



INTERSEGMENTAL COMMITTEE OF ACADEMIC SENATES

May 29, 2019

**To: CSU Department Chairs and Articulation Officers
UC Department Chairs and Articulation Officers
CCC Counselors, Articulation Officers, and Transfer Center Coordinators**

This memo addresses considerations for determining placement of California Community College (CCC) transfer students in University of California (UC) and California State University (CSU) courses based on the CCC courses they have completed. We urge all faculty to use CCC Course Outlines of Record (COR) in evaluating a student's readiness to complete more advanced UC/CSU courses. The Course Outline of Record is the official document that describes the course and applies to every offering of that course by any instructor.

Articulation agreements that delineate course equivalencies or placement eligibility at CSU/UC, based on the COR, already exist for students who have completed a course at a particular CCC. On occasion, however, a student requests placement based on having completed a course for which there is no articulation agreement in place. In that case the fundamental question is whether the student's background prepares them for success in the advanced course. This is typically determined by examining information about the CCC course(s) the student has taken. The preferred source for this information is the CCC COR; but CSU/UC faculty sometimes request the syllabus for a specific offering of a course that a student has completed. A syllabus can be a less effective means of determining student readiness in general than the COR, as a syllabus only applies to a single offering of a course. Determinations made on the basis of a COR, once made, can eliminate the need to re-examine further requests from students who complete the same course.

If a COR(s) needs additional information, we urge CSU/UC faculty to communicate with CCCs about the nature and depth of information those outlines should contain. If there is evidence of a lack of student success after transfer in these courses, the CSU and UC are urged to communicate such concerns to the CCC directly, along with transfer student success rates in a particular program. We also ask that faculty facilitate dialog about the area of study among the CCC, CSU and UC faculty as needed.

We encourage CSU and UC faculty to collaborate with the CCCs as they develop or periodically review C-ID descriptors (which are based on the COR) for courses in their fields. The C-ID descriptors are designed to include comprehensive course information, such as methods of evaluation, course content and course objectives (See www.c-id.net). A CCC course with a C-ID descriptor should simplify articulation agreements since a review process of the COR has already been completed.

In conclusion, the COR allows the CSU/UC to maintain high standards for transfer and the flexibility it affords in course placement helps students achieve their educational goals in a timely manner. For these reasons we strongly encourage the use of the COR in the evaluation of students' potential success in CSU/UC courses.

Respectfully,



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