



## IGETC Q & A

November 11, 2008 (updated on September 8, 2011)

The following questions were reviewed and answered on November 11, 2008 by the IGETC Standards Review Committee, a subcommittee of ICAS. The IGETC is the baccalaureate general education curriculum of the University of California (UC) and California State University (CSU) systems. Section numbers indicated below refer to the IGETC Standards, Policies and Procedures.

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### Area I – English Communication

Q1. (11-11-08) The University of Oregon offers 3-quarter-unit courses. If we have a student that has taken two 3-quarter-unit English composition courses and our faculty deems the

subjects covered in the two courses is comparable to our English 1A, may we use the two U of O courses to clear IGETC Area 1A?

Answer: Yes. In IGETC Standards Version 1.2 ICAS determined that 3 quarter unit sequence courses in English and Math may be used to clear 1A/2. This policy can be found in IGETC Standards Section 8.1.

Note: For UC, if the student completes the year composition sequence at U of O (three 3-quarter-unit English composition courses) the student would meet the UC-E requirement of two English composition courses needed for admission. However, the student has not met the IGETC minimum unit requirement for courses in Area 1. In addition, the student has not met the Critical Thinking component of IGETC Area 1B. This student could apply for partial IGETC missing Area 1A and 1B.

For CSU, if the student completes the year composition sequence at U of O (three 3-quarter-unit English composition courses) the student would not meet the admission requirement for critical thinking.

Q2. (11-11-08) For partial IGETC certification can any two courses be missing, including Area 1A and Area 2, though not advised for admission purposes?

Answer: The bottom line is that the Standards do not limit any areas that may be missing for partial certification.

Example: A transfer student could have been eligible out of high school, therefore it is possible that a student could be admitted missing courses in Areas 1 and/or 2, depending on the criteria used by the receiving institution during the admissions cycle.

Example: A UC-bound student who has completed 2 composition courses at a non-CCC. This student would be admissible; however, they would be missing Area 1B (Composition and Critical Thinking).

The students in these examples must be granted partial certification. Regarding Partial Certification, this is the warning in 11.4 of IGETC Standards:

“Warning: Students need to meet minimum UC/CSU transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in IGETC Area 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.”

CCC campuses should exercise caution and make sure students meet minimum admission requirements if you are going to certify them missing critical thinking. We can't

imagine someone getting partial certification missing Math, but who knows, maybe it could happen.

Q3. (11-11-08) Can a CSU course meet IGETC Area 1B?

Answer: Yes. However, as stated in IGETC Standards Section 10.1.2b, 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.

Here are 2 examples.

Example 1: SDSU RWS 200 Rhetoric of Written Arguments in Context, can be used to clear IGETC 1B since it clears the intermediate composition and critical thinking requirement at SDSU and it is a combination composition/critical thinking course as outlined in Section 10.1.2b of The IGETC Standards.

Example 2: CSUN CHS 202, Race, Racism and Critical Thinking does not clear IGETC 1B. While it meets the critical thinking requirement at CSUN it does not meet the analytical reading and expository writing requirement for CSUN. In other words it is not, a “combined course in Critical Thinking/English Composition” which is required per the IGETC Standards.

Q4. (11-11-08) When students present scores of 3, 4 or 5 on BOTH the AP English Language and AP English Literature tests, could the AP English Language be placed in Area 1A, and AP English Literature be placed in Area 3B, assuming they met their full 60 units using only 8 quarter units of AP English towards UC transfer?

Answer: The certifying campus can use AP exams, one for Area 1A and the other for Area 3B. For IGETC certification purposes, each exam will equate to 3 semester or 4 quarter units. Regarding UC AP credit for admissions purposes, the student would receive a maximum of 8 quarter units for both exams. Use “Quick Reference for Counselors” for AP test credit. [Click here to jump to the page.](#)

At the CSU, the student would receive 12 semester units for both exams. The CSU also has a systemwide AP policy. It can be found at [http://www.calstate.edu/app/general\\_education.shtml](http://www.calstate.edu/app/general_education.shtml).

Q5. (11-11-08) A student presents an AP score of 3 in English Language and an AP score of 3 in English Literature. He/she does not complete a Critical Thinking course in Area 1B of IGETC. Has this student met the UC minimum eligibility admission requirement in English composition?

Answer: Students cannot use the two English AP exams to satisfy the UC/CSU transfer eligibility requirement in English Composition.

For UC and CSU admission: Students who take both English AP exams will receive credit for one English composition requirement.

For IGETC: Students will receive IGETC Area 1A and Area 3B credit.

Note: UC and CSU admission requirements and IGETC requirements are separate.

Q25. (11-11-08) UC college and/or department counselors expressed frustration that sometimes the IGETC documents aren't official or they need the student to request the IGETC immediately. Is it possible to get all community colleges to supply IGETC certifications on demand?

Answer: Students who complete IGETC before transfer but fail to request certification will be directed back to the sending institution to obtain a completed form. Sending institutions will respond as quickly as possible but may not be able to accommodate these requests immediately, such as during peak workload periods. Students should be advised to allow sufficient time for processing. IGETC certification timelines are at the discretion of the individual CCC.

## **Area 2 – Math & Quantitative Reasoning**

Q2. (11-11-08) For partial IGETC certification can any two courses be missing, including Area 1A and Area 2, though not advised for admission purposes?

Answer: The bottom line is that the Standards do not limit any areas that may be missing for partial certification.

Example: A transfer student could have been eligible out of high school, therefore it is possible that a student could be admitted missing courses in Areas 1 and/or 2, depending on the criteria used by the receiving institution during the admissions cycle.

Example: A UC-bound student who has completed 2 composition courses at a non-CCC. This student would be admissible; however, they would be missing Area 1B (Composition and Critical Thinking).

The students in these examples must be granted partial certification. Regarding Partial Certification, this is the warning in 11.4 of IGETC Standards:

“Warning: Students need to meet minimum UC/CSU transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in IGETC Area 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.”

CCC campuses should exercise caution and make sure students meet minimum admission requirements if you are going to certify them missing critical thinking. We can't imagine someone getting partial certification missing Math, but who knows, maybe it could happen.

## Area 3 – Arts & Humanities

Q4. (11-11-08) When students present scores of 3, 4 or 5 on BOTH the AP English Language and AP English Literature tests, could the AP English Language be placed in Area 1A, and AP English Literature be placed in Area 3B, assuming they met their full 60 units using only 8 quarter units of AP English towards UC transfer?

Answer: The certifying campus can use AP exams, one for Area 1A and the other for Area 3B. For IGETC certification purposes, each exam will equate to 3 semester or 4 quarter units. Regarding UC AP credit for admissions purposes, the student would receive a maximum of 8 quarter units for both exams. Use “Quick Reference for Counselors” for AP test credit. [Click here to jump to the page.](#)

At the CSU, the student would receive 12 semester units for both exams. The CSU also has a systemwide AP policy. It can be found at [http://www.calstate.edu/app/general\\_education.shtml](http://www.calstate.edu/app/general_education.shtml)

Q29. (9-8-11) Given the UC policy on “Language Credit in the Native Language” which states: “Applicants whose native language is not English, and who have completed at least nine years of education in that language, will NOT receive lower-division language or literature credit for college or university courses in that language taken in the United States (including AP or IB Higher Level exam credit).”

We are assuming that a student who had nine years of education in a Spanish-speaking country could not use a SPAN 3 course taken at a community college to clear IGETC Humanities. Is that a correct assumption?

Answer: No, this is not a correct assumption. The course would clear humanities and earn unit credit on IGETC so that the subject and area unit credit for IGETC are fulfilled. You are mixing up admission criteria with the IGETC Standards. The Standards do not include this native language restriction regarding awarding units/credit for IGETC, that is a UC policy. In addition, if the student were to go to CSU, he/she would be awarded the units in transfer for the Spanish 3 course. The student is demonstrating competency in humanities through a course, even if in the end if transferring to a UC, will not receive unit/GPA credit.

## Area 4 – Social & Behavioral Sciences

No questions.....yet

## Area 5 – American History & Institutions

Q6. What is the minimum unit value a course must have to apply it to IGETC? What about 1-unit-lab courses that correspond to a lecture course? (11-11-08).

Answer: Section 8.1 clearly states that a course used on IGETC must be a minimum 3 semester or 4 quarter units. Exceptions are made for laboratory courses that correspond to a lecture course and 3 quarter units sequence courses in math and English.

### 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)

**Example C:** A student takes a 3-quarter-unit physical science lecture course, but does not take the corresponding lab. The lecture course cannot be used on IGETC because it does not meet the minimum 4-quarter-unit course requirement. However, if the student took the 3-quarter-unit physical science lecture course and the 1-quarter unit corresponding physical science lab course, the combination could then be used on IGETC.

**Example:**

1 physical science lecture: 3 quarter units  
1 physical science lab that corresponds to the physical science lecture:  
1 quarter unit  
1 biological science: 3 semester units  
1 physical science: 4 quarter units

Conclusion: Total units completed 12.5 quarter units/ 8.3 semester\* units.  
Area 5 satisfied.

\* Remember! Convert to all quarter or all semester units to best serve the student (see Section 8.2).

Q7. (11-11-08) In IGETC Area 5, does the lab requirement count as a missing course when considering partial certification? For example, a student is seeking partial certification missing all of Area 5. Is missing Area 5A, 5B & 5C considered completing all but two courses or does the lab make it three missing courses?

Answer: A student missing Area 5 is eligible for partial IGETC as long as they have completed all other areas of IGETC. The laboratory requirement is included in the 2 courses as indicated in the IGETC Standards copied below.

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)

Other Examples:

A) Student completes one 3-semester-unit biological science without lab and one 3- semester-unit physical science course without lab.

Conclusion: The student is missing 1 course in area 5.

B) Student completes one 3-semester-unit biological science with lab and one 3-semester-unit physical science course without lab.

Conclusion: The student is missing 1 unit and is also considered to be missing one course in Area 5. Student in this situation can either take a 1- unit-lab course that corresponds to the physical science lecture course or take a 3-semester or 4-quarter unit biological or physical science course to fulfill the Area.

## **Area 6 – Language Other than English**

Q8. (11-11-08) Area 6: LOTE: Can a member from a college or university outside of the CCC system validate language proficiency? Would a letter on CSU or UC letterhead, or some other accredited college or university, validating proficiency equal to 2 years of high school be acceptable?

Answer: A CCC, CSU or UC faculty member may verify proficiency for satisfaction of Area 6: LOTE. A letter on letterhead from a CCC, CSU or UC faculty member verifying that they have confirmed proficiency equivalent to 2 years of high school foreign language must be acquired. The certifying CCC campus does not need to send documentation verifying proficiency to the receiving institution. However, the CCC campus should keep the letter on file for reference.

A sample document used by Chabot to validate proficiency can be found [here](#).

Q9. (11-11-08) When calculating the two courses allowed to be missing for partial certification, does Area 6A count as one course or two?

Answer: UC considers LOTE a proficiency level and it therefore counts as one missing area rather than two courses. A partial certification could be deficient in Area 6A and an additional course.

Q26. (1-15-2009) If a student takes the 3rd year of a foreign language in high school as a freshman in high school because the student took 2 years in middle school, does that fulfill LOTE?

Answer: Same scenario as above, but the student takes 3rd year as freshman because the student was placed into it without having taken middle school foreign language or took only one year in middle school? (1-15-2009). The student above must complete at least the first semester of Spanish 3 with a C- or better, then in both cases, the student has met the LOTE proficiency for IGETC. By completing the first semester of the third year of a foreign language with a C- or better, it is assumed that the student has acquired knowledge of the first two years at C- or better, either by formal instruction or exposure to the language in the home.

Technically, a student need only show a C- or higher at the end of the second semester of the second year of a high school foreign language to satisfy the LOTE for IGETC.

## **CSU American History & Institutions**

Nothing in this area yet.

### **1. IGETC Form & Full Certification**



Q10. (11-11-08) During the ETS conferences, the CCCs were asked to use the recommended IGETC form. The UC counselors expressed that it's not enough to see "IGETC completed" or "Partial IGETC" on a transcript because they don't know what's been used for IGETC purposes. Are CCCs required to complete the recommended form or any other IGETC form?

Answer: The CCCs are required to provide the information stated on the form by:

- A) Using the suggested form (Section 11.5) or
- B) Including all of the information on their own form or transcript

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Q11. (11-11-08) A student receives partial certification and then matriculates to a UC or CSU campus, but was eligible for full certification prior to matriculation at the university, should the student return to the CCC campus for full certification?

Answer: Yes, if a student is partially certified, matriculates to a UC or CSU, but was, in actuality, fully certified prior to matriculation, then the CCC is responsible for fully certifying the student. However, the university may use the partial certification along with the other student records to clear full certification.

Example: Student transfers to a UC campus with partial IGETC certification, missing Area 6:LOTE. At the UC campus, the student's counselor notices that this requirement was completed in high school. The student should return to the CCC for full certification and the CCC is obligated to fully certify. However, the university may use the partial certification along with the student's high school transcript to clear full certification.

## 2. Advanced Placement (AP) on IGETC

Q4. (11-11-08) When students present scores of 3, 4 or 5 on BOTH the AP English Language and AP English Literature tests, could the AP English Language be placed in Area 1A, and AP English Literature be placed in Area 3B, assuming they met their full 60 units using only 8 quarter units of AP English towards UC transfer?

Answer: The certifying campus can use AP exams, one for Area 1A and the other for Area 3B. For IGETC certification purposes, each exam will equate to 3 semester or 4 quarter units. Regarding UC AP credit for admissions purposes, the student would receive a maximum of 8 quarter units for both exams. Use "Quick Reference for Counselors" for AP test credit. [Click here to jump to the page.](#)

At the CSU, the student would receive 12 semester units for both exams. The CSU also has a systemwide AP policy. It can be found [here](#).

Q5. (11-11-08) A student presents an AP score of 3 in English Language and an AP score of 3 in English Literature. He/she does not complete a Critical Thinking course in Area 1B of IGETC. Has this student met the UC minimum eligibility admission requirement in English composition?

Answer: Students cannot use the two English AP exams to satisfy the UC/CSU transfer eligibility requirement in English Composition.

For UC and CSU admission: Students who take both English AP exams will receive credit for one English composition requirement.

For IGETC: Students will receive IGETC Area 1A and Area 3B credit.

Note: UC and CSU admission requirements and IGETC requirements are separate.

Q12. (11-11-08) Section 7.1 and 7.2 address Credit by Exam and reads: "Students who have earned credit from an AP/IB exam should not take a comparable college course because transfer credit will not be granted for both." Would the student receive transfer credit for the course and elective unit credit for the AP exam as long as it is not articulated with a specific course at the UC/CSU campus where the student is applying?

Answer: The CCC in this example is applying the policy correctly.

Example: A student takes a CCC U.S. History course that is comparable to the AP U.S. History exam. The student is planning to attend UCLA as a Political Science major. Quick Reference shows the AP U.S. History exam is not articulated with a particular course at UCLA. The student would therefore receive unit credit for the AP exam and the CCC course. However, for IGETC purposes this is considered duplication of coursework. Therefore, only the course or the AP exam may be applied to IGETC.

The UC/CCC/CSU IGETC committee will look at revising the language in the Standards to better clarify this issues, such as:

"If AP courses at a particular UC/CSU are given specific course credit, students should not take those same courses at the CCC. If this occurs, a student will not receive credit for both the AP and the course for admission or IGETC."

Q13. (11-11-08) Is the new IGETC AP chart (Section 7.1) for certification purposes only? When counselors are adding up total AP admission units to a UC campus, and there is no duplicate credit issue, should the chart in Quick Reference be used?

Answer: Yes, counselors should continue to use the UC Quick Reference AP chart to determine unit designation for admission purposes. [Click here to jump to the page.](#) CSU also has a systemwide AP policy as outlined in E.O. 1036, Section 1.2.4. This list is posted [here](#).

Q14. (11-11-08) A UC/CSU campus awards a student AP credit and subsequently allows the student to enroll in the comparable course. The student then comes to a CCC campus and follows Can both the AP exam and the comparable course be used toward satisfaction of IGETC requirements?

Answer: For IGETC purposes, this would be considered duplication of coursework.

Example: UC Davis awards AP Psychology units but only grants course credit with a score of 4 or 5. A student with a score of 3 is allowed to enroll in Psych 1, a general psychology course. This student then enrolls at a CCC campus and follows IGETC because he/she is not returning to UC Davis.

The student can apply either the AP Psychology exam or the psychology course to IGETC Area 4, not both.

Q15. (11-11-08) Can the AP chart be added to ASSIST?

Answer: Policy information is not housed in ASSIST. The combined UC/CSU AP chart for IGETC can be found in the IGETC Standards Section 7.1 and accessed at [here](#).

### **3. Non-CCC Courses on IGETC**

Q16. (11-11-08) Since California Community Colleges may apply out-of-state and non-CCC courses to the IGETC if the course(s) meets the Standards, where do we get the out-of-state/non-CCC university course outlines/syllabi if needed?

Answer: It is the responsibility of the student to provide the course outline/syllabus they would like a non-CCC course considered for IGETC applicability.

Q17. (11-11-08) In section 5.2.1, #2 states that if the certifying CCC does not have a comparable course, but another CCC does, the course may be applied to the IGETC "as long as the course outlines are compared and scrutinized as to prerequisites, texts, units and conformity to IGETC 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) Are the articulation equivalency in content, officers expected to provide an outline to the faculty member to approve these courses? Or, will a course description and a syllabus from the student suffice?

Answer: Faculty involvement is not necessary if the course description from the non-CCC course matches the course description from another CCC. In this case, the faculty designee can apply the course to the appropriate IGETC area.

If it is not clear, the student will need to provide a course outline or syllabus and the appropriate faculty or faculty designee will then determine if the course is applicable to IGETC.

CCC campuses have different models regarding review of non-CCC courses. It is understood that each individual community college creates practices that best serve their campus. It is important that the CCC practice adheres to the intent of the Standards.

Q18. (11-11-08) When placing courses on IGETC (student is not returning to the same UC/CSU campus), does the CCC need to find a comparable course if the UC/CSU course met a GE/breadth requirement at the campus where it was taken?

Answer: If a UC/CSU GE/breadth course satisfies a breadth area that has a comparable IGETC Area, there does not need to be a comparable CCC course. However, courses that satisfy English composition or quantitative reasoning should be scrutinized.

Example 1: UC Irvine's Women's Studies 60A meets a UCI breadth requirement in Social and Behavioral Sciences. It could be used toward satisfaction of IGETC Area 4, even if the CCC does not offer a comparable course. It would not be necessary to check if another CCC offered a similar course.

Example 2: UC Irvine's ASIANAM 142 course meets the campus's Multicultural Studies and International/Global Issues breadth requirement. There is no comparable IGETC area and no comparable CCC course. Therefore, this course could not be used on IGETC even though it meets a UC breadth.

Example 3: Student takes Philosophy 2, Logic and Humanities 1A/B/C, the Humanities Core at UCI. Philosophy 2 meets the quantitative reasoning GE requirement and Humanities 1A/B/C meets the composition requirement at UCI. These courses cannot be used on IGETC as they do not meet the IGETC Standards for these areas. The student should be advised to request partial IGETC certification missing Areas 1A and 2.

Q19. (11-11-08) Section 5.2.1 states that non-CCC courses may be used for IGETC, even if they were completed prior to the CCC course's IGETC effective date. If a course is discontinued on IGETC, could a non-CCC course completed after the discontinued date be used?

Answer: There was unanimous agreement by the IGETC committee that the content of the course should be considered rather than the date of acceptance. Courses are removed for a variety of reasons and generally at the discretion of the CCC. As long as the course content is a match to a once-approved IGETC course, it may be used.

As a reminder, all CCC courses and their approval dates must be applied to IGETC as indicated on the official IGETC agreements posted on ASSIST.

Q20. (11-11-08) If and when non-CCC courses are approved for use on IGETC, will a centralized database be available for input (similar to ASSIST or within ASSIST)?

Answer: No. ASSIST is funded and maintained as an agency of the State of California, and is intended only to facilitate transfer among the state's three segments of public postsecondary education.

## **4. Minimum Unit Value on IGETC**

Q1. (11-11-08) The University of Oregon offers 3-quarter-unit courses. If we have a student that has taken two 3-quarter-unit English composition courses and our faculty deems the subjects covered in the two courses is comparable to our English 1A, may we use the two U of O courses to clear IGETC Area 1A?

Answer: No. The Standards are clear in Section 8.1 that each course used on IGETC must be 3 semester or 4 quarter units. However, the UC and the CSU will use these two 3-quarter-unit courses to clear first semester composition for admission purposes, and most CSU campuses will accept one 3-quarter-unit composition course for admission. In this case, the student is best served with partial certification missing Area 1A.

Note: For UC, if the student completes the year composition sequence at U of O (three 3-quarter-unit English composition courses) the student would meet the UC-E requirement of two English composition courses needed for admission. However, the student has not met the IGETC minimum unit requirement for courses in Area 1. In addition, the student has not met the Critical Thinking component of IGETC Area 1B. This student could apply for partial IGETC missing Area 1A and 1B.

For CSU, if the student completes the year composition sequence at U of O (three 3-quarter-unit English composition courses) the student would not meet the admission requirement for critical thinking.

Q6. (11-11-08) What is the minimum unit value a course must have to apply it to IGETC? What about 1-unit-lab courses that correspond to a lecture course?

Answer: Section 8.1 clearly states that a course used on IGETC must be a minimum 3 semester or 4 quarter units. Exceptions are made for laboratory courses that correspond to a lecture course.

## **5. IGETC Partial Certification**

Q2. (11-11-08) For partial IGETC certification can any two courses be missing, including Area 1A and Area 2, though not advised for admission purposes?

Answer: The bottom line is that the Standards do not limit any areas that may be missing for partial certification.

Example: A transfer student could have been eligible out of high school, therefore it is possible that a student could be admitted missing courses in Areas 1 and/or 2, depending on the criteria used by the receiving institution during the admissions cycle.

Example: A UC-bound student who has completed 2 composition courses at a non-CCC. This student would be admissible; however, they would be missing Area 1B (Composition and Critical Thinking).

The students in these examples must be granted partial certification. Regarding Partial Certification, this is the warning in 11.4 of IGETC Standards:

“Warning: Students need to meet minimum UC/CSU transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in IGETC Area 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.”

CCC campuses should exercise caution and make sure students meet minimum admission requirements if you are going to certify them missing critical thinking. We can't imagine someone getting partial certification missing Math, but who knows, maybe it could happen.

Q7. (11-11-08) In IGETC Area 5, does the lab requirement count as a missing course when considering partial certification? For example, a student is seeking partial certification missing all of Area 5. Is missing area 5A & 5B considered completing all but two courses or does the lab make it three missing courses?

Answer: A student missing area 5A and 5B is eligible for partial IGETC as long as they have completed all other areas of IGETC. The laboratory requirement is included in the 2 courses as indicated in the IGETC Standards copied below.

10.5 Subject Area 5 A/B: 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

Other Examples:

A) Student completes one 3-semester-unit biological science without lab and one 3- semester-unit physical science course without lab.

Conclusion: The student is missing 1 course in area 5.

B) Student completes one 3-semester-unit biological science with lab and one 3-semester-unit physical science course without lab.

Conclusion: The student is missing 1 unit and is also considered to be missing one course in Area 5. Student in this situation can either take a 1- unit-lab course that corresponds to the physical science lecture course or take a 3-semester or 4-quarter unit biological or physical science course to fulfill the Area.

Q9. (11-11-08) When calculating the two courses allowed to be missing for partial certification, does Area 6A count as one course or two?

Answer: UC considers LOTE a proficiency level and it therefore counts as one missing area rather than two courses. A partial certification could be deficient in Area 6A and an additional course.

Q11. (11-11-08) A student receives partial certification and then matriculates to a UC or CSU campus, but was eligible for full certification prior to matriculation at the university, should the student return to the CCC campus for full certification?

Answer: Yes, if a student is partially certified, matriculates to a UC or CSU, but was, in actuality, fully certified prior to matriculation, then the CCC is responsible for fully certifying the student. However, the university may use the partial certification along with the other student records to clear full certification.

Example: Student transfers to a UC campus with partial IGETC certification, missing Area 6:LOTE. At the UC campus, the student's counselor notices that this requirement was completed in high school. The student should return to the CCC for full certification and the CCC is obligated to fully certify. However, the university may use the partial certification along with the student's high school transcript to clear full certification.

Q21. (11-11-08) A student requests and is granted partial certification upon acceptance to a UC or CSU campus. If the student then completes the missing courses in the summer prior to matriculation at the UC or CSU campus, should the CCC campus complete the full certification?

Answer: Yes, if a student is partially certified and then completes the coursework necessary for full certification prior to matriculation to the university, the CCC must fully certify.

Example: A student requests IGETC certification in spring semester prior to fall transfer to a UC campus. The CCC campus partially certifies the student missing one course in Area 3B. During the summer session, prior to fall transfer, the student completes a course that satisfies Area 3B. As a result, the CCC campus must fully IGETC certify the student.

Q22. (11-11-08) A student gets partially certified then matriculates to the UC or CSU. They complete the coursework the following summer at the community college. Who is responsible for certifying completion of IGETC?

Answer: When a student requests full certification from the CCC after matriculating to the UC or CSU, it is not the CCC's responsibility to certify the completion of IGETC. It is the university's responsibility to clear full certification.

Q23. (11-11-08) Is a partially certified student held to the UC or CSU campus-specific general education requirements for the missing subject area/s?

Answer: No. The student is required to complete the missing course/s by following the parameters of the IGETC Standards rather than being obligated to complete the university campus specific general education requirements. (See Section 11.4)

Example: Student arrives on a UC campus partially certified missing Area 6, LOTE. The student clears this deficiency by completing a course equivalent to 2 years of high school study. The student's IGETC is now complete.

Q27. (1-22-09) The new IGETC Standards allow students to present a partial or full certification at any time during their matriculation at the 4-year campus. Does this mean that senior level students will be requesting partial certification?

Answer: As indicated on page 26 of the IGETC Standards a student may request full or partial IGETC certification at any time before or after matriculation. Although it could be possible that a student presents a partial IGETC in their senior year, students should be encouraged to complete and submit IGETC certification upon or prior to matriculation to the university.

Q28. (1-22-09) Are students who are granted partial certification after matriculation required to complete the missing requirements within a specific timeline?

Answer: Once a student's partial IGETC is certified and sent to UC, the UC Academic Senate Regulation 478 B.2.d. applies. It states: "The IGETC must be completed within one academic year (two semesters or three quarters plus any summer that might intervene) of the student's transfer to UC." And (per 11.4 of the IGETC Rules) 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.

## **6. Language Other Than English on IGETC**

Q8. (11-11-08) Area 6: LOTE: Can a faculty member from a college or university outside of the CCC system validate language proficiency? Would a letter on CSU or UC letterhead, or some other accredited college or university, validating proficiency equal to 2 years of high school be acceptable?



Answer: A CCC, CSU or UC faculty member may verify proficiency for satisfaction of Area 6: LOTE. A letter on letterhead from a CCC, CSU or UC faculty member verifying that they have confirmed proficiency equivalent to 2 years of high school foreign language must be acquired. The certifying CCC campus does not need to send documentation verifying proficiency to the receiving institution. However, the CCC campus should keep the letter on file for reference.

A sample document used by Chabot to validate proficiency can be found [here](#).

Click on IGETC Forms, Addresses, Sample Letters.

Q9. (11-11-08) When calculating the two courses allowed to be missing for partial certification, does Area 6A count as one course or two?

Answer: UC considers LOTE a proficiency level and it therefore counts as one missing area rather than two courses. A partial certification could be deficient in Area 6A and an additional course.

Q26. (1-15-09) If a student takes the 3rd year of a foreign language in high school as a freshman in high school because the student took 2 years in middle school, does that fulfill LOTE?

Answer: Same scenario as above, but the student takes 3rd year as freshman because the student was placed into it without having taken middle school foreign language or took only one year in middle school? (1-15-2009). The student above must complete at least the first semester of Spanish 3 with a C- or better, then in both cases, the student has met the LOTE proficiency for IGETC. By completing the first semester of the third year of a foreign language with a C- or better, it is assumed that the student has acquired knowledge of the first two years at C- or better, either by formal instruction or exposure to the language in the home.

Technically, a student need only show a C- or higher at the end of the second semester of the second year of a high school foreign language to satisfy the LOTE for IGETC.

## 7. Critical Thinking on IGETC

Q3. (11-11-08) Can a CSU course meet IGETC Area 1B?

Answer: Yes. However, as stated in IGETC Standards Section 10.1.2b, 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.

Here are 2 examples.

Example 1: SDSU RWS 200 Rhetoric of Written Arguments in Context, can be used to clear IGETC 1B since it clears the intermediate composition and critical thinking requirement at SDSU and it is a combination composition/critical thinking course as outlined in Section 10.1.2b of The IGETC Standards.

Example 2: CSUN CHS 202, Race, Racism and Critical Thinking does not clear IGETC 1B. While it meets the critical thinking requirement at CSUN it does not meet the analytical reading and expository writing requirement for CSUN. In other words it is not, a “combined course in Critical Thinking/English Composition” which is required per the IGETC Standards.

## **8. Double Counting on IGETC**

Q24. (11-11-08) Where can information on double- counting courses in a major and in IGETC be found?

Answer: For UC, IGETC information can be found on the University of California website: [www.universityofcalifornia.edu/admissions/igetc](http://www.universityofcalifornia.edu/admissions/igetc) under the “Applying Courses” section: “Courses may be used only once to satisfy one IGETC subject area, even if they are listed in the course agreement under more than one subject area. Courses may be used to satisfy both IGETC and major requirements.”

For CSU, double-counting courses for IGETC and major requirements are determined campus by campus and department by department. Refer to the CSU document “Campus-Specific Practices for Transfer Admission” for guidelines, available at [calstate.edu/sas](http://calstate.edu/sas).