



Guidelines for Course Substitutions for Courses within an Associates Degree for Transfer

The criteria used by faculty to determine when a student may receive credit for a course substitution in an Associate's Degree for Transfer (ADT) varies from college to college. The inconsistency creates a patchwork of inconsistent decisions that impact students' ability to complete their programs and transfer and undermines the goal of the ADTs. The Academic Senate for California Community Colleges (ASCCC) C-ID Articulation Officer Subgroup has developed guidelines, based on past ASCCC documents and legislative directives, to help articulation officers and faculty make those substitutions. In addition, the subgroup has created scenarios to illustrate those guidelines in action. The scenarios are listed below and grouped thematically under each guideline (Note: some scenarios fall under multiple guidelines)

GUIDELINES AND SCENARIOS

The following scenarios, collected together under the relevant guideline, provide guidance for application of the guidelines for determining course substitutions with the associate degree for transfer.

Guideline One:

Accept courses included in another community college's approved ADT

Scenario E: Courses From Another CCC Campus Where There Is No C-ID Course Descriptor and Are Part of that College's ADT

Guideline

Accept courses included in another community college's approved ADT

Practice

Courses without C-ID Approval may be approved for local ADTs. Numerous TMC's permit the completion of courses with the proviso that they are "any CSU transferable course articulated for major preparation" or "approved for CSU GE Area C1" for example. When awarding the Associate Degree for Transfer, the receiving college should apply the course in the same manner the sending college did toward the satisfaction of its ADT.

Example – Psychology AA-T List B

The Psychology AA-T List B permits inclusion of "any course that has articulation as lower division preparation for the psychology major at a CSU."

- Social Psychology is a common example. There is an existing C-ID descriptor; C-ID PSY 170. However, even though the course from the sending college was not approved for C-ID Approved, it was included on the college's ADT because it was articulated to a CSU for a major preparation requirement, which was permissible. The evidence demonstrating the ASSIST articulation agreement should be included with the degree documentation.

Example – Psychology AA-T List C

The Psychology AA-T List C permits "any courses not selected above, any CSU transferable psychology courses, and/or other courses that are lower division preparation for the psychology major at a CSU or UC- in or outside of the discipline."

- Abnormal Psychology is a common example. There is no C-ID course descriptor for abnormal psychology and is typically an upper-division course at the CSU and UC. A request for substituting the Abnormal Psychology course should provide evidence via ASSIST demonstrating that the course is CSU transferable and/or articulated as a lower division major preparation at a CSU or UC campus.
- Another example would be a philosophy course in Critical Thinking. Currently, there is no C-ID course descriptor for a Critical Thinking philosophy course. In such cases, a petition could provide ASSIST evidence demonstrating that the course is CSU transferable and/or articulated as a lower division major preparation at a CSU or UC campus.

Scenario E: Courses From Another CCC Campus Where There Is No C-ID Course Descriptor and Are Part of that College's ADT

Guideline

Accept courses included in another community college's approved ADT

Practice

Courses without C-ID Approval may be approved for local ADTs. Numerous TMC's permit the completion of courses with the proviso that they are "any CSU transferable course articulated for major preparation" or "approved for CSU GE Area C1" for example. When awarding the Associate Degree for Transfer, the receiving college should apply the course in the same manner the sending college did toward the satisfaction of its ADT.

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Example – Psychology AA-T List C

The Psychology AA-T List C permits "any courses not selected above, any CSU transferable psychology courses, and/or other courses that are lower division preparation for the psychology major at a CSU or UC- in or outside of the discipline."

- Abnormal Psychology is a common example. There is no C-ID course descriptor for abnormal psychology and is typically an upper-division course at the CSU and UC. A request for substituting the Abnormal Psychology course should provide evidence via ASSIST demonstrating that the course is CSU transferable and/or articulated as a lower division major preparation at a CSU or UC campus.
- Another example would be a philosophy course in Critical Thinking. Currently, there is no C-ID course descriptor for a Critical Thinking philosophy course. In such cases, a petition could provide ASSIST evidence demonstrating that the course is CSU transferable and/or articulated as a lower division major preparation at a CSU or UC campus.

Guideline Two:

Accept courses from another community college's ADT if the colleges share the same C-ID number and/or listed in the Transfer Model Curriculum (TMC).

Scenario Q: Courses from Another CCC Campus That “Are” C-ID Approved and “Are” Part of the Other CCC Campus’ ADT

Guideline

Accept courses from another community college’s ADT if the colleges share the same C-ID number and/or listed in the Transfer Model Curriculum (TMC)

Practice

If the “Receiving” college has the same C-ID approved status as the “Sending” colleges’ course and the “Sending” colleges’ course is in their ADT, the “Receiving” College can automatically substitute the course without seeking the appropriate discipline faculty review or approval.

Example - Psychology AA-T Core C-ID PSY 200 and 205B

A C-ID PSY 200 course that is part of the “Sending” colleges’ Psychology ADT can be automatically substituted even if the “Receiving” colleges’ Psychology ADT course is C-ID PSY 205B. Even though the “Receiving” college course has a lab and the “Sending” college course doesn’t, because both are on the Psychology TMC, the substitution is allowable.

Scenario R: Courses from Another CCC Campus That “Are” C-ID Approved, “Are Not” Part of the Other CCC Campus’ ADT, But “Are” on the TMC

Guideline

Accept courses from another community college’s ADT if the colleges share the same C-ID number and/or listed in the Transfer Model Curriculum (TMC)

Practice

If the “Receiving” college has the same C-ID approved status as the “Sending” college course, but the “Sending” college course is not in their ADT, the “Receiving” College can automatically substitute the course if the C-ID course is listed on the TMC without seeking the appropriate discipline faculty review or approval.

Example – Sociology List A C-ID SOCI 140

A course from a “Sending” college is approved for C-ID SOCI 140, Introduction to Gender, but was not included in their Sociology ADT. The Receiving college also has an approved C-ID SOCI 140 course. Regardless as to whether the “Receiving” college has a C-ID SOCI 140 in their Sociology ADT, the course can automatically be substituted because it is listed on the Sociology TMC.

Guideline Three: Accept courses to satisfy your ADT requirements even if they are not listed in another community college’s ADT if the course fits the intent of the TMC, **the discipline faculty should make the decision regarding substitutions.**

Scenario D: Courses Without C-ID Descriptor in the TMC

Guideline

Ensure substitutions are consistent with the TMC parameters (some TMCs allow more flexibility in course substitutions than others).

Practice

Courses identified on a TMC that do not require C-ID approval are typically identified in categories such as “any articulated major preparation course,” “any CSU GE Area specific

transferable course” or “any CSU transferable course.” In order to permit substitution of a course not listed on the ADT, but permissible based on the TMC, the appropriate ASSIST articulation demonstrating that the course meets the expectations of the TMC should be submitted as part of the course substitution review.

Example – Anthropology List A

The Anthropology TMC List A allows “any articulated major preparation course for an Anthropology major at a CSU campus.” ANTR 12, Witchcraft and Religion, is included on the college Anthropology AA-T List A; however, it is not being offered, so a student would need to substitute a List A course for graduation. The course being proposed for substitution is articulated with a CSU anthropology major even though it was not listed on the College Anthropology ADT. The substitution is allowable because it is consistent with the parameters of the TMC. Evidence of the ASSIST articulation should be submitted with the course substitution proposal. The college should consider submitting the course to the California Community Colleges Chancellor’s Office for review and inclusion on the Anthropology AA-T so that future ADT course substitutions would not be required.

Scenario F: Courses from Another CCC Campus Where There Is No C-ID Course Descriptor and Are Not Part of that College’s ADT

Guideline

Where C-ID descriptors are not in place and/or where the substitution does not involve deeming two courses comparable, seek judgment of discipline faculty to make informed course substitution decisions.

Practice

A course from College A where there is no C-ID descriptor and is not part of that college’s ADT may still be allowable for substitution. There are very limited options for such substitutions, but keeping in mind the “be as flexible as possible, while remaining consistent with the parameters of the TMC” provide for reasonable substitutions to be made.

Example – Anthropology AA-T List C

The Anthropology AA-T List C permits “any courses not selected from List A or B; and/or any anthropology course; and/or any other non-anthropology course from the humanities or social sciences on cultural diversity.” Course examples listed on the Anthropology TMC for List C include Magic, Witchcraft and Religion, Natives People of North America, History of Mexico, Cross Cultural Psychology, etc. In order to award an Associate Degree for Transfer, College B should include evidence via ASSIST demonstrating that the course from College A was articulated for the required area.

Scenario J: Courses with C- Grade

Guideline

*California Community Colleges may only apply a grade of C or better (“P” or “CR” acceptable if College defines by “C” or better) toward satisfaction of the Associate Degree graduation requirements in English, Math or toward **major courses**. (Title 5 § 55063 (d)). Therefore, California Community Colleges cannot award credit (Pass Along) for an incoming C- grade from another accredited institution toward satisfaction of the Associate Degree graduation requirements in English, Math or major courses. The C- minus grade could be applied toward satisfaction of other graduation requirements wherever a grade of D is permissible.*

Practice

Courses from any institution, including CCC campuses, with a grade of C- are not allowable for ADT major course substitution. However, the course, if not applied to the Associate Degree graduation requirements in English, Math or toward major course requirements, could be applied to the Golden Four for the CSU GE or as a non-major elective course in the ADT. C- grades cannot be applied to the IGETC pattern.

Example – Business Administration AS-T List A

A first semester Calculus course comparable to C-ID MATH 210 or C-ID MATH 211 from a non-CCC institution with a grade of C- minus may not be substituted for the fulfillment of the associate degree graduation requirement for Mathematics and is not allowable for substitution as a List A course in partial fulfillment of the Business Administration AS-T. However, if another mathematics course in which a grade of C or better was earned was applied to fulfill the mathematics graduation requirement and another List A in which a grade of C or better course was earned is applied toward fulfilling the List A requirement for the Business Administration AS-T, the course then could be applied to the CSU GE B4 requirement and/or applied as a non-major elective in the ADT degree.

(Note: Students who completed a course with a grade of C- or better prior to fall 2009 may apply the grade toward satisfaction of the associate degree requirements for English or mathematics.)

Guideline Four:

Substitute/accept courses that are part of **another** college's ADT where deemed reasonable.

Scenario E: Courses From Another CCC Campus Where There Is No C-ID Course Descriptor and Are Part of that College's ADT**Guideline**

Accept courses included in another community college's approved ADT

Practice

Courses without C-ID Approval may be approved for local ADTs. Numerous TMC's permit the completion of courses with the proviso that they are "any CSU transferable course articulated for major preparation" or "approved for CSU GE Area C1" for example. When awarding the Associate Degree for Transfer, the receiving college should apply the course in the same manner the sending college did toward the satisfaction of its ADT.

Example – Psychology AA-T List B

The Psychology AA-T List B permits inclusion of "any course that has articulation as lower division preparation for the psychology major at a CSU."

- Social Psychology is a common example. There is an existing C-ID descriptor; C-ID PSY 170. However, even though the course from the sending college was not approved for C-ID Approved, it was included on the college's ADT because it was articulated to a CSU for a major preparation requirement, which was permissible. The evidence demonstrating the ASSIST articulation agreement should be included with the degree documentation.

Example – Psychology AA-T List C

The Psychology AA-T List C permits "any courses not selected above, any CSU transferable psychology courses, and/or other courses that are lower division preparation for the psychology major at a CSU or UC- in or outside of the discipline."

- Abnormal Psychology is a common example. There is no C-ID course descriptor for abnormal psychology and is typically an upper-division course at the CSU and UC. A request for substituting the Abnormal Psychology course should provide evidence via ASSIST demonstrating that the course is CSU transferable and/or articulated as a lower division major preparation at a CSU or UC campus.
- Another example would be a philosophy course in Critical Thinking. Currently, there is no C-ID course descriptor for a Critical Thinking philosophy course. In such cases, a petition could provide ASSIST evidence demonstrating that the course is CSU transferable and/or articulated as a lower division major preparation at a CSU or UC campus.

Guideline Five:

Honor C-ID articulation between California community colleges.

Scenario B: Courses From Another CCC Campus That Are C-ID Approved and Are Not Part of the Other CCC Campus' ADT

Guideline

Honor C-ID articulation between California community colleges

Practice

An incoming C-ID approved course from the "Sending" College that is not included in the "Receiving" College's ADT in the same major should be applied toward the receiving college's ADT in the same major that the local C-ID approved course is applied. If the receiving college does not have the C-ID approved course or also does not apply it toward the local degree, the incoming C-ID approved course from the "Sending" College may be applied toward satisfaction of the ADT if it is identified as appropriate on the TMC.

Example – Business Administration AS-T List A and C-ID MATH 110

A statistics course with the C-ID MATH 110 approval from the College C was not included on the College C Business Administration AS-T degree. In addition, the receiving college does not include a C-ID MATH 110 course on its Business Administration AS-T. However, it is an allowable substitution for List A at the receiving college since C-ID MATH 110 is identified as an option for List A on the Business Administration TMC.

Scenario C: Courses at a Local College That Are C-ID Approved and Are Not Included on the ADT

Guideline

Honor C-ID articulation between California community colleges. In this case, the local course is C-ID approved and included on the TMC, but was not included on the local college's ADT.

Practice

Allowable as a substitution. However, the course should be submitted to the Chancellor's Office for review and approval on the ADT as soon as possible so that ADT course substitutions for future students with the same situation would not be required.

Example – Administration of Justice List A and C-ID AJ 150

A local course was approved for C-ID AJ 150 after the college submitted its application for the ADT in Administration of Justice (AJ). The degree was subsequently approved without the course. Since C-ID AJ 150 is part of the AJ TMC, the course substitution is allowable

because it is consistent with the parameters of the TMC. In addition, the course should be submitted to the Chancellor's Office for review and approval on the ADT as soon as possible.

Scenario G: Courses From Another Ccc Campus That Are Not C-ID Approved and Are Not on the Other College's ADT, But Where There Is a C-ID Course Descriptor

Guideline

Honor C-ID articulation between California community colleges.

Practice

A student earned credit from College A; however, the course is neither C-ID approved nor included on College A's ADT; however, since there is a C-ID descriptor for the course, it may be allowable. Discipline faculty from the receiving college should review the course outline and compare it to the C-ID descriptor. If the course is determined to be comparable to the C-ID descriptor, the course may be used in the local ADT as indicated on the TMC.

Example – Business Administration AS-T Core

An economics course from College A does not have C-ID ECON 201 approval and is not included on College A's Business Administration AS-T; however, applying it toward the ADT at College B may be allowable. The course would need to be reviewed with the C-ID ECON 201 course descriptor. If the course is determined to be comparable to the C-ID descriptor by faculty at College B, it may be substituted in List A.

Scenario M: Course from Quarter Unit Institution with a 4-quarter Unit Value Approved C-ID Descriptor

Guideline

Honor C-ID articulation between California community colleges

Practice

If a one quarter 4-unit course is approved for a 3-unit semester system C-ID course descriptor, the substitution is permissible even though the unit conversion would be less than 3 semester units. However, if the total semester unit value for the major is less than 18 units an additional major course will be required.

Example – AS-T Administration of Justice List A

An incoming 4-quarter unit course approved for C-ID AJ 110 is allowable for substitution for the 3-semester unit course which is also approved for C-ID AJ 110 at the receiving college. However, if the unit total for the Administration of Justice AS-T degree is now less than 18 semester units, the student will be required to complete another approved course in order to satisfy the minimum unit requirement.

Scenario N: Courses From Quarter Unit Institutions That Require Two Courses To Be Completed in Order To Obtain Approval for One C-ID Descriptor

Guideline

Honor C-ID articulation between California community colleges

Practice

If two quarter system courses were approved for one C-ID course descriptor, evidence that both were complete must be provided in order to permit a course substitution for the comparable C-ID semester course at the receiving institution.

Example – English AA-T

Two quarter unit courses are approved for the C-ID ENGL 130 course descriptor at College A. However, since the incoming student at College B completed only the first quarter unit course at the College A, the one quarter unit course would not be appropriate for a course substitution. The student would have to complete a comparable C-ID semester course approved for C-ID 130 in order to receive credit toward the ADT.

Guideline Six:

Where C-ID descriptors are not in place and/or where the substitution does not involve deeming two courses comparable, the discipline faculty should make the decision regarding substitutions.

Scenario A: Courses Taken before C-ID Approval

Guideline

Where C-ID descriptors are not in place and/or where the substitution does not involve deeming two courses comparable, seek judgment of discipline faculty to make informed course substitution decisions.

Practice

A course taken prior to C-ID Approval may be allowable for ADT course substitution. The course outline of record at the time the course was taken should be compared to the C-ID descriptor to determine whether the course is comparable and, thus permissible for substitution.

Example- Psychology AA-T List A

A Psychological Research Methods course from College B was taken prior to the time when the College B received C-ID approval for that same course. To further complicate the situation, the course appears comparable to the C-ID course descriptor, except for the fact that the course lacked the required statistics prerequisite requirement. Because the C-ID descriptor includes a prerequisite of statistics the course might not appear allowable; however, student is unable to retake the course because of repeatability regulations. What other options are available:

1. Require the student to attend another college to retake a C-ID approved Psychology Research Methods course with a statistics prerequisite. While this satisfies the letter of the requirement, this also requires the student to repeat coursework already satisfactorily completed, which was not the intent of the legislation.
2. Consider whether the student successfully completed a Statistics course after the Psychological Research Methods course. The legislative directive was to prepare students with statistics for transfer into upper-division coursework and **eliminate unnecessary course repetition**. Even though the statistics course was completed after the Psychological Research Methods course, it can be argued that the TMC intent of preparing psychology students with statistics for upper division course work has been met. Thus, an argument could be made that even though statistics was completed after the Psychological Research Methods course, it was nonetheless taken and the course in question should be deemed as an appropriate ADT course substitution.
3. Determine whether the course in question is/was articulated as lower division major preparation for any CSU psychology major at the time it was completed. If so, that could serve to justify the substitution as it is reasonable to assume this was within the intent of the TMC.

Scenario F: Courses from Another CCC Campus Where There Is No C-ID Course Descriptor and Are Not Part of that College's ADT

Guideline

Where C-ID descriptors are not in place and/or where the substitution does not involve deeming two courses comparable, seek judgment of discipline faculty to make informed course substitution decisions.

Practice

A course from College A where there is no C-ID descriptor and is not part of that college's ADT may still be allowable for substitution. There are very limited options for such substitutions, but keeping in mind the "be as flexible as possible, while remaining consistent with the parameters of the TMC" provide for reasonable substitutions to be made.

Example – Anthropology AA-T List C

The Anthropology AA-T List C permits "any courses not selected from List A or B; and/or any anthropology course; and/or any other non-anthropology course from the humanities or social sciences on cultural diversity." Course examples listed on the Anthropology TMC for List C include Magic, Witchcraft and Religion, Natives People of North America, History of Mexico, Cross Cultural Psychology, etc. In order to award an Associate Degree for Transfer, College B should include evidence via ASSIST demonstrating that the course from College A was articulated for the required area.

Scenario H: Applying Courses from Non-CCC Campuses When a C-id Descriptor Is Used to Include Courses on a TMC

Guideline

Where C-ID descriptors are not in place and/or where the substitution does not involve deeming two courses comparable, seek the judgment of discipline faculty to make informed course substitution decisions; AND

Ensure substitutions are consistent with the TMC parameters (some TMCs allow more flexibility in course substitutions than others).

Practice

Substituting courses from non-CCC campuses toward an ADT when comparable C-ID descriptors were required on the TMC may be permissible. When there is a C-ID Descriptor available, the incoming course should be compared to the C-ID descriptor by the appropriate discipline faculty to determine whether the course is comparable and permissible for substitution.

Example – CSU Northridge PSY 245, Psychology of Contemporary Social Issues

CSU Northridge PSY 245, Psychology of Contemporary Social Issues, is an appropriate ADT course substitution for any community college course with a C-ID PSY 170 designation. Information available at ASSIST.org indicates that CSU Northridge equates C-ID PSY 170 with this course.

Example – Sonoma State PSY 280, Psychological Research Methods

Sonoma State PSY 280, Psychological Research Methods, may be an appropriate ADT course substitution for any community college course for C-ID PSY 200, Introduction to Research Methods in Psychology. Because Sonoma State has not identified any of their psychology courses as equivalent to C-ID psychology courses, the receiving institution

reviewer should compare the Sonoma State PSY 280 course to the C-ID PSY 200 descriptor. Alternatively, if the receiving community college course with an approved C-ID PSY 200 has obtained articulation with Sonoma State's PSY 280 course, then that could also serve as justification for allowing the course substitution.

Example- University of Pacific BUSI 031, Principles of Financial Accounting

A student seeks to apply BUSI 031, Principle of Financial Accounting, she completed at University of the Pacific (UOP) toward satisfaction of the ADT in Business. UOP does not participate in C-ID. She has requested a substitution for C-ID ACCT 110: Financial Accounting. Faculty at the receiving institution should review the course description, syllabus or other supporting documents to ensure that the content and objectives outlined on the C-ID descriptor were satisfied. In addition, faculty may review the course to determine if it was comparable to their Financial Accounting course. If it is determined that the courses are comparable, the substitution should be permitted.

Scenario I: Courses from Non-CCC Campuses Where There Is Not A C-id Description

Guideline:

Where C-ID descriptors are not in place and/or where the substitution does not involve deeming two courses comparable, seek judgment of discipline faculty to make informed course substitution decisions; AND

Ensure substitutions are consistent with the TMC parameters (some TMCs allow more flexibility in course substitutions than others).

Practice

Courses from non-CCC campuses where comparable C-ID descriptors are not available may be allowable for ADT course substitutions. When there is not a C-ID Descriptor the course should be compared against the approved local ADT course. If there is no comparable approved local ADT course, then the course must be reviewed against the intent of the TMC.

Example: Philosophy AA-T List B

An incoming Exploring Religious Issues course completed at a non-CCC campus may be allowable for the Philosophy AA-T List B because the intent of the List B courses includes as an example a Philosophy of Religion course. Clearly the intent of List B is to include religious studies courses that have a philosophical perspective. The course outline of record or syllabus of the course should be reviewed by philosophy disciplined faculty to determine if the approach is a philosophical one.

Scenario P: Using Existing CCC-CSU Articulation toward the Application of ADT Requirements that Simply List that a Course Should Be Articulated For a Similar Major

Guideline

Where C-ID descriptors are not in place and/or where the substitution does not involve deeming two courses comparable, seek judgment of discipline faculty to make informed course substitution decisions.

Practice

If the course is articulated to a CSU major identified as "similar" it may be allowable for an ADT course substitution.

Example – Sending course was articulated

Many ADTs, especially Area of Emphasis degrees, provide for a breadth of course by options by stating that a course needed to be articulated for a similar major. In such instances, the receiving college should determine whether the course(s) completed at the sending institution were articulated for a similar major. This may be done relatively easily by utilizing the Summary of Course Articulation Option via the ASSIST Information Center. The list of approved related majors is available either on the CCCCO template for the major or on the TMC.

Example – Sending course was not articulated

If the incoming course was not completed at a college that had existing articulation for one of the approved majors, then appropriate discipline faculty at the receiving institution should review the course material in an effort to determine if the course is comparable to one of the receiving institution's approved courses.

Guideline Seven:

Ensure substitutions are consistent within the TMC parameters (some TMCs allow more flexibility in course substitutions than others).

Scenario D: Courses Without C-ID Descriptor in the TMC

Guideline

Ensure substitutions are consistent with the TMC parameters (some TMCs allow more flexibility in course substitutions than others).

Practice

Courses identified on a TMC that do not require C-ID approval are typically identified in categories such as "any articulated major preparation course," "any CSU GE Area specific transferable course" or "any CSU transferable course." In order to permit substitution of a course not listed on the ADT, but permissible based on the TMC, the appropriate ASSIST articulation demonstrating that the course meets the expectations of the TMC should be submitted as part of the course substitution review.

Example – Anthropology List A

The Anthropology TMC List A allows "any articulated major preparation course for an Anthropology major at a CSU campus." ANTR 12, Witchcraft and Religion, is included on the college Anthropology AA-T List A; however, it is not being offered, so a student would need to substitute a List A course for graduation. The course being proposed for substitution is articulated with a CSU anthropology major even though it was not listed on the College Anthropology ADT. The substitution is allowable because it is consistent with the parameters of the TMC. Evidence of the ASSIST articulation should be submitted with the course substitution proposal. The college should consider submitting the course to the California Community Colleges Chancellor's Office for review and inclusion on the Anthropology AA-T so that future ADT course substitutions would not be required.

Scenario H: Applying Courses from Non-CCC Campuses When a C-id Descriptor Is Used To Include Courses on a TMC

Guideline

Where C-ID descriptors are not in place and/or where the substitution does not involve deeming two courses comparable, seek the judgment of discipline faculty to make informed course substitution decisions; AND

Ensure substitutions are consistent with the TMC parameters (some TMCs allow more flexibility in course substitutions than others).

Practice

Substituting courses from non-CCC campuses toward an ADT when comparable C-ID descriptors were required on the TMC may be permissible. When there is a C-ID Descriptor available, the incoming course should be compared to the C-ID descriptor by the appropriate discipline faculty to determine whether the course is comparable and permissible for substitution.

Example – CSU Northridge PSY 245, Psychology of Contemporary Social Issues

CSU Northridge PSY 245, Psychology of Contemporary Social Issues, is an appropriate ADT course substitution for any community college course with a C-ID PSY 170 designation. Information available at ASSIST.org indicates that CSU Northridge equates C-ID PSY 170 with this course.

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Example- University of Pacific BUSI 031, Principles of Financial Accounting

A student seeks to apply BUSI 031, Principle of Financial Accounting, she completed at University of the Pacific (UOP) toward satisfaction of the ADT in Business. UOP does not participate in C-ID. She has requested a substitution for C-ID ACCT 110: Financial Accounting. Faculty at the receiving institution should review the course description, syllabus or other supporting documents to ensure that the content and objectives outlined on the C-ID descriptor were satisfied. In addition, faculty may review the course to determine if it was comparable to their Financial Accounting course. If it is determined that the courses are comparable, the substitution should be permitted.

Scenario I: Courses from Non-CCC Campuses Where There Is Not A C-id Description

Guideline:

Where C-ID descriptors are not in place and/or where the substitution does not involve deeming two courses comparable, seek judgment of discipline faculty to make informed course substitution decisions; AND

Ensure substitutions are consistent with the TMC parameters (some TMCs allow more flexibility in course substitutions than others)

Practice

Courses from non-CCC campuses where comparable C-ID descriptors are not available may be allowable for ADT course substitutions. When there is not a C-ID Descriptor the course should be compared against the approved local ADT course. If there is no comparable approved local ADT course, then the course must be reviewed against the intent of the TMC.

Example: Philosophy AA-T List B

An incoming Exploring Religious Issues course completed at a non-CCC campus may be allowable for the Philosophy AA-T List B because the intent of the List B courses includes as an example a Philosophy of Religion course. Clearly the intent of List B is to include religious studies courses that have a philosophical perspective. The course outline of record or syllabus of the course should be reviewed by philosophy disciplined faculty to determine if the approach is a philosophical one.

Guideline Eight:

Allow substitutions based on external examinations for credit (e.g. AP, IB, CLEP) and apply those substitutions toward GE requirements and major requirements using statewide documents and local policies for such determinations (e.g., CCC GE AP Policy, CSU memo ASA-2017-13 and IGETC Standards)

Scenario K: Courses That Are Given Subject Credit Via an External Examination Score Such as Advance Placement (AP), College Level Examination Program (CLEP) or International Baccalaureate (IB)

Guideline

External examinations for credit (e.g. AP, IB, and CLEP): apply toward GE and the major using statewide documents and local policies for such determinations (e.g., CCC GE AP Policy, CSU Memo AA-2015-19 and IGETC Standards);

Practice

Subject and unit credit earned via external examination are allowable for ADT course substitutions.

Example – Mathematics AS-T Core

A student has requested credit be applied toward the ADT for a required calculus course based upon receiving a score of 3 on the AP Calculus AB examination. Per the college AP Equivalency List a score of 3, 4 or 5 is considered equivalent to Calculus 1 course. The ADT course substitution of the AP score of 3 for AP Calculus AB is allowable for the college's Mathematics AS-T Core requirement for Calculus 1.

NOTE: Students should always be advised to consult with the AP policy at their intended transfer institutions.

Guideline Nine:

Utilize existing local credit by exam policies

Scenario L: Courses That Are Given Subject Credit Via an Internal Credit-by-Examination Procedure

Guideline

Credit by Exam (internal): Utilize existing local credit by exam policies. Grade earned must be a passing grade (C or higher).

Practice

Subject and unit credit earned via internal credit by examination are allowable for ADT course substitutions.

Example – Spanish AA-T Core

In this example, a student demonstrated mastery of the 5-unit second semester elementary Spanish course via the approved college's credit-by-examination process. The 5-unit first semester elementary Spanish course will be waived because the student subsequently demonstrated an advanced level of Spanish mastery. Both subject and unit credit will be awarded for the 5-unit second semester elementary Spanish and will be permitted as an ADT course substitution. Per Title 5, the minimum requirement for units in the major (18 semester/27 quarter) units must still be met.

If the above options are not applicable, employ local policies and practices for course substitutions.