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DATE: June 26, 2008

TO: Transfer Center Directors
Articulation Officers
Admissions Officers & Registrars

FROM: Joanne Vorhies
Articulation Coordinator
Student Services & Special Programs Division

SUBJECT: New IGETC Standards

Since the IGETC Standards have been made public, there have been several questions regarding certification. The following is intended to serve as clarification.

- Certification Form
  The IGETC Standards include a template (attached) that a community college can use in certifying full or partial completion of IGETC requirements. Community colleges are not required to use this form, but must include all the information found on the template if creating an in-house document.

  A copy of the completed certification should be sent to the student.

- Certification (full or partial)
  Students who fail to request certification prior to transfer may request certification from the community college any time prior to graduation from the four-year institution. Community colleges are required to complete the certification, regardless of enrollment status and units completed, as long as the community college was the last school of attendance for a regular term.

- Partial Certification
  Any student may apply for partial certification if missing one or two IGETC courses. The missing courses may be from any IGETC area, including Areas 1 and 2. A letter explaining partial certification should be sent to the student along with a copy of the certification. A sample is attached.

If you have questions about the new IGETC Standards, please contact me at jvorhies@cccco.edu or (916) 323-2768.

E- Attachments: IGETC Certification Form
                    Sample Student Letter for Partial Certification