to notify students of this potential problem. (IGETC Standards §11.4)

**\*\*\*UC Berkeley and Partial IGETC:** Given the competitive nature of transfer admission for the College of Letters and Science, Berkeley requires full completion of the IGETC pattern of courses as selection criteria for admission into the College. The best prepared candidate for admission will have IGETC completed by the end of spring term for fall admission.

Any student offered admission on the condition that they submit full IGETC certification but then submits a Partial IGETC Certification, could have their positive admission decision reversed. Berkeley will consider students who cannot complete IGETC on a case by case basis.

The best counsel for College of Letters and Science applicants is to complete either the full IGETC pattern or the L&S Requirements by the end of the spring term.

### **3.5. Language Other than English (LOTE)**

Competence may be demonstrated through one of the following mechanisms:

- 1) Satisfactory completion of two years of high school coursework (US high school or high school in country where the language of instruction is English) in a language other than English, with a grade of C or better in each course. The two years must be in the same language.
- 2) Satisfactory completion of a course at a college or university with a grade of C or better (See IGETC Standards for more details).
- 3) Satisfactory completion, with C grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. Appropriate documentation must be presented to substantiate that the required coursework was completed. If an official sealed transcript cannot be obtained from a foreign institution an unofficial or opened transcript may be used to verify proficiency. Students who cannot provide documentation should either pass one of the examinations or tests listed below in 4 through 10, or satisfactorily complete an appropriate language course at their college.
- 4) Satisfactory score on the SAT II: Subject Test in languages other than English. (See IGETC Standards for details.)
- 5) Satisfactory score, 3 or higher, in the AP exams in languages other than English.
- 6) Satisfactory score, 5 or higher, in the IB Higher Level Examinations in LOTE.
- 7) Satisfactory completion of an achievement test administered by a CCC, university or other college in a language other than English (See IGETC Standards for details.)
- 8) If an achievement test is not available, a faculty member associated with a CC campus can verify a student's competency. The CCC must provide a document on letter head asserting that the student has mastered proficiency in the language equivalent to two years of high school study.
- 9) LOTE "O" level exam with grade of A, B, or C.
- 10) LOTE International "A" Level exam with score of 5, 6 or 7.
- 11) A Defense Language Institute language other than English course which is indicated as passed with a C or higher on the official transcript.  
(IGETC Standards, §10.6)

#### **3.5.1. LOTE High School Grades and the C- Exception**

The UC does not count "minus (-)... grades in computing the GPA; only the whole grade is used from high school coursework. In other words, a "C-" grade is counted as a whole "C". (IGETC Standards, §10.6.2d)

### **3.5.2. LOTE Sequential Knowledge and validation of less advanced coursework**

A more advanced course may be used to “validate” a less advanced course (even if the less advanced course does not appear on the high school transcript). For example, a “C” grade in the final semester of Spanish 2 in high school validates failed attempts in Spanish 1 and the first semester of Spanish 2. A more advanced course, such as French 3, also validates IGETC’s LOTE requirement. (IGETC Standards, § 10.6.1a, 10.6.2c-f)

### **3.5.3. LOTE - Seventh and Eight Grade Courses**

Courses in languages other than English completed in the 7<sup>th</sup> and 8<sup>th</sup> grades with grades of at least “C” may be used. However, the principal of the high school from which a student graduates must certify that the 7<sup>th</sup> and 8<sup>th</sup> grade courses are comparable in content to those offered at the high school. This may be done by including the names of and grades from these courses on the student’s transcript, or by stating their equivalency on the transcript. A more advanced course (level 3 or higher) in high school would also validate the 7<sup>th</sup> and 8<sup>th</sup> grade courses (IGETC Standards, § 10.6.2b).

## **3.6. Credit By Exam**

Credit by exam is acceptable provided that a US regionally accredited college or university transcript specifies the course title, unit value and grade... College Board and ACT exams cannot be used to satisfy IGETC requirements (e.g. SAT 1, SAT II, Subject Tests, Achievement Tests)” (IGETC Standards §7.4)

### **3.6.1. International Baccalaureate (IB)**

International Baccalaureate exams are now approved for certification purposes both on the CSU GE pattern and IGETC (IGETC Standards §7.2, E.O 1036, Section 1.2.4). Please see the AP/IB petition for the approved list of exams and passing scores.

### **3.6.2. CLEP**

“CLEP cannot be used on IGETC” (IGETC Standards §7.3)

## **3.7. Double Counting and IGETC for UC**

Double Counting courses that satisfy both IGETC and major requirements is permitted at the UC (TCW - IGETC Standards Q&A#24 [http://ccctransfer.org/igetc/igetc-q-a-a#Question\\_24](http://ccctransfer.org/igetc/igetc-q-a-a#Question_24)).

### **3.8. Unit limitations and admission restrictions for students who have attended a 4-year campus prior to enrolling at a CCC**

Certain campuses and certain programs of the University of California restrict admission to students who have completed four-year coursework prior to enrolling in a California Community College. Please see the UC's Transfer Q&A for each campus policy:

<http://www.universityofcalifornia.edu/educators/counselors/resources/materials/TransferQ&A.pdf>

### **3.9. Credit/No Credit towards major prep**

Individual UC campuses have different policies regarding the acceptance of credit/no credit grading to meet major-preparation course requirements. See the UC's Transfer Q&A for each campus policy:

<http://www.universityofcalifornia.edu/educators/counselors/resources/materials/TransferQ&A.pdf>

### **3.10. UC Credit limitations**

The University of California restricts transfer credit in certain areas. Please see Saddleback College's UC TCA on ASSIST for specific credit limitations. Some of the more common are as follows:

#### **3.10.1. More Advanced Course After Less Advanced**

For example, students will not get credit for Bio 20 if taken after a more advanced college-level Biology course.

#### **3.10.2. Overlapping content**

For example, the UC will only grant credit for CS1A or CIM1, but not both, due to overlapping content. See the UC TCA for details.

#### **3.10.3. KNES Activity & KNES Theory limitations**

The UC will only grant 4 units maximum credit for any and all KNES activity courses combined. In addition, the UC will grant up to 8 units of KNES theory courses, as designated on Saddleback's UC TCA.

#### **3.10.4. Language credit for students whose native language is not English**

“A student whose native language is not English who has completed at least nine years of education conducted in that native language may receive credit for language courses in the native language only if the courses are advanced courses at the upper-division level. College credit for literature in the native language is allowed only for courses taken in native institutions of college level or for upper-division and graduate courses actually taken at the University of California or at another institution of approved standing where the language of instruction is English” (UC’s “Quick Reference for Counselors 09-10”, p.18).

## 4. CSU GE and CSU Transfer Policies

### 4.1. American Institutions, Area D, and Out-of-State American Government Courses & AP Credit

Students may use US History and PS 1 to fulfill requirements for Area D, but they are not required to do so. Therefore, Saddleback College will certify a student on the CSU GE pattern who has completed any 3 Area D courses including US History and Political Science 1.

Courses similar to Political Science 1 – American Government from out-of-state colleges or universities can be counted towards Area D on the CSU GE pattern. However, the course must cover California state government in order for the course to be counted towards American Institutions. Courses from out-of-state generally do not cover California government and so cannot generally be counted towards this part of the American Institutions requirement.

*While Saddleback College offers multiple US History courses and one American Government course to fulfill this requirement, the CSU American Institutions requirement is technically 3 distinct components: US-1, US-2 & US-3. Saddleback's Political Science 1 meets both US-2 (U.S. Constitution and Government) and US-3 (California State and Local Government - cannot be met using an AP exam). See [www.Assist.org](http://www.Assist.org) for more details.*

### 4.2. Using Pass/No Pass Courses on CSU GE

“Courses with a credit grade may be used for certification, provided the college issuing the credit has a policy which states that credit is equivalent to a grade of C or better (not C- or better)” (CAPP, SP 09, p.107)

Some CSU campuses have limitations regarding the number of courses which can be accepted as credit/no credit. See the document entitled “Campus Specific Admission Practices for Transfer Admission” in the Appendix for specific campus policies.  
<http://www.calstate.edu/sas/fcc/CSPTTransferAdmissionFall2007.pdf>.

### 4.3. Double Counting

Counting one course towards both a General Education requirement and a particular requirement in the major is called Double Counting. Double Counting is permitted at the CSU with the following exceptions. See the CSU's “Campus Specific Practices for Transfer Admission in the Appendix -  
<http://www.calstate.edu/sas/fcc/CSPTTransferAdmissionFall2007.pdf>

#### **4.4. Intermediate Algebra take prior to Fall 88**

For Area B4 on the CSU GE pattern, an Intermediate Algebra course (Saddleback's Math 122) completed prior to Fall 1988, and approved at a CSU campus or certifying institution to meet an area B4 requirement, will be accepted by the CSU as meeting graduation requirements in general education (SC Catalog).

#### **4.5. CLEP and CSU GE**

Beginning Fall 2010, CLEP may be used to clear CSU GE areas. (See Saddleback's AP/IB/CLEP petition as well as CSU Chancellor's Office Coded Memorandum AA-2010-09 for details).

#### **4.6. International Baccalaureate (IB)**

Per Executive Order 1036 Section 1.2.4 published by the CSU Chancellor's Office, Saddleback College is now permitted to certify passing scores on certain IB exams on the CSU GE pattern. Please see the AP/IB petition for the approved list of exams and passing scores. "Students completing the IB diploma with a score of 30 or above will receive 20 semester units toward their UC degree" (UCOP's Quick Reference for Counselors 2010-2011, p. 40).

#### **4.7. Additional Graduation Requirements at CSU Campuses including Foreign Language and Second Semester English**

See the CSU's Campus Specific Practices for Transfer Admission in Appendix.  
<http://www.calstate.edu/sas/conferencematerials.shtml>

#### **4.8. High unit majors with exceptions to admission and GE Breadth requirements**

See the CSU's Campus Specific Practices for Transfer Admission in Appendix.  
<http://www.calstate.edu/sas/conferencematerials.shtml>

## 5. Advanced Placement (AP), International Baccalaureate (IB) & CLEP Credit

### 5.1. General Procedure & Reminders

Admissions and Records at Saddleback College requires that official AP/IB/CLEP records be submitted by students in order to process AP/IB/CLEP credit towards CSU GE/IGETC certification or a degree at Saddleback College. Unofficial AP/IB score reports or College and High School transcripts with AP/IB credit posted is not sufficient.

Please see the AP grid published in the Saddleback College Catalog to determine how AP/IB/CLEP credit applies toward a student's particular goal. Counselors must not use AP credit information posted on the Saddleback College transcript to advise transfer students. This information posted on the SC transcript is for Saddleback College degrees only (i.e. corresponds to the first column of the AP grid only), and is not for transfer or CSU GE/IGETC certification purposes. Beginning in fall 2008 specific course credit will no longer be placed on the transcript to avoid this confusion. Please advise students, using the appropriate column in the AP grid, according to each student's specific educational goals.

Currently, International Baccalaureate (IB) and CLEP credit cannot be counted towards the Saddleback College native GE pattern or coursework in a major. Please refer to the AP/IB/CLEP petition to determine how passing these exams will apply towards CSU GE and IGETC.

When filling out the AP/IB petition, please simply write down the exam with the corresponding passing score only. Saddleback College evaluators will process AP/IB/CLEP credit towards Saddleback degrees, IGETC and CSU GE certification at the time a student submits a degree petition or requests to have transcripts sent to a four-year college or university.

**Remember:** Students must know their specific goal in order for counselors to provide students with accurate advising. Many students do not know their goal or will change their minds a number of times. Please advise students that application of AP/IB/CLEP credit will likely change as their goals change.

#### 5.1.1. Potential Pitfalls

Please advise students to be cautious when taking any courses that may be considered duplication of credit overlapping with an AP/IB/CLEP exam. In most cases, students will not receive credit for both an AP exam and a similar course. Always check with each transfer institution (for UC campuses, check the Quick Reference for Counselors) to determine how credit will be applied towards the 60 required for transfer and the major if duplication of credit concerns exist. In some cases, students may receive credit for both an AP exam and a similar

course. While students will sometimes be awarded AP credit as well as a similar course when counting units towards the 60 for transfer, IGETC does not permit this. Please consult with the Articulation Officer as questions arise and see the IGETC Q&A for more details on the Transfer Counselor Website:  
[http://ccctransfer.org/igetc/igetc-q-a-a#AP\\_on\\_IGETC](http://ccctransfer.org/igetc/igetc-q-a-a#AP_on_IGETC).

## **5.2. University of California**

For students using IGETC, check the SC catalog to determine how a student's AP/IB scores will be certified. Please remember to distinguish for the student units allotted for GE certification versus units allotted for admission. For coursework which may be required in a particular major, counselors must check UC's "Quick Reference for Counselors" as well to determine how each campus treats particular AP scores within the various departments. Receiving credit for IGETC does not necessarily mean students will receive any credit towards the major.

## **5.3. California State University**

The CSU has a system wide policy for credit towards the CSU GE pattern as well as IGETC. See the AP/IB/CLEP Grid in the Saddleback College Catalog for details. Please remember to distinguish for the student units allotted for GE certification versus units allotted for admission. Please consult individual CSU catalogs to determine how coursework can be applied towards various majors. (See section in this manual on CSU American Institutions to find out more details regarding AP and the American Institutions requirement.)

## **5.4. Saddleback College**

Please consult the AP/IB/CLEP grid in the Saddleback College Catalog to determine how AP credit will apply to the Saddleback College degree. IB & CLEP exams cannot currently be used for credit towards the Saddleback College native GE pattern or towards courses in the major.

## **6. Course Repetition and Withdrawal Policy**

### **6.1. Saddleback College Policies**

#### **6.1.1. Course Repetition Absent Substandard Academic Work**

Certain courses at Saddleback College are designated as repeatable. These repeatable courses can be taken more than once and have the additional courses count towards total units and GPA. Repeatable courses are designated and explained in the Saddleback College catalog in the Courses section. (Title 5 §55040-55045)

#### **6.1.2. Extenuating Circumstances**

Students may petition to repeat any course in which he or she can document that “the student’s previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under this subdivision shall not be counted in calculating a student’s grade point average” (Title 5 §55041). Two funded repeats are permitted in cases of extenuating circumstances.

#### **6.1.3. Alleviation of Substandard Coursework (Title 5 §55042)**

Students may repeat a course twice in an effort to alleviate substandard academic work, without verification of extenuating circumstances. These two repeats plus the initial enrollment equals three total enrollments. Saddleback College may, upon petition by the student, permit a third repetition of a course (equaling four total attempts) in which substandard academic work has previously been recorded, provided there are extenuating circumstances which justify an additional repetition (See Extenuating Circumstances above for additional information). However, grade alleviation (i.e. transcript annotation) is only permitted for two repeats.

Saddleback College allows students to repeat equivalent courses (as deemed equivalent by the Region 8 grid) at Irvine Valley College. The college where the substandard grade occurred must process the petition to annotate the student’s transcript. Please note: Irvine Valley has a different policy for allowing students to repeat courses at Saddleback College. Therefore, if the substandard coursework occurred at Irvine Valley College, please refer students to an Irvine Valley College Counselor for details (Title 5 §55040-55045).

#### **6.1.4. Withdrawals**

Students at Saddleback College are permitted four withdrawals per course. After a fourth “W” appears on the student’s transcript, the student may not reenroll in the course unless extenuating circumstances exist (Title 5 §55042). Additional unfunded withdrawals are may be permitted via the petition process.

### **6.2. University of California Repeat Policy**

“A student may repeat a course in which he or she received a letter grade of D or F. Only the most recent grade is counted when calculating the GPA; degree credit for the course is given only once. Repetition of a course with an original grade of C or higher is disregarded; the original grade is counted when calculating the GPA.

UC does not limit the number of times a student may repeat a course in which he or she earned a D or F. A student may not retake a course at a community college to raise the grade received at a UC campus. UC courses in which a D or F was received may be repeated only during a regular session (including summer sessions) at a UC campus. However, all original and repeat courses should be noted on the application.” (UC’s Transfer Q&A)

### **6.3. California State University Repeat Policies**

- The CSU will “honor the grading policies of the institution where credit was earned by accepting official transcript entries including those reflecting academic renewal, repeat grades, and incomplete grades” (CSU Admission Handbook, p. 53).
- For campus policies on repeated courses taken at different colleges see the CSU’s Campus Specific Practices for Transfer Admission.  
<http://www.calstate.edu/sas/conferencematerials.shtml>

## 7. Saddleback College Policies

### 7.1. CLEP Testing

“Saddleback College does not accept CLEP as a waiver for the English Placement examination or for credit for General Examinations.

Subject Examination: Each academic division of the college may recognize the Subject Examination if a single examination measures the competency associated with the successful completion of a specific Saddleback College course. Generally, however, specific course credit by examination will be attained through the Credit by Examination - Specific Course Credit Policy” (SC Catalog).

Past practice has understood this statement to mean that completion of a CLEP exam can provide evidence to a faculty member in order to justify a traditional credit by exam offered by that faculty member. The CLEP exam does not generally grant a student any credit on its own.

### 7.2. Catalog Rights, “Cherry Picking” & Effective Dates

Beginning Fall 2009 Saddleback College implemented a new catalog rights policy. Now, all students, whether enrolled prior to Fall 2009 or not, must maintain continuous enrollment to have rights to follow a specific catalog. Continuous enrollment is defined in the Saddleback College catalog in detail but can be summarized in the following way: Students must receive a letter grade (including W, MW, RD, F, NP) in at least one course per academic year including fall, spring or summer terms in order to maintain continuous enrollment.

Students who have been advised according to the previous catalog rights criteria can petition the Academic Appeals Committee to follow the requirements under a previous catalog.

Please see the Saddleback College Catalog for more details on catalog rights and continuous enrollment.

- **Cherry Picking & Effective Dates** - Students may not pick and choose (i.e. “Cherry Pick”) general education requirements from different years in order to best suit their needs. They must select one catalog, in compliance with Saddleback’s catalog rights policy, and complete all the general education requirements for that given year. However, students are permitted to complete a GE pattern from one year, and a series of Major or Certificate courses from another year. The series of major or certificate courses must be from one specific year, and the GE pattern must be from one specific year even though the GE pattern and series of major courses could be from two different years.

- **Effective Dates** – The Cherry-Picking rule was developed in an interest to maintain curricular integrity in the midst of very flexible catalog rights prior to Fall 09. While students are not permitted to “Cherry-Pick” GE requirements from different years, students are permitted to count specific courses approved in different years. For example, Anthropology 1 was first listed on the GE pattern in 97/98. We would allow our students to count Anthropology 1 with lab in the science area taken at Saddleback College even if following a catalog prior to 97/98. In this instance we are not holding to the effective date of the course being placed on the GE pattern but we are counting the course under previous catalogs as well. The reason for this policy is that we would allow a student who completed Anthropology 1 with a lab at another college or university to count this course under any catalog year because it meets the intent or spirit of the science requirement and it is on our list now. It would be unfair to our own Saddleback College students if we only allowed them to count the course beginning in Fall 97. This policy also accounts for the fact that we accept completion of Math 251 prior to Fall 2009 as fulfillment of the Math competency requirement. Approving courses in this manner should be handled on an exceptional case-by-case basis only. Please consult with the Articulation Officer if you are unsure.

### **7.3. Military Service Credit**

Saddleback College will certify 3 units of Physical Education credit towards Area E on the CSU GE pattern for students who have processed their DD-214 through the Veterans Office. Students who are not currently collecting V.A. educational benefits will be evaluated by the evaluators in the Office of Admissions and Records.

Saddleback College will grant six semester units of general elective credit toward an Associate degree for a minimum of one year of active honorable service.

In addition, credit will be awarded for work completed successfully in military service schools, not to exceed 15 semester units, according to the recommendations of the American Council on Education (ACE) as stipulated in the Guide to the Evaluation of Educational Experiences in the Armed Services. (Elective credit will be granted for any courses designated Associate, Baccalaureate or higher level, even if the courses are military specific and do not match any courses offered at Saddleback College.) Military Service credit will be evaluated only upon completion of 12 units in residence and application for an evaluation for an associate degree. Military evaluation forms may be obtained from the Office of Admissions and Records (SC Catalog).

## 7.4. Title 5 Changes

### 7.4.1. Double Counting

“A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement.” (Title 5 §55063 – Minimum Requirements for the Associate Degree). This policy shall be implemented retroactively to all prior catalogs.

### 7.4.2. Minimum Grade requirements

“Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, each course counted toward the unit requirement of [a major or area of emphasis] must be completed with a grade of C or better” (Title 5 §55063 – Minimum Requirements for the Associate Degree).

### 7.4.3. Math

In 1988 the requirement to meet the math competency was increased to Elementary Algebra by Title 5. At that time, it was decided that any student who completed Math 350 prior to 1988 would have their math competency fulfilled for a Saddleback College degree. This policy was clearly stated in Herman Schmidt’s memo dated October 1988. Accordingly, Saddleback College has allowed students to use Math 350 in fulfillment of the math competency, if completed prior to 1988, for over twenty years. The same policy was more recently applied to the Title 5 increase from Beginning to Intermediate Algebra in Fall 2009 in order to honor past practice and Herm Schmidt’s October 1988 memo.

However, California Community Colleges recently received Legal Opinion 9-04, which addressed the “Application of Catalog Rights to New Degree Requirements.” This legal opinion clearly requires California Community Colleges to honor catalog rights in relation to new Title 5 requirements, on the basis of contract law. Therefore, based upon our recent change in catalog rights, Saddleback College is no longer permitted to follow the aforementioned practice first defined in Herman Schmidt’s 1988 memorandum, and later reiterated when the Fall 2009 Title 5 increase in the math requirement was implemented.

Effective for the Fall 2010 semester, Saddleback College is now obligated to honor catalog rights for students in relation to Title 5 changes. Therefore, any student who completed Math 251 after Fall 2009 but has catalog rights to the 08-09 Saddleback Catalog (or any earlier catalog via continuous enrollment), shall be deemed to have their math competency completed. Any student who does not have rights to a catalog prior to Fall 2009 must now complete Intermediate Algebra (or another math course at the same level with Elementary Algebra as a

prerequisite). Catalog rights earned at other California Community Colleges will not be considered.

Title 5 §55063 states the following: “Effective for all students admitted for the Fall 2009 term or any thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of course typically known as Intermediate Algebra (either Intermediate Algebra or another math course at the same level, with the same rigor and with Elementary Algebra as a prerequisite)... The competency requirements for written expression and mathematics may also be met by obtaining a satisfactory grade in courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills a level equivalent to those necessary for Freshman Composition and Intermediate Algebra respectively”

#### **7.4.4. English**

The 04-05 Catalog added the following statement, bringing Saddleback College into compliance with Title 5 regulations: “Students may apply only one course below transferable freshman composition Eng 1A toward the Associate Degree” (p. 38). This statement came in conjunction with English 220 being changed to English 340. From the 04-05 academic year onward, only this one course, English 200, is considered degree applicable below freshman composition. While this change brought us into compliance in the 04-05 academic year, students retain catalog rights for courses taken prior to this change. Therefore, students who completed English 200 and 220 prior to the 04-05 academic year will receive credit for both courses.

#### **7.4.5. Understanding the New Title 5 Requirements for Majors**

In the Fall of 2007, the CCC Chancellor’s office notified community colleges around the state of degrees which were considered out of compliance. The Chancellor’s office mandated that all degrees must specify a particular list of courses required for a degree and could not leave open course options to a more random selection of “related disciplines.” Therefore, the Saddleback College Curriculum Committee revised degrees in order to bring them back into compliance with State regulations. Students must now follow the specific set of courses listed in the Saddleback College catalog. Students who have catalog rights to a previous catalog may follow the previous requirements.

### **7.5. Anthropology 1 Lab Advisory**

Saddleback College faculty determined, as a general rule, that students should take the Anthropology 1 lab within one year of the lecture course. Counselors should advise students according to the one year rule as this is in the students' best interests of completing the lab component of the course with a passing grade. However, counselors and evaluators realized that students were, for various reasons, able to enroll and take the Anthropology 1 courses at Saddleback College after the one year time limit. Therefore, Saddleback College faculty agreed that students who have completed the lab course more than one year after the lecture will still be granted credit for both the lecture and the lab components. Students who take an Anthropology 1 lab one year or more after the lecture component from Saddleback College or any other institution will continue to receive full credit towards CSU GE, IGETC and Saddleback native GE pattern and any Saddleback College degree.

### **7.6. 18 units required in a major - Retroactive**

The minimum number of units required for a degree is 18 units, not 20. Because this is a Title 5 §55063 requirement, the 18 unit minimum shall be applied retroactively. Prior to fall 2005, many degrees indicated a 20 unit minimum. Students shall be held to only 18 in those instances. In cases such as Nursing when there is more than the minimum number of units required for the major, the 18 unit minimum does not apply.

# INDEX

<b>A</b>	<b>F</b>
Accreditation.....6	Foreign Language
Advanced Placement (A.P.).....36-37	CSU Grad Req .....35
American Inst & CSU GE ..... 20,34	UC Credit Limitation.....33
American Inst & IGETC ..... 27	Language Other Than English (See LOTE below)
<b>B</b>	<b>G</b>
<b>C</b>	<b>H</b>
C- Grades	<b>I</b>
IGETC ..... 11	IGETC
CSU GE ..... 19	Acceptable Courses .....9-10
SC Major Coursework ..... 42	Courses Prior to 91-92 ..... 13
S.C. Gen Ed Coursework ..... 24	UCs That Do Not accept ..... 27
Catalog Rights..... 40	Effective Dates .....27
Certifying Institutions	Partial IGETC ..... 28
IGETC ..... 7	International Baccalaureate .....31
CSU GE .....16	International Coursework
Cherry Picking .....40	CSU GE & IGETC..... 8,22
CLEP Testing	Saddleback ..... 26
IGETC ..... 31	With Completed BA .....23
CSU GE .....35	<b>J</b>
Saddleback ..... 40	<b>K</b>
Course Repetition..... 38-39	<b>L</b>
Counselor Request Form ..... 6	LOTE .....11, 30-31
Credit/No Credit (Pass/No Pass)	Lab Sciences & IGETC ..... 10
CSU GE.....34	<b>M</b>
IGETC .....11	Math
Major Prep .....32	IGETC .....9
Credit Limitations (See UC TCA)	CSU GE .....35
<b>D</b>	(See Also EO 1033 in Appendix)
Double Counting	S.C. AA .....24,42
CSU .....34	Military Credit
Saddleback .....42	For CSU GE .....21
<b>E</b>	For Saddleback.....41
Effective Dates ..... 27	<b>N</b>
English 1B Pass Along ..... 14	Nursing
Elective Units	Prerequisites .....25
CSU ..... 22	Students with BA degree..... 23
UC ..... 15	Students with Psych 7 ..... 25
Saddleback ..... 26	<b>O</b>
	Out-of-State Amer. Inst Courses ..... 34

**P**

Pass Along – General .....	6-7
Pass Along on CSU GE .....	16-22
Courses Prior to 81-82 .....	20
Pass Along on IGETC .....	7-15
Courses Prior to 91-92 .....	13
Pass Back, 4-2-4 (See Third Command.)	
Pass/No Pass (See Credit/No Credit)	
Partial IGETC .....	28

**X**  
**Y**  
**Z**

**Q**

Quarter Units	
CSUs on Quarter System .....	11
Mixing Qtr & Sem Units .....	11,20

**R**

Repetition (see Course repetition)

**S**

Sectarian Courses .....	25
Spirit of GE	
CSU GE .....	16
IGETC .....	7
Major Coursework .....	7
S.C. AA .....	23
Sciences with Labs (See Unit Minimums)	

**T**

Third Commandment (Pass Back or 4-2-4)	
IGETC .....	12
CSU GE .....	18
Title 5 Changes .....	42-43
TOEFL	
UC .....	9
CSU .....	22

**U**

UC TCA .....	32
Unit Minimums	
CSU GE .....	19
IGETC .....	10
Sciences with Labs .....	10
Upper Division Coursework	
IGETC .....	8
CSU GE .....	17
S.C. AA .....	26

**V**  
**W**