IGETC

STANDARDS, POLICIES & PROCEDURES FOR INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM Version 1.5

The 2014 IGETC Standards, Policies and Procedures Version 1.5 provides an accessible way to review information related to the IGETC. This information includes current practices and policies and new policies and procedures as approved by the California Community Colleges, the California State University and the University of California. The IGETC Standards, Policies and Procedures contained in this document supersede any and all previous versions of IGETC Standards, Policies and Procedures including, but not limited to, IGETC Notes 1, 2, and 3.

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1.0 History

Purpose
The Intersegmental General Education Transfer Curriculum *(IGETC)* began in 1991 to provide an option for California Community College students to fulfill lower-division general education requirements before transferring to either a California State University or University of California campus. The curriculum and its policies are overseen by the Intersegmental Council of Academic Senates (*ICAS*), representing faculty from California's three segments of public higher education.

Background
Since the development of the 1960 Master Plan for Higher Education, ease of transfer has been the cornerstone of California's three-tiered system of higher education. Transfer issues were therefore central to the concerns of legislators and members of the Commission to Review the Master Plan *("the Commission"),* who examined and renewed the Master Plan for Higher Education in California in the 1980s.

In response to the concerns raised by the Commission and the Legislature, embodied in Assembly Bill 1725 *(Chapter 973, Statutes of 1988),* faculty from the California Community Colleges, the California State University, and the University of California developed IGETC to provide a statewide, lower-division general education transfer curriculum applicable to all California Community College *(CCC)* students transferring to a California State University *(CSU)* or University of California *(UC)* campus. The Academic Senates of the California Community College, the California State University, and the University of California endorsed the creation of IGETC to facilitate the ease of transfer for California Community College students, regardless of the CSU or UC campus to which they transfer.

Other General Education Programs
Both the California State University *(CSU)* and the University of California *(UC)* established curricular programs to assist California Community College students in meeting lower-division general education requirements prior to transfer.

Beginning in Fall 1981, CCC students were able to use the statewide CSU General Education-Breadth pattern to meet lower-division general education, a lower-division GE pattern that is still predominantly used by CCC students who transfer to a CSU campus. Both CSU GE-Breadth and IGETC are authorized and described in CSU Executive Order 595.

Realizing the need for transfer facilitation, the University of California adopted the Transfer Core Curriculum *(TCC)* in 1988. The TCC option for meeting general education requirements was phased out by Fall 1993 following IGETC's 1991 adoption by the CCC Board of Trustees, the CSU Board of Trustees, and the UC Board of Regents.

1.1 Areas of Distribution For IGETC

The Intersegmental General Education Transfer Curriculum is comprised of courses taught at California Community Colleges that satisfy specific areas of general education:

AREA 1 - ENGLISH COMMUNICATION
- 1A: English Composition (one course - 3 semester or 4-5 quarter units)
- 1B: Critical Thinking - English Composition (one course - 3 semester or 4-5 quarter units)
- 1C: Oral Communication (CSU requirement only) (one course - 3 semester or 4-5 quarter units)

AREA 2A - MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING (one course - 3 semester or 4-5 quarter units)

AREA 3 - ARTS AND HUMANITIES (3 courses, with one from the Arts and one from the Humanities. 9 semester or 12-15 quarter units)
- 3A: ARTS
- 3B: HUMANITIES

AREA 4 - SOCIAL and BEHAVIORAL SCIENCES (3 courses from at least two academic disciplines. 9 semester or 12-15 quarter units)

AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES (2 courses, with one from the Physical Science and one from the Biological Science, at least one of the two courses must include a laboratory. 7-9 semester units or 9-12 quarter units)
- 5A: PHYSICAL SCIENCE
- 5B: BIOLOGICAL SCIENCE

AREA 6 - LANGUAGE OTHER THAN ENGLISH (UC Requirement Only) (Proficiency equivalent to two years of high school study in the same language.)

1.2 Areas of Distribution For IGETC For STEM

The Intersegmental General Education Transfer Curriculum for Science, Technology, Engineering, Math is comprised of courses taught at California Community Colleges that satisfy specific areas of general education. This option will apply **only** for majors in which the TMC explicitly indicates the availability of the option.

AREA 1 - ENGLISH COMMUNICATION
- 1A: English Composition (one course - 3 semester or 4-5 quarter units)
- 1B: Critical Thinking - English Composition (one course - 3 semester or 4-5 quarter units)
- 1C: Oral Communication (CSU requirement only) (one course - 3 semester or 4-5 quarter units)

AREA 2A - MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING (one course - 3 semester or 4-5 quarter units)

AREA 3 - ARTS AND HUMANITIES (At least 2 courses. One from the Arts and one from the Humanities 6 semester or 8 quarter units)
- 3A: ARTS
- 3B: HUMANITIES

AREA 4 - SOCIAL and BEHAVIORAL SCIENCES (At least 2 courses from at least two academic disciplines. 6 semester or 8 quarter units)

AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES (2 courses, with one from the Physical Science and one from the Biological Science, at least one of the two courses must include a laboratory. 7-9 semester units or 9-12 quarter units)
- 5A: PHYSICAL SCIENCE
- 5B: BIOLOGICAL SCIENCE

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Full descriptions of these areas and their subareas begin in Section 10.0. Details about IGETC For STEM can be found in section 11.0

2.0 Students Who May Use IGETC

Completion of the Intersegmental General Education Transfer Curriculum *(IGETC)* will permit a student to transfer from a California Community College to a California State University *(CSU)* or University of California *(UC)* campus generally without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. It is strongly recommended that students complete IGETC prior to transfer. Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion. All UC and CSU campuses will accept the completed IGETC to satisfy all lower-division general education requirements. However, individual colleges or majors within a CSU or UC campus may not accept IGETC for meeting general education. A list of those UC colleges and majors is found on the following website: http://admission.universityofcalifornia.edu/counselors/files/transfer-admission-matrix.pdf.

IGETC For STEM may only be used by students who are applying for majors in which the Transfer Model Curriculum explicitly indicates the availability of the option (see Section 11.0)

> **Note:** Students transferring to a CSU with a completed IGETC will still need to complete 9 semester units of upper-division general education (GE) after transfer and may be held to other campus specific graduation requirements outside of general education and major coursework. CSU students who transfer with the IGETC For STEM will need to complete 6 semester units of lower-division GE and 9 units of upper-division GE after transfer. UC students who transfer with the IGETC For Stem will need to complete 6 semester units of lower-division GE and Area 6A (LOTE) after transfer.

2.1 IGETC and Other Lower-division General Education Options

Completion of the IGETC is not an admission requirement or admission guarantee for transfer to CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements for CSU or UC prior to transfer. Engineering students and students completing majors that have high lower-division unit requirements are advised to focus on completing the pre-major requirements while meeting minimum admission requirements.

Students may also choose to complete coursework to meet the campus general education requirements of the university that they plan to attend. Depending on a student's major, the student may find it advantageous to take courses fulfilling CSU's general education requirements or those of the UC campus or college to which the student plans to transfer.

Students transferring to a CSU campus may choose to use the CSU GE-Breadth pattern in lieu of IGETC. Students may elect the GE pattern *(GE-Breadth or IGETC)* for certification at the time of transfer because nearly all IGETC coursework is embedded in the CSU GE-Breadth pattern.

2.2 Students who are eligible to use the IGETC

The IGETC was developed by the Academic Senates of the CCC, UC and CSU for use by California Community College transfer students. A student may be IGETC certified if they have completed coursework at a California Community College*(s)* without regard to current enrollment status or number of units accrued at a CCC.
Students who enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return to a different UC or CSU campus may use the IGETC.

2.3 Students who are not eligible to use the IGETC

Students who initially 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. CSU does not have a system-wide policy that addresses this issue. Questions regarding the use of IGETC for a student who has recently been enrolled at a CSU should be directed to the specific campus the student wishes to attend.

3.0 IGETC Course Database

The IGETC course list for all California Community Colleges is available on the ASSIST Coordination site at http://www.assist.org. Development of the IGETC database allows counselors and students easy electronic access to all California Community College lists and provides expeditious access to accurate information that facilitates certification of coursework completed at other California Community Colleges.

4.0 IGETC Course Submission and Review Process

The UC and the CSU conduct an annual, joint review of CCC courses submitted for IGETC. Submission details are announced in the fall at articulation meetings and are also forwarded on the CIAC list serv.

Approved courses become effective the fall of the same academic year the course was submitted and approved if the course was active in the college's curriculum at that time.

> **Example:** A course submitted in December of 2014 and approved in March 2015, becomes effective on IGETC beginning fall 2014.

If a course is not approved for IGETC inclusion, detailed reasons for denial will be provided to the CCC. The CCC may then modify their outline of record and resubmit in the following submission cycle.

Occasionally, during the IGETC review cycle certain existing IGETC course*(s)* are reviewed to verify the course*(s)* continue to meet the IGETC standards. Course*(s)* resubmitted for content review and no longer found to meet the IGETC standards will be allowed to remain on the CCC IGETC list for at least one year. This allows the CCC time to submit a revised course outline for review, if appropriate.

> **Example:** A CCC is notified in spring 2014 that English 101 no longer meets the IGETC standards. The course outline will remain effective on IGETC through summer 2015.

5.0 Courses Appropriate for IGETC

Courses must be CSU and UC transferable.

There is no limitation on the number of courses completed at other United States regionally accredited institutions that can be included in the IGETC certification.

5.1 California Community College *(CCC)* Courses on IGETC

In recognition that students often attend multiple California Community Colleges, policy specifies that IGETC coursework completed in specific subject areas will be used in the area designated by the CCC at which the course was completed. In other words, if College A is certifying IGETC completion using work completed at College B, College A should use the coursework according to the approved list for College B.

5.1.1 California Community College Course Application Rights

Certification of coursework completed for IGETC will be honored provided that a course was on a college's approved IGETC list when it was completed. 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 if completed on or after the approval date.

> **Example:** Student 1 took Psychology 101 in 1975 *(IGETC approval date Fall 1991).* The course may be applied to IGETC. Student 2 took Chemistry 10 in 1975 *(IGETC approval date Fall 1992).* The course may not be applied to IGETC. Only if Chemistry 10 is taken fall 1992 or later can it be applied to IGETC.

Although California Community College courses may be listed in more than one area, they can only be applied to one area for certification purposes. The only exception is Language Other Than English *(LOTE).*
(See Section 10.6.3 for details)

5.2 Non-California Community College Courses on IGETC

Appropriate non-CCC general education courses in the humanities, mathematics, social sciences, and natural sciences that are completed at United States regionally accredited institutions should be routinely included in IGETC. For example, California Community Colleges should not hesitate to include such traditional introductory general education courses as Psychology, Sociology, Economics, Political Science, Biology, or Chemistry that have been completed at non-CCC colleges. Care should be taken to carefully scrutinize course outlines for content, prerequisites, texts, units, and IGETC Area Standards *(See Section 10.0 for Standards).* Particular care should be taken when evaluating non-CCC courses to fulfill IGETC Area 1B, Critical Thinking and Composition. Few non-CCC second semester English Composition courses offer a course in Critical Thinking/English Composition. Guidelines to determine if a course is appropriate can be found in Section 10.1.2b.

5.2.1 Lower-division Courses

A California Community College may include non-CCC lower-division courses that are completed at a United States regionally accredited institution and meet IGETC specifications if the following criteria are met:

1. The coursework completed at these institutions is deemed by the CCC faculty in the discipline or their designee to be comparable to coursework on that community college's approved IGETC course list; or
2. If the certifying CCC does not have an IGETC comparable course for a non-CCC course, but there is a comparable course at another CCC which is found on their IGETC pattern, the course may be used on IGETC as long as the course outlines are compared and scrutinized as to equivalency in content, prerequisites, texts, units, and conformity to IGETC Area Standards.
   (See Section 10.0 for Standards).
3. If there is no comparable course at either the certifying CCC or another CCC's, then the certifying CCC may use the non-CCC course on the IGETC provided that the non-CCC course conforms to the IGETC Area Standards. *(See Section 10.0 for Standards)*

If the non-CCC course was completed prior to the CCC course's IGETC effective date and meets the criteria as outlined in number 2 above, the non-CCC course may be applied to IGETC.

5.2.2 Upper-division Courses

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 offices 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" General Education 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.

5.3 International Coursework on IGETC

International coursework may be applied to IGETC if the international institution has United States regional accreditation. All other international coursework cannot be applied to IGETC.

Exception: Area 6: Language Other Than English *(LOTE).* International coursework completed at a non-United States institution may be applied. *(See Section 10.6.1 for details on Language Other than English)*

Students with a substantial amount of international coursework at a non-United States regionally accredited institution should be encouraged to follow the CSU or UC campus-specific general education pattern.

5.4 Coursework Taught in a Language Other Than English

United States regionally accredited coursework taught in a language other than English may be used on IGETC. However, course outlines must be submitted for review in English.

Exception: Courses in the area of written communication/critical thinking and oral communication must be delivered in English. (IGETC Area 1)

5.5 Online/Distance Education/Telecourses

5.5.1 CCC Courses

California Community Colleges may use online/distance education/telecourses for IGETC provided that the courses have been approved by the CSU and UC during the IGETC course review process. The relevant CCC Code of Regulations for distance education courses can be found in Title 5, Sections 55205 through 55215.

5.5.2 Non-CCC Courses

Non-CCC Institutions online/distance education/telecourses may be used on IGETC. The same scrutiny should be applied when reviewing these courses as when reviewing other non-CCC courses. *(See Section 5.2 for guidelines)*

5.5.3 Area 1C: Oral Communication *(CSU Only) (Same as Section 6.5)*

Strictly online Oral Communication courses may not be used on IGETC Area 1C, without express permission from the CSU *(CSU Only). (See Section 10.1.3a)* Hybrid-delivery courses may meet the area criteria.

6.0 Courses Not Appropriate For IGETC

6.1 Courses That Focus on Personal, Practical, or Applied Aspects

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, Physical Education, 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.

6.2 Introductory Courses to Professional Programs
Courses such as Introduction to Business, Set Design for Theater, and Writing for Commercial Markets and other introductory professional courses are not considered to have breadth sufficient to meet general education requirements and are therefore excluded from IGETC.

6.3 Independent Study or Topics Courses
Independent study and special topics courses are not acceptable for IGETC. Content varies from term to term; therefore the applicability of these courses to IGETC cannot be determined.

6.4 International Coursework
International coursework may be applied to IGETC if the institution has United States regional accreditation. All other international coursework cannot be applied to IGETC.

> **Exception:** Area 6: Language Other Than English *(LOTE).* International coursework completed at a non-United States institution may be applied. *(See Section 10.6.1 for details on Language Other than English).*

6.5 Area 1C: Oral Communication *(CSU Only) (same as 5.4.3)*
Strictly online Oral Communication courses may not be used on IGETC Area 1C, without express permission from the CSU *(CSU Only). (See Section 10.1.3a)* Hybrid-delivery courses may meet the area criteria.

6.6 Summary of Non-Applicable Courses, including but not limited to the following:

Courses not transferable to the CSU and UC
Pre-baccalaureate courses *(including remedial English composition)*
Variable Topics
Directed Study
Independent Study
International coursework from non-United States regionally accredited institutions *(Except LOTE, see Section 10.6)*
Personal, Practical, Skills Courses
Introductory courses to professional programs
Performance Courses
Creative Writing
Logic
Computer Science
Trigonometry, unless combined with college algebra or pre-calculus
Strictly online Oral Communication courses, Area 1C
Courses with fewer than 3 semester or 4 quarter units
Course outlines written in a language other than English

7.0 Credit by External Exams

There is no limit on the number of external exams that can be applied to IGETC. External exams may be used regardless of when the exam was taken.

7.1 Advanced Placement *(AP)*

A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English *(LOTE). (See Section 10.6.3)*
Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.
There is no equivalent AP exam for Area 1B- Critical Thinking/Composition requirement.
Students earning scores of 3, 4, or 5 in the physical and biological science AP examinations earn credit toward IGETC Area 5 and meet the IGETC laboratory activity requirement.

AP exams in Biology, Chemistry or Physics B allow CCC campuses to apply 4 semester or 5 quarter units to IGETC certification. For Environmental Science, Physics C: Mechanics and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification; therefore, students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.

AP EXAMINATION	IGETC AREA	AP EXAMINATION	IGETC AREA
Art History*	3A **or** 3B*	Comparative Government & Politics	4H
Biology	5B and 5C	U.S. Government & Politics	4H and US 2
Calculus AB	2A	Human Geography	4E
Calculus BC	2A	Italian Language & Culture	3B and 6A
Calculus BC/ AB subscore	2A	Japanese Language & Culture	3B and 6A
Chemistry	5A and 5C	Latin Literature or Latin: Vergil	3B and 6A
Chinese Language & Culture	3B and 6A	Latin	3B and 6A
Macroeconomics	4B	Physics B	5A and 5C
Microeconomics	4B	Physics C mechanics	5A and 5C
English Language/Composition	1A	Physics C electricity/magnetism	5A and 5C
English Literature/Composition*	1A **or** 3B*	Psychology	4I
Environmental Science	5A and 5C	Spanish Language & Culture	3B and 6A
European History*	3B **or** 4F*	Spanish Literature & Culture	3B and 6A
French Language & Culture	3B and 6A	Statistics	2A
French Literature	3B and 6A	U.S. History*	(3B **or** 4F*) and US 1
German Language & Culture	3B and 6A	World History*	3B **or** 4F*

*AP exams may be used in either area regardless of where the certifying CCC's discipline is located.

> **Example:** U.S. History at a CCC is approved for Area 3B. The U.S. History AP may be used in Areas 3B or Area 4.

Actual AP transfer credit awarded for these and other AP exams for admission is determined by the CSU and UC. The UC Policy for AP credit can be found at: http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf .

The CSU also has a system-wide policy for these and other AP exams for awarding transfer credit for admission. The CSU policy for AP can be found at http://www.calstate.edu/app/general-ed-transfer.shtml

7.2 International Baccalaureate *(IB)*

A score of 5, 6 or 7 on Higher Level exams is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.

Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

International Baccalaureate (IB)	IGETC AREA
IB Biology HL	5B
IB Chemistry HL	5A
IB Economics HL	4B
IB Geography HL	4E
IB History (any region) HL	3B or 4F*
IB Language A1 (any language, except English) HL	3B and 6A
IB Language A2 (any language, except English) HL	3B and 6A
IB Language A1 (any language) HL	3B
IB Language A2 (any language) HL	3B
IB Language B (any language) HL	6A
IB Mathematics HL	2A
IB Physics HL	5A
IB Psychology HL	4I
IB Theatre HL	3A

*IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

> **Example:** History at a CCC is approved for Area 3B. The History IB may be used in Areas 3B or Area 4.

Actual IB transfer credit awarded for these and other IB exams for admission is determined by the CSU and UC. The UC Policy for IB credit can be found at: http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html .

The CSU also has a system-wide policy for these and other IB exams for awarding transfer credit for admission. The CSU policy for IB can be found at http://www.calstate.edu/app/general-ed-transfer.shtml

7.3 College Level Examination Program *(CLEP)*

CLEP cannot be used on IGETC.

7.4 Other Exams

College Board and ACT exams cannot be used to satisfy IGETC requirements *(e.g. SAT I, SAT II, Subject Tests, Achievement Tests).*

> **Exceptions:** AP exams as listed in Section 7.1 and SAT II for Language Other Than English *(LOTE)* as listed in Section 10.6.1 may be used.

Credit by exam is acceptable provided that a United States regionally accredited college or university transcript specifies the course title, unit value and grade. A "Credit/Pass" designation is acceptable provided that the institution's policy states that a "Credit/Pass" designation is equivalent to a "C" grade *(2.0 grade points on a 4.0 scale)* or better. The course must be deemed comparable by the CCC faculty in the discipline or its designee as defined in Section 5.2.

8.0 Unit Value

8.1 Minimum Unit Value

A course must have a minimum unit value of 3 semester or 4 quarter units to meet the requirements for IGETC. *(Laboratory courses intended to accompany lecture courses are an exception to this guideline, see Section 10.5.3).* It is not acceptable to take three 1 unit courses to fulfill a 3 unit requirement, because as a rule three 1 unit courses will not together provide the depth or rigor of a single 3-unit course.

Exception: 3-quarter unit Math and English courses that satisfy IGETC Area/s 1A or 2 may be applied if they are a part of a sequence, and at least two of the 3-quarter unit sequence courses have each been completed with "C" grade (2.0 on a 4.0 scale) or higher. The course sequence must meet the rigor of IGETC Standards. *(See Section/s 10.1.1 and/or 10.2)*

Example A: Student takes English 101, 102, and 103 (3-quarter units each). The CCC certifying college may apply any combination of 101, 102 or 103 that have been completed with a "C" grade (2.0 on a 4.0 scale) or higher, for a total of six quarter units, to clear Area 1A. The combination of courses must meet the rigor of the IGETC Standards. *(See Section 10.1.1.)*

Example B: Student takes Math 121, Calculus A (3 quarter units) and Math 122, Calculus B (3 quarter units) and completes each course with a "C" grade (2.0 on a 4.0 scale) or higher.. [Calculus 121 and 122 are the same as Calculus 120, Calculus (6 quarter units)]. The certifying CCC campus may apply Math 121 and 122, for a total of 6 quarter units, to IGETC Area 2 as long as the courses meet the rigor of the IGETC Standards. *(See section 10.2)*

8.2 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. For example, in Social/Behavioral Sciences *(Area 4),* a student needs either a minimum of 9 semester units or 12 quarter units. If a student takes one 4 quarter unit course and two 3 semester unit courses, convert the semester units to quarter units *(6 units x 1.5 quarter units=9 quarter units).* The student will be credited with 13 quarter units in Area 4 and has satisfied the requirement.

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 quarter units of general education which includes 9 units of upper-division general education coursework, as determined by the receiving CSU campus.

9.0 Grades

9.1 Minimum Grade Requirements

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-" grade valued at less than 2.0 grade points on a 4.0 scale can not be used for IGETC certification.

9.2 Credit/No Credit-Pass/No Pass

Courses in which a student receives a "Credit/Pass" grade may be certified for IGETC if the community college's policy states that a "Credit/Pass" designation is equivalent to a "C" grade *(2.0 grade points 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" *("Pass/No Pass")* courses that may be used to meet degree requirements. The UC system allows a maximum of 14 semester units graded "Pass/No Pass" *(Credit/No Credit)* basis of the 60 transferable semester units required for admission.

There is no system-wide policy for CSU campuses. Therefore, each campus has established its own policy on limitations of courses transferred with grades of "Credit/Pass". The information is updated annually and is available as part of the materials made available for the CSU fall counselor conferences. See the CSU Student Academic Support website: http://www.calstate.edu/ar/counselors.shtml, under Counselors and Educators, for counselor conference materials.

9.3 Language Other Than English High School Grade Exception

For the UC Language Other Than English requirement, Area 6A, the University of California 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".

> **Example:** A student receiving "C-" grades in high school Spanish 1 and 2 meets the language proficiency requirement.

10.0 Subject Areas and Course Guidelines

All courses offered towards satisfaction of the requirements of the Intersegmental General Education Transfer Curriculum must be baccalaureate in level and must be acceptable for transfer among all segments of California public postsecondary education. Courses listed in more than one area can only be applied in one area.

Courses in the IGETC shall be culturally broad in their conception. They should help students understand the nature and richness of human culture and social structures through a comparative approach and have a pronounced historical perspective. They should recognize the contributions to knowledge, civilization, and society that have been made by men, women and members of various ethnic or cultural groups.

IGETC courses shall address the modes of inquiry that characterize the different areas of human thought: the nature of the questions that can be addressed, the way questions are formulated, the way analysis is conducted, and the validity and implications of the answers obtained.

Coursework taken at a United States regionally accredited institution of higher education taught in a language other than English may be used on IGETC. However, course outlines must be submitted for review in English.

Exception: Courses in the area of written communication/critical thinking and oral communication must be delivered in English. (IGETC Area 1)

The following requirements are listed in terms of the number of courses specified for each designated area and the minimum number of semester and quarter units so represented.

10.1 Subject Area 1: English Communication

(3 courses; 9 semester, 12-15 quarter units)

Area 1A: One course, English composition, 3 semester/4-5 quarter units;
Area 1B: One course, Critical Thinking/English Composition, 3 semester/4-5 quarter units;
Area 1C: One course, oral communication, 3 semester/4-5 quarter units.

Exception: Area 1C, Oral Communication, is required only for students transferring to the CSU.

10.1.1 Subject Area 1A: English Composition

A first-semester course in English reading and written composition must include substantial instruction and practice in expository essay writing at the college level with a minimum of 6,000 words. Courses should also require a substantial amount of reading of significant literature. Successful completion of the course in reading and written composition must be prerequisite to the course in Critical Thinking/English Composition.

10.1.1a Courses That Do Not Fulfill the English Composition Requirement, including but not limited to:

1. English as a Second Language courses *(ESL).*
2. English composition courses which are intended for non-native or international students.
   Example: English 101, English Composition for Non-Native Speakers (same as English 100, Freshman English Composition)
3. Writing courses designed to meet the needs of a particular major, *(e.g., Writing for Accountants, Journalism, Business Writing/Communication).*
4. Courses designed exclusively for the satisfaction of remedial composition *(ELD).*

10.1.2 Subject Area 1B: Critical Thinking and Composition
Successful completion of the course in reading and written composition must be prerequisite to the course in Critical Thinking/English Composition.

The second semester of English composition may be met by those courses in critical thinking taught in a variety of disciplines which provide, as a major component, instruction in the composition of substantial essays and require students to write a sequence of such essays. Successful completion of the course in reading and written composition shall be prerequisite to the course in Critical Thinking/English Composition. Written work shall be evaluated for both composition and critical thinking. Texts chosen in this area should reflect an awareness of cultural diversity. A minimum of 6,000 words of writing is required.

Instruction in critical thinking is to be designed to achieve an understanding of the relationship of language to logic, which should lead to the ability to analyze, criticize, and advocate ideas, to reason inductively and deductively, and to identify the assumptions upon which particular conclusions depend. The minimal competence to be expected at the successful conclusion of instruction in critical thinking should be the ability to distinguish fact from judgment, and belief from knowledge; to use elementary inductive and deductive processes; and to recognize common logical errors or fallacies of language and thought.

10.1.2a Critical Thinking and Composition Background
From fall 1991 through the summer of 1993 there was a phase-in period for courses meeting the critical thinking and composition requirement. Community college students could satisfy this requirement by completing a second-semester English composition course and a critical thinking course, with no regard to the actual date of transfer. Students, who completed one of the two courses for this requirement prior to fall 1993, may still satisfy the requirement by completing the remaining course. After the summer 1993 term, completion of a single course is required to fulfill the Critical Thinking/English Composition requirement.

Please refer to IGETC Areas 8A and 8B available on the ASSIST Coordination site at http://www.assist.org.

10.1.2b Critical Thinking/Composition Courses from Institutions Other Than the California Community College *(CCC)* System

In most cases, courses are found lacking in instruction in critical thinking if the course description and objectives did not specifically include critical thinking skills. Introduction to principles of inductive and deductive processes, the relationship of language to logic, and the abilities to analyze, criticize, and advocate ideas often are not evident. The critical thinking component should go beyond critical reasoning or literary criticism.

When certifying completion of coursework taken at non-CCC United States regionally accredited institutions, the rule is that community college faculty in the discipline or their designee determines that the coursework is comparable to courses approved for IGETC at a California Community College. Since it is unlikely that institutions other than California Community Colleges will have a combined course in Critical Thinking/English Composition, certification of coursework from other institutions to satisfy this requirement is not common.

However, there are some courses outside the CCC system that have been found to meet this requirement. Care should be taken when evaluating the course to ensure that it meets the course requirements as outlined in the above paragraphs. It is strongly suggested that valid documentation *(i.e. course outline of record or syllabus)* be kept on file by the CCC and by the student.

10.1.3 Subject Area 1C: Oral Communication *(CSU Requirement Only)*

(One course: 3 semester, 4 quarter units)

Instruction approved for fulfillment of the requirement in oral communication is to be designed to emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and the social significance of communication, including how communication operates in various situations. Applicable courses should view communication as the process of human symbolic interaction focusing on the communicative process from the rhetorical perspective: reasoning and advocacy, organization, accuracy; the discovery, critical evaluation and reporting of information; reading and listening effectively as well as speaking and writing. This must include active participation and practice in written communication and oral communication.

Interpersonal communication courses are not a natural fit in the oral communication area, but a few have incorporated significant faculty-supervised, faculty-evaluated practice in speaking with others; added at least a small component of traditional rhetoric; and won placement in the oral communication area.

10.1.3a Oral Communication Online/Distance Education/Telecourse Limitations

Oral communication courses must include faculty-supervised, faculty-evaluated practice in communicating orally in the presence of other listeners. Rhetorical principles must be covered; for example, study of effective communication in formal speeches or social interaction is appropriate.

The CSU Communication departments have asked that for courses submitted for IGETC Area 1C, the "methods of instruction" and "methods of evaluation" section of the outline be very specific about how instruction and evaluation are conducted so that it may be determined that student presentations will be made in front of faculty and other listeners and not online or recorded. This request is met by language in the CSU's executive order governing General Education Breadth:

http://www.calstate.edu/EO/EO-1033.html

Acceptable courses must include faculty-supervised, faculty-evaluated practice in communicating orally *(live)* in the physical presence of other *(live)* listeners. Rhetorical principles must be included and specified in the course outline *(for example, the study of effective communication in formal speeches or social interaction would be appropriate).* Acceptable outlines will specify the "methods of instruction" and "methods of evaluation" to assist reviewers in determining whether performance and evaluation take place live in the presence of faculty and other listeners.

Strictly online oral communication courses may not be used on IGETC Area 1C, without express permission from the CSU *(CSU Only).* Hybrid-delivery courses may meet the area criteria.

10.2 Subject Area 2A: Mathematical Concepts and Quantitative Reasoning
(1 course; 3 semester, 4-5 quarter units)

The Mathematical Concepts and Quantitative Reasoning requirement shall be fulfilled by completion of a one-term course in mathematics or statistics above the level of intermediate algebra, with a stated course prerequisite of intermediate algebra. 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 and knowledge of intermediate algebra is necessary to be successful. 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 discourse.

Knowledge relevant to public and private decision making is expressed frequently in quantitative terms, we are routinely confronted with information requiring quantitative analysis, calculation, and the ability to use and criticize quantitative arguments. In addition, many disciplines require a sound foundation in

mathematical concepts. The requirement in Mathematical Concepts and Quantitative Reasoning is designed to help prepare students to respond effectively to these challenges.

Courses approved to fulfill this requirement must focus on quantitative analysis and the ability to use and criticize quantitative arguments. Symbolic Logic, Computer Programming, and survey courses such as Math in Society, were deemed unacceptable to fulfill the Mathematical Concepts and Quantitative Reasoning requirement.

10.3 Subject Area 3 A/B: Arts and Humanities

(3 courses; 9 semester, 12-15 quarter units)
At least one course in the Arts and at least one course in the Humanities are required.

The Arts and Humanities requirement shall be fulfilled by completion of at least three courses which encourage students to analyze and appreciate works of philosophical, historical, literary, aesthetic and cultural importance. Students who have completed this requirement shall have been exposed to a pattern of coursework designed to develop an historical understanding of major civilizations and cultures, both Western and non-Western, and should recognize the contributions to knowledge, civilization, and society that have been made by men and women, and members of various ethnic or cultural groups.

At least one course shall be completed in the Arts *(Area 3A)* and one in the Humanities *(Area 3B).* Within the Arts area, performance and studio classes may be credited toward satisfaction of this subject area if their major emphasis is the integration of history, theory, and criticism. CSU campuses have the discretion whether to allow courses used to satisfy the CSU United States History, Constitution and American Ideals *(AI)* graduation requirement to count in both Areas 3B/4 and to meet the AI graduation requirement.

The Arts and Humanities historically constitute the heart of a liberal arts general education because of the fundamental humanizing perspective that they provide for the development of the whole person. Our understanding of the world is fundamentally advanced through the study of Western and non-Western philosophy, language, literature, and the fine arts. Inclusion of the contributions and perspectives of men and women, and members of various ethnic or cultural groups shall be included.

10.3.1 Courses That Do Not Fulfill the Arts Requirement

The Arts courses meeting this requirement have as their major emphasis the integration of history, theory, aesthetics, and criticism. Courses which focus on technique or performance were not approved to meet this requirement *(e.g., Beginning Drawing, Beginning Painting, and Readers Theater and Oral Interpretation courses focusing primarily on performance).*

10.3.2 Courses That Do Not Fulfill the Humanities Requirement
Acceptable Humanities courses are those that encourage students to analyze and appreciate works of philosophical, historical, literary, aesthetic and cultural importance. The faculty of the two segments determined that courses such as English composition, Logic, Speech, Creative Writing, Oral Interpretation, Readers Theater, Spanish for Spanish Speakers, and all elementary foreign language courses were skills or performance courses that do not meet the specifications for IGETC. Advanced foreign language courses were approved if they include literature or cultural aspects. Theater and film courses were approved if they were taught with emphasis on historical, literary, or cultural aspects. The segments will also accept Logic courses if the focus is not solely on technique but includes the role of logic in humanities disciplines.

10.4 Subject Area 4: Social and Behavioral Sciences
(3 courses: 9 semester, 12-15 quarter units); from at least two academic disciplines.

The Social and Behavioral Sciences requirement shall be fulfilled by completion of at least three courses dealing with individual behavior and with behavior in human social, political, and economic institutions; the three courses must be in a minimum of two academic disciplines or in an interdisciplinary sequence. The pattern of coursework completed shall ensure opportunities for students to develop understanding of the perspectives and methods of the social and behavioral sciences. Problems and issues in these areas should be examined in their contemporary, historical, and geographical settings. Students who have completed this requirement shall have been exposed to a pattern of coursework designed to help them gain an understanding and appreciation of the contributions and perspectives of men, women and of ethnic and other minorities and a comparative perspective on both Western and non-Western societies. The material should be presented from a theoretical point of view and focus on core concepts and methods of the discipline rather than on personal, practical, or applied aspects. CSU campuses have the discretion whether to allow courses used to satisfy the CSU United States History, Constitution and American Ideals *(AI)* graduation requirement to count in both Areas 3B/4 and to meet the AI graduation requirement.

Courses in the Social and Behavioral Sciences allow students to gain a basic knowledge of the cultural and social organizations in which they exist as well as the behavior and social organizations of other human societies. People have, from earliest times, formed social and cultural groups that constitute the framework for the behavior of the individual as well as the group. Inclusion of the contributions and perspectives that have been made by men and women, and members of various ethnic or cultural groups as part of such study will provide a more complete and accurate view of the world.

Introduction to American Government courses are not required to contain a California Government component in order to be applied in Area 4. However, a California Government component is required for the CSU AI requirement.

10.4.1 Courses That Do Not Fulfill the Social and Behavioral Sciences Requirement

Only courses taught from the perspective of a social or behavioral science are approved. Consequently, courses such as Physical Geography and Statistics do not meet the IGETC specifications for this area and are not approved. Community colleges may resubmit these courses in a more appropriate area. Courses with a practical, personal, or applied focus are not approved *(See Section 6.0).* Administration of Justice courses may be approved if the content focuses on core concepts of the social and behavioral sciences.

10.5 Subject Area 5 A/B/C: Physical and Biological Sciences

(At least 2 courses: 7-9 semester, 9-12 quarter units); A minimum of one course in each area is required, and at least one must include a laboratory.

The Physical and Biological Sciences requirement shall be fulfilled by completion of at least two courses, one of which is in Physical Science *(Area 5A)* and one in Biological Science *(Area 5B),* at least one of which incorporates a laboratory (area 5C). Courses must emphasize experimental methodology, the testing of hypotheses, and the power of systematic questioning, rather than only the recall of facts. Courses that emphasize the interdependency of the sciences are especially appropriate for non-science majors.

The contemporary world is influenced by science and its applications, and many of the most difficult choices facing individuals and institutions concern the relationship of scientific and technological capability with human values and social goals. To function effectively in such a complex world, students must develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry.

10.5.1 Courses That Do Not Fulfill the Physical and Biological Sciences Requirement

Acceptable courses must focus on teaching the basic concepts of biological sciences. Human Nutrition, Horticulture, Forestry, Health, and Human Environment courses were determined to have a narrow or applied focus and therefore unacceptable for this area. Courses which emphasize the major concepts of the discipline, including biochemical and physiological principles, will be considered. Courses which do not focus on the core concepts of a physical science discipline, such as Energy and the Way We Live, are not acceptable. Courses which survey both the physical and biological sciences but are not comparable in depth and scope to a traditional science course or focus on a particular subject will not satisfy Area 5 of IGETC.

10.5.2 IGETC Laboratory Science Requirement (Area 5C)

The IGETC physical and biological science area requires a minimum of two courses, at least one of the two must include a laboratory. The intent of the IGETC laboratory science requirement is that students take at least one physical or biological science course incorporating a laboratory component. Since the experimental methodology and hypothesis testing taught in a lab builds on the principles presented in the lecture portion of the course, the two must be related. Therefore, 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 laboratory in a third subject. It is expected that the lecture course is a prerequisite or co-requisite of the laboratory course. Lecture and lab courses may have separate course numbers.

10.5.3 Unit Requirement for Laboratory Science Courses

Three semester or four quarter unit laboratory science courses may be used on IGETC to clear the laboratory science requirement as long as the minimum unit value is met for this area *(7 semester or 9 quarter units).* Stand-alone lab courses which have a prerequisite or co-requisite of the corresponding lecture course must be a minimum of 1 semester/qtr. unit.

Example A: 1 biological science w/lab, 3 semester units
1 physical science, lecture, 4 semester units
Conclusion: Area 5 satisfied

Example B: 1 biological science w/lab, 3 semester units
1 physical science, lecture, 3 semester units
1 physical or 1 biological science, lecture, 3 semester units
Conclusion: Area 5 satisfied

10.6 Language Other Than English *(LOTE)*

Exception: Only students transferring to the UC are required to meet this area.

Students shall demonstrate proficiency in a language other than English equal to two years of high school study. Those students who have satisfied the UC freshman entrance requirement in a language other than English will have fulfilled this requirement. This requirement may also be satisfied by demonstration of equivalent proficiency prior to transfer.

Language courses should provide instruction in the written and oral language as well as history and cultural traditions of the country associated with the language studied. Languages other than English for Native Speakers are appropriate for transfer. Courses primarily conversational must have as a prerequisite a course equivalent to the third year of high school study or one year of college level in the language. Also, the content of conversation courses should not be primarily business or travel-oriented.

10.6.1 Certification of Competence in a Language Other Than English
Students transferring to the University of California are required to demonstrate competence *(proficiency)* in a language other than English equal to two years of high school study. Competence may be demonstrated through one of the following mechanisms:

1. Satisfactory completion of two years of high school coursework *(United States 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 *(or courses)* at a college or university with a grade of "C" (2.0) or better in each course. Usually, one semester of college work in a language other then English is equivalent to two years of high school work. The equivalency is usually stated in the college catalog. For the purpose of the Intersegmental General Education Transfer Curriculum, the appropriate course *(or courses)* that can be used to satisfy the Language Other Than English *(LOTE)* requirement is indicated on the approved IGETC list of each community college.
3. Satisfactory completion, with "C" (2.0) 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 an international 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, as outlined in 2 above.
4. Satisfactory score on the SAT II: Subject Test in languages other than English.

   Before May 1995 use 1st score; if taken after May 1995 use 2nd score:

   Chinese with listening: 500/520
   Hebrew (Modern): 500/470
   Korean/Korean with listening: /500
   French/French with listening: 500/540
   Italian: 500/520
   Latin: 500/530
   German/German with listening: 500/510
   Japanese with listening: 500/510
   Spanish/Spanish with listening: 500/520
5. Satisfactory score, 3 or higher, on the College Board Advanced Placement examinations in languages other than English.
6. Satisfactory score, 5 or higher, on the International Baccalaureate Higher Level Examinations in language other than English.

7. Satisfactory completion of an achievement test administered by a community college, university, or other college in a language other than English. The test will have to assess the student's proficiency at the level equivalent to two years of high school language. This conclusion must be posted on a transcript indicating unit, course title and grade or on a document with letter head of the institution granting proficiency stating that the student has mastered proficiency in the language equivalent to two years of high school language.
8. If an achievement test is not available, a faculty member associated with a United States regionally accredited institution of higher education can verify a student's competency. The institution must provide a document on letterhead asserting that the student has mastered proficiency in the language equivalent to two years of high school study. (See Section 11.6 for a sample. This sample must be printed on college/ university letterhead.)
9. Cambridge International Examinations, Language other than English GCE "O" level exam with grade of "A", "B", or "C".
10. Cambridge International Examinations, Language other than English International GCE "A" Level exam with a grade of "A", "B" or "C' or a 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.

10.6.1a Language Other Than English-Sequential Knowledge

In May 2005, UC faculty confirmed that foreign language is an area of sequential knowledge and validation in this area is acceptable. During the 2005-06 TCA update, agreements were adjusted to reflect this understanding. Courses that are equivalent to two years of high school study are identified by a footnote and with the IGETC Area 6A designation for each foreign language at each CCC. In addition, courses beyond the proficiency level as well as the second half of split courses are also identified with the IGETC Area 6A designation. UCOP no longer requires both courses of a split sequence to be taken in order for credit to be granted. The second half of a split course sequence may now validate the first half. Credit should be granted for each individual course as indicated on the community college transcript. For practical purposes this policy began in the 2005-06 year but UC campuses may use discretion when considering students from past years. Flexibility is encouraged whenever possible.

10.6.2 Using High School Courses to Meet the Language Proficiency Requirement

The following are regulations used by the University of California in evaluating high school work in Languages Other Than English:

10.6.2a Acceptable Courses
Two years of high school coursework in a language other than English. The two years must be in the same language.

> **Example:** If a student takes two languages, but completes only one year in each, he/she **has not met** the requirement. If a student has not completed two years of foreign language in high school, he/she can meet the proficiency requirement by completing a community college course that is equivalent in level to two years of high school, with a "C" (2.0) grade or better.

10.6.2b Seventh and Eighth Grade Courses
Courses in languages other than English completed in the 7th and 8th grades with grades of at least "C-" may be used *(see Section 9.3/10.6.2d).* However, the principal of the high school from which a student graduates must certify that the 7th and 8th grade courses are comparable in content to those offered at the high school. This may be done by including the names of and grades for these courses on the student's transcript, or by stating their equivalency on the transcript. The 7th and 8th grade courses may also be validated if the student completes one semester or more of a foreign language in the high school at level three or higher.

10.6.2c 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.

> **Example:** Spanish level 2 in high school completed with at least "C-" grades "validates" Spanish level 1.

10.6.2d Evaluation of Letter Grades
The University of California does not count "minus" or "plus" grades in computing the grade point average; only the whole grade is used from high school coursework. In other words, a "C-" grade is counted as a whole "C".

> **Example:** A student receiving "C-" grades in Spanish level 1 and level 2 meets the language proficiency requirement.

10.6.2e "D" and "F" Grades in Less Advanced Work
Students may clear "D" and "F" grades in less advanced work by completing more advanced work with grades of "C-" or higher.

Examples:

1. A student taking two years of the same language with grades "DD" and "CC" meets the requirement because the "CC" in the more advanced course validates the "DD" in the first level course.
2. Two years of the same language with grades "DD" and "DC" meets the requirement because the "D's" are validated by the grade in the most advanced class.
3. Two years of the same language with grades "CC" and "DD" does NOT meet the requirement because the "D" grade is in the most advanced course.

10.6.2f Repeating Courses with "D" or "F" Grades
A student may clear "D" and "F" grades by repeating the course*(s)* in which the "D" or "F" grades were received.

Example: If a student repeats Spanish level 1 because of "D" grades and then gets a "C-" or better, it counts as one year completed. However, the student will still need to take an additional year *(Spanish level 2)* to meet the requirement.

10.6.3 Placement of Courses Meeting the Language Other Than English Requirement
The completion of an advanced course, such as French level 3, "validates" the student's proficiency in the language and can be used to satisfy proficiency and clear IGETC Area 6A, Language Other Than English. Appropriate exams can be used to certify the Language Other Than English *(LOTE)* requirement. The more advanced language courses that focus on culture and otherwise satisfy the specifications of the humanities can be used to satisfy the Area 3B *(Humanities)* and clear IGETC Area 6A, Language Other Than English *(LOTE)*.

10.7 CSU U.S. History, Constitution, and American Ideals Requirement
The CSU U.S. History, Constitution, and American Ideals *(AI)* graduation requirement is not part of IGETC. Courses used to satisfy this requirement may also be listed and applied to IGETC Subject Areas 3B and/or 4. CSU campuses have the discretion whether to allow courses used to satisfy the CSU United States History, Constitution and American Ideals *(AI)* graduation requirement to count in both Areas 3B/4 and to meet the AI graduation requirement.

11.0 IGETC For STEM

Students who are eligible to use the IGETC for STEM Majors

- Students preparing for a major in science, technology, engineering or mathematics are eligible. (IGETC for STEM will allow them to concentrate on the lower division math and science courses required for a STEM major.); and
- If it is impossible for students to complete major preparation coursework and IGETC or CSU GE Breadth within 60 units prior to transfer.

IGETC for STEM Majors is applicable only to majors in which the TMC explicitly indicates the availability of the option. As of March 2014 ***only*** **Chemistry** allows for IGETC for STEM. A current list of ADT's that allow for use of IGETC for STEM can be found at www.c-id.net.

For IGETC for STEM certification

Complete the following courses *before* transfer:

- All courses in Areas 1 (except 1C for UC-bound students), 2, and 5 of the traditional IGETC; and
- One course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.

Complete the following courses *after* transfer:

- One remaining lower-division general education course in Area 3;*
- One remaining lower-division general education course in Area 4;* and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.*

*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.

For CSU

If any specific AS-T degree allows IGETC for STEM Majors as its general education pattern, the specific courses that should replace the deferred lower division general education courses may be indicated on the Transfer Model Curriculum (TMC) for that discipline.

For UC

UC will accept IGETC for STEM if the UC school/college/major program to which the student transfers accepts partial IGETC certification. For information on the IGETC acceptance practices for each UC school/college/major program, see:
http://admission.universityofcalifornia.edu/counselors/files/transfer-admission-matrix.pdf

For CSU and UC

Alternatively, STEM students may complete the traditional IGETC. However, IGETC and IGETC for STEM Majors may not be appropriate for those colleges or majors which prefer that transfer students follow a more prescribed lower-division curriculum.

12.0 Certification Processes

It is the student's responsibility to request IGETC Certification. It is strongly recommended that students complete IGETC prior to transfer. Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion.

There is no limitation on the number of courses completed at other United States regionally accredited institutions that can be included in the IGETC certification.

12.1 Who Certifies the IGETC?

Students who have completed coursework at more than one California Community College should have their coursework certified by the last California Community College they attended for a regular term *(fall or spring for semester schools; fall, winter or spring for quarter schools)* prior to transfer. If a student requests certification from a California Community College 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 certification form shall be included on or sent with the student's transcript directly to the UC or CSU campus Admission's Office.

12.2 Reviewing Coursework from Other Institutions:

11.2.1 Coursework from another California Community College

The coursework should be applied to the subject area in which it is listed by the institution where the work was completed. In other words, if college A is certifying completion of the IGETC using work completed at college B, college A should place that work according to the approved list for college B.

11.2.2 Coursework from all Other United States Regionally Accredited Institutions

The coursework from these institutions should be placed in the same subject areas as those for the community college completing the certification.
(See Section 5.2 for details)

12.3 Instructions for Completing Intersegmental General Education Transfer Curriculum Certification Form

1. The IGETC certification form shall be completed by authorized CCC staff or faculty as determined by each community college.
2. For each area, list course*(s)* taken, name of college or the Advanced Placement exam *(minimum score of 3 is required).* Advanced Placement cannot be used for Area 1B *(Critical Thinking/English Composition)* or 1C *(Oral Communication).* List units in "Units Completed" column on right side, indicating quarter or semester units.
3. Full IGETC Certification may be forwarded to the CSU or UC in one of two ways:
    i. Utilizing a separate form, with all areas completed (see section 11.5 for a sample IGETC Certification form).

ii. Noting full IGETC certification on the official transcript. Notation must include whether the full certification is for UC or CSU and must indicate which courses are being used for full certification.
Example: Full IGETC Certification: UC or Full IGETC Certification: CSU with a note next to each class used for certification.

Partial IGETC Certifications must be sent as a separate form (see section 11.4)

4. Courses used for IGETC certification must be passed with a minimum grade of "C" *("C-" is not acceptable, except for high school courses used to satisfy LOTE. See Section 9.3/10.6.2d).* A "C" is defined a 2.0 on a 4.0 scale. A "Credit" or "Pass" is acceptable providing either is equivalent to a grade of "C" *(a 2.0 on a 4.0 scale)* or higher. A college transcript or catalog must reflect this policy.
5. On the bottom section of the form, check if IGETC certification is directed to the California State University or University of California.
6. Sign and date the form. A campus seal is not required.
7. The form must come directly from the community college to the UC or CSU campus*(es)* to be considered official. A copy of the form will be considered official by CSU and UC campuses providing it has an official signature or stamp.
8. Students who have completed coursework at more than one California Community College should have their coursework certified by authorized staff from the last California Community College attended for a regular term *(fall or spring for semester schools; fall, winter or spring for quarter schools)* prior to transfer. If a student requests certification from a California Community College that is not the last school of attendance, it is at the discretion of that community college to certify.
9. Although not part of IGETC, community colleges may certify completion of the CSU graduation requirement in U.S. History, Constitution and American Ideals. Courses used to meet this requirement may also be used to satisfy IGETC Subject area requirements. CSU campuses have the discretion whether to allow courses used to satisfy the CSU United States History, Constitution and American Ideals *(AI)* graduation requirement to count in both Area 3B/4 and to meet the AI graduation requirement.
10. Open or unofficial transcripts for LOTE are acceptable.
11. 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. For example, in Social/Behavioral Sciences *(Area 4)*, a student needs either a minimum of 9 semester units or 12 quarter units. If a student takes one 4 quarter unit course and two 3 semester unit courses, convert the semester units to quarter units *(6 units x 1.5 quarter units=9 quarter units).* The student will be credited with 13 quarter units in Area 4 and has satisfied the requirement.

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/72 quarter units of general education per Executive Order 1033.

12.4 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. Partial Certifications must be accompanied by a separate IGETC Certification Form, which clearly indicates that the certification is "Partial", and identifies which requirement(s) remain to be completed. (See section 11.5 for a sample IGETC Certification form). 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.

The student may complete the missing course*(s)* 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*(s)* to be completed, at any California Community College 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*(s)* to be completed at a United States regionally accredited institution at a time that does not require concurrent enrollment, such as during summer.
3. Take an approved IGETC course, in the area*(s)* to be completed, at any California Community College 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 United States regionally accredited institution in the area*(s)* 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*(s)* 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 to meet minimum UC/CSU transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in IGETC Areas 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.

12.5 IGETC Certification Form

Intersegmental General Education Transfer Curriculum
IGETC Certification

Name: _____ (Last) _____ (First) _____ (Middle) **Student ID#:** _____

Transferring to: ___ UC ___ CSU **School:** _____ **Date of Birth:** _____/_____/

		Units Comp.
A minimum "C" grade is required in each college course for IGETC. A "C" is defined as a minimum 2.0 grade points on a 4.0 scale."		
AREA 1 – ENGLISH COMMUNICATION CSU: 3 courses required, one each from Group A, B and C. UC: 2 courses required, one each from Group A and B.		
1A	**English Composition** (one course – 3 semester or 4-5 quarter units) Course: _____ College: _____ Advanced Placement (No IB score accepted for this area):	
1B	**Critical Thinking – English Composition** (one course – 3 semester or 4-5 quarter units) Course: _____ College: _____ (No AP or IB scores accepted for this area)	
1C	**Oral Communication (CSU requirement only)** (one course – 3 semester or 4-5 quarter units) Course: _____ College: _____ (No AP or IB scores accepted for this area)	
AREA 2A – MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING (one course – 3 semester or 4-5 quarter units) Course: _____ College: _____ Advanced Placement/International Baccalaureate:		
AREA 3 – ARTS AND HUMANITIES (At least 3 courses, with at least one from the Arts and one from the Humanities. 9 semester or 12-15 quarter units)		
3A	**ARTS** Course: _____ College: _____ Advanced Placement/International Baccalaureate:	
3B	**HUMANITIES** Course: _____ College: _____ Advanced Placement/International Baccalaureate:	
	Course: _____ College: _____ Advanced Placement/International Baccalaureate:	
AREA 4 – SOCIAL and BEHAVIORAL SCIENCES (At least 3 courses from at least two academic disciplines. 9 semester or 12-15 quarter units)		
	Course: _____ College: _____ Advanced Placement/International Baccalaureate:	
	Course: _____ College: _____ Advanced Placement/International Baccalaureate:	
	Course: _____ College: _____ Advanced Placement/International Baccalaureate:	
AREA 5 – PHYSICAL and BIOLOGICAL SCIENCES (At least 2 courses, with one from the Physical Science and one from the Biological Science, at least one of the two courses must include a laboratory. 7-9 semester units or 9-12 quarter units)		
5A	**PHYSICAL SCIENCE** Course: _____ College: _____ Advanced Placement/International Baccalaureate:_____	
5B	**BIOLOGICAL SCIENCE** Course: _____ College: _____ Advanced Placement/International Baccalaureate:_____	
5C	**LABORATORY** Course:_____ College:_____ Advanced Placement/International Baccalaureate:_____	
AREA 6 – LANGUAGE OTHER THAN ENGLISH (UC Requirement Only) (Proficiency equivalent to two years of high school study in the same language.) 1. Course: _____ College: _____ Advanced Placement/International Baccalaureate: 2. Completed in High School: 3. Other:		
CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS (**not part of IGETC**; may be completed prior to transfer, 6 units) Course: _____ College: _____ Advanced Placement/International Baccalaureate: Course: _____ College: _____ Advanced Placement/International Baccalaureate:		

IGETC certified for: ___ **UC** ___ **CSU** Circle one: **Full / Partial Certification**
Signature: _____ Phone #: ( )
Certified by (print name): _____ Title: _____ Date:

12.6 IGETC For STEM Certification Form

Intersegmental General Education Transfer Curriculum
IGETC Certification

Name: _____ (Last) (First) (Middle) **Student ID#:**_____

Transferring to: ___ UC ___ CSU **School:** _____ **Date of Birth:** _____/_____/

		Units Comp.
A minimum "C" grade is required in each college course for IGETC. A "C" is defined as a minimum 2.0 grade points on a 4.0 scale."		
AREA 1 – **ENGLISH COMMUNICATION** CSU: 3 courses required, one each from Group A, B and C. UC: 2 courses required, one each from Group A and B.		
1A	**English Composition** (one course – 3 semester or 4-5 quarter units) Course: _____ College: _____ Advanced Placement (No IB score accepted for this area):	
1B	**Critical Thinking – English Composition** (one course – 3 semester or 4-5 quarter units) Course: _____ College: _____ (No AP or IB scores accepted for this area)	
1C	**Oral Communication (CSU requirement only)** (one course – 3 semester or 4-5 quarter units) Course: _____ College: _____ (No AP or IB scores accepted for this area)	
AREA 2A – **MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING** (one course – 3 semester or 4-5 quarter units) Course: _____ College: _____ Advanced Placement/International Baccalaureate:		
AREA 3 – **ARTS AND HUMANITIES** (At least 2 courses, with at least one from the Arts and one from the Humanities. 6 semester or 8 quarter units)		
3A	**ARTS** Course: _____ College: _____ Advanced Placement/International Baccalaureate:	
3B	**HUMANITIES** Course: _____ College: _____ Advanced Placement/International Baccalaureate:	
AREA 4 – SOCIAL and BEHAVIORAL SCIENCES (At least 2 courses from at least two academic disciplines. 6 semester or 8 quarter units)		
	Course: _____ College: _____ Advanced Placement/International Baccalaureate:	
	Course: _____ College: _____ Advanced Placement/International Baccalaureate:	
AREA 5 – PHYSICAL and BIOLOGICAL SCIENCES (At least 2 courses, with one from the Physical Science and one from the Biological Science, at least one of the two courses must include a laboratory. 7-9 semester units or 9-12 quarter units)		
5A	**PHYSICAL SCIENCE** Course: _____ College: _____ Advanced Placement/International Baccalaureate:_____	
5B	**BIOLOGICAL SCIENCE** Course: _____ College: _____ Advanced Placement/International Baccalaureate:_____	
5C	**LABORATORY** Course:_____ College:_____ Advanced Placement/International Baccalaureate:_____	
AREA 6 – LANGUAGE OTHER THAN ENGLISH (UC Requirement Only) (not required for IGETC for STEM certification) 1. Course: _____ College: _____ Advanced Placement/International Baccalaureate: 2. Completed in High School: 3. Other:		
CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS (**not part of IGETC**; may be completed prior to transfer, 6 units) Course: _____ College: _____ Advanced Placement/International Baccalaureate: Course: _____ College: _____ Advanced Placement/International Baccalaureate:		

IGETC certified for: ___ **UC** ___ **CSU** **Date:**_____

Signature: _____ Phone #: ( )_____

Certified by (print name): _____ Title: _____

****The following IGETC courses must be completed after transfer: one Area 3 and one Area 4 course and Area 6A (UC only)**

12.7 IGETC Certification in a Language Other than English

IGETC

Certification in a Language Other than English
Proficiency Test Certification

STUDENT'S LAST NAME *(PLEASE PRINT)*	STUDENT'S FIRST NAME *(PLEASE PRINT)*	STUDENT ID #

Purpose:
The purpose of this IGETC certification of "Language Other Than English" (LOTE) is to assist students who have acquired the knowledge of a language other than English and demonstrate proficiency as outlined in the IGETC Standards Area 10.6.

Instructors:
As a college instructor who is fluent in the student's native language you are asked to voluntarily assess the basic language ability of this student who falls into the category listed above.

Criteria:
Equivalent to two (2) years of foreign language as taught in United States high schools. Specifically the student should have;

1. Basic vocabulary of approximately 1,000 words;
2. Basic ability to read, write and speak using the present, past (preterit) and future tenses.

Method of Evaluation:
It is suggested that the instructor give the student written material for the language being evaluated. The material could be a magazine article, or newspaper or other written material. The instructor should ask the student to answer questions in writing that pertain to the written material. The instructor should also ask the student to answer questions verbally. The student needs to demonstrate basic use of present, past (preterit) and future tenses.

I certify that this student possesses basic language proficiency in the following language other than

English: _____

I assessed this student's ability by:

1. Requiring the student to answer questions in writing and verbally after reading material written in the language listed above.
2. Determining that the student has basic knowledge of reading, writing, and speaking in the present tense, basic past tense, (preterit) and simple future tense with a basic vocabulary of approximately 1,000 words.

This assessment indicates the student's ability is equivalent to at least two years of high school foreign language as taught in the United States.

_____ _____
Instructor's Name (*please print*) Instructor's Signature (*please print*)

Instructor's College/University Affiliation (*please print*)_____

IGETC Standards Founding Committee

Users of the IGETC Standards are indebted to the faculty, staff, and administrators who from 2006 to 2008 volunteered their time and effort to compile the first edition of this document:

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IGETC Standards Approval History

November 15, 2006: As a result of CIAC suggestion to update and revise IGETC Standards/Notes, an intersegmental committee was formed.
June 12, 2007: Document created
September 12, 2007: Document reviewed by ICAS and referred to each segment for review and approval.
September 28, 2007: CSU Chancellor's Office, Academic Program Planning Division reviewed and forwarded to CSU GEAC.
October 11, 2007: CSU General Education Advisory Committee (GEAC) reviewed and endorsed the document and forwarded to CSU Senate Executive Committee.
November 3, 2007: Document endorsed by the California Community College Academic Senate at their statewide plenary session.
November 1, 2007: Document forwarded to the UC A & E BOARS subcommittee for review.
November 16, 2007: The A & E subcommittee carried forward the document with a recommendation of approval to the full BOARS committee; the document was approved by BOARS.
December 5, 2007: Approved provisionally by ICAS through June 2008.
April 19, 2008- Document re-endorsed by the California Community College Academic Senate at their statewide plenary session, due to the addition of the Advanced Placement Chart.
April 30, 2008: Final Approval by ICAS
May 8, 2008: CSU approves updated EO 1033. No conflicts with new IGETC Standards. Final signature process begins.
June 4, 2009: Version 1.1 approved by ICAS.
June 9, 2010: Version 1.2 approved by ICAS
June 9, 2011: Version 1.3 approved by ICAS
June 25, 2012: Version 1.4 approved by ICAS
June 5, 2014: Version 1.5 approved by ICAS

IGETC Standards Ongoing Governance

The IGETC Standards are maintained by the faculties of the University of California, the California State University, and the California Community Colleges, all through their elected representatives on the Intersegmental Council of Academic Senates (ICAS).

The current roster and contact information for both ICAS and the subcommittee that advises it on the IGETC Standards are available at icas-ca.org.