FOOTHILL COLLEGE
College Curriculum Committee
Guidelines for Certifying Students for the Associate Degree for Transfer
(including pass-along guidelines)

It is the College intent to support student progress, transfer and degree/certificate completion by carefully reviewing incoming courses in an effort to determine whether courses completed at other regionally accredited institutions may be substituted for Foothill College courses without compromising the integrity of the academic goal. Appropriate resources will be utilized, including consultation with discipline faculty where appropriate.

Students are required to:

- Complete 90 quarter or 60 semester CSU transferable units.
- Complete all courses in the major with a "C" or better.
- Complete either the CSU GE or **IGETC** general education pattern (CSU IGETC is not mandated; however, Oral Communication is an admission requirement for CSU). In some cases, the ADT may limit the GE option. Biology and Chemistry ADTs may include CSU GE or IGETC for STEM, which allows for some GE units to be completed AFTER transfer.
- Achieve a cumulative transferable GPA of 2.0 in all baccalaureate-level courses.
- Complete a minimum of 12 semester/18 quarter units in residency.

   NOTE: Students can NOT be required to complete any additional "Local requirements."

Pass Along Guidelines – courses from other California community colleges or any other college

Evaluators and/or counselors should reference the original approved Transfer Model Curriculum (TMC) templates, which are published by the California Community College Chancellor's Office and may be found at: http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx

Students who have fulfilled a specific course requirement or entire area of the ADT at a California Community College will be considered to have met those requirements for the same degree at this institution.

<u>"Passing Along" courses – from a CCC or other institution</u>

Course(s) completed at another institution may be substituted for an approved Associate Degree for Transfer (ADT) at this institution following the guidelines below:

1. The proposed course has the same C-ID designation as the comparable course on Foothill's ADT;
2. The proposed course has a C-ID designation that is specified on the Transfer Model Curriculum or CCCCO template for the ADT that is being awarded, whether or not Foothill College includes this course on the ADT. Information regarding C-ID courses is available both at ASSIST.org and at C-ID https://c-id.net/course_compare.html
3. The proposed course appears to be comparable to a course listed on either the aligned TMC template or Foothill's ADT, but it is uncertain whether the course is approved for C-ID. When in doubt, the course should be reviewed by discipline faculty based upon the course title, catalog description, and content. Outlines for many CCC courses are available at: http://ciac.csusb.edu/outlines.html It may also be appropriate to access ASSIST to determine whether the course in question is already articulated for the major at a CSU. If the proposed course is deemed comparable, this information should be communicated to the discipline faculty for consideration it's application toward satisfaction of the ADT. If the proposed course is from a CCC, the Articulation Officer can verify with the sending institution the C-ID status of such a course.
4. The proposed course is not part of Foothill's ADT degree; however, it could be applied toward the degree based upon the TMC. In cases such as this, apply the course similarly to the CCCCO template. Templates are available at: https://c-id.net/degreereview.html and at http://extranet.cccco.edu/Divisions/AcademicAffairs/Curriculumand InstructionUnit/TransferModelCurriculum.aspx
5. When it is unclear whether applying proposed course is appropriate, the requestor should complete the regular Foothill **Petition for Course Substitution or Waiver** process and route it though appropriate discipline faculty.
6. The Articulation Officer is available as a resource.

Note: it is important to maintain clear and accurate records regarding pass-along decisions.

Evaluator/Faculty Reviewer Resources

Official ADT Templates published by the CCCCO:

http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx

Transfer Model Curriculum for ADTs as developed by intersegmental faculty:

https://c-id.net/degreereview.html

Approved C-ID courses:

https://c-id.net/course_compare.html

C-ID course descriptors:

https://c-id.net/descriptors.html

Current ADT degree requirements at other California Community colleges:

http://ccctransfer.org/ccc/ccc-general-education-sheets-for-csu-and-uc

Existing articulation agreement for CCC, CSU and UC campuses:

http://www.assist.org/web-assist/welcome.html

Associate Degree for Transfer webpages:

http://sb1440.org/ and
http://www.adegreewithaguarantee.com/Degrees.aspx