

Basic Questions for Curriculum Writers – New Course

1) **Is my course a college level course (baccalaureate level)?**

(reference: go to [Articulation Basics](#) page and select “Courses Accepted for Baccalaureate Credit”; select “CSU Baccalaureate Credit Guidelines”)

(YES) Number course between 50-99 (item #1) and check “CSU baccalaureate level” (item #11) on Cover Sheet. Once the course is approved by the Curriculum Committee it will be considered CSU transferable starting from the effective date. CSU has a right to challenge any of our courses. Continue...

(NO) Number course 100 or higher (depending on AA degree applicability). Course will not articulate. End.

*(Note: New courses created to fulfill a “transfer” need **MUST** either be UC transferable, and/or transfer GE applicable, and/or identified as being comparable to a major prep requirement at a UC or CSU. It’s important to make sure there is evidence to support these claims.)*

2) **Do I believe this course should be transferable to the UCs?**

(reference: go to [Articulation Basics](#) page and select “Courses Accepted for Baccalaureate Credit”; select “UC Baccalaureate Credit Guidelines”)

A comparable course must exist at the lower division level at one of the UCs.

(YES) Number course between 1-49 (item #1) for now but include a second number from 50-99 on Cover Sheet. Officially, your course has the higher number. Check both “CSU and UC” (item # 11) on the Cover Sheet. You are “proposing” that the course be considered for UC transfer status. Indicate intent on New Course Request form. **REQUIRED: Identify comparable course and UC campus, write info in designated spaces AND attach supporting documents to form.** Continue...

Note: The course will be submitted to UCOP for review in August for the upcoming academic year.

Course must appear in catalog to be considered by UC. If approved by UC, course is transferable for that academic year. A mid-year “preview/appeal review” of courses may be available (November) – which includes campus approved courses effective the upcoming year (these course are primarily seeking IGETC approval as well – and won’t be in any published catalogs yet) and courses that may have been denied for UC transfer during the previous cycle.

Based on the UC review cycle, a handful of courses each year may be mis-numbered so the following applies:

Fall term: Schedule of Classes will include a note: “*UC transfer status pending*”

If approved, Winter/Spring/Summer terms: Schedule of Classes will include the note: “*UC transferable effective _____*”

(NO) Continue ...

3) **Is this course intended to be a transferable GE course? (CSUGE/ IGETC?)**

(reference: go to [Articulation Basics](#) page and select “General Education Agreements”; select appropriate reference(s))

(YES) Check appropriate box on Cover Sheet. **(If seeking IGETC status, course must first be approved as UC transferable)** Fill out appropriate GE AREAs on cover sheet – see pattern. Indicate intent on New Course Request form. After course is approved by the Curriculum Committee, the course will be reviewed internally for transfer GE consideration. If course is approved internally, it will be submitted for review by the CSU Chancellor's Office and UCOP. I will notify you of the CSUGE/IGETC status and the effective date. Continue...

(NO) Continue...

- 4) **Is this course intended to be articulated for major preparation?** See www.assist.org (for directions go to **Articulation Home page**) or campus catalogs.

(YES) Identify major and universities on New Course Request form. **REQUIRED: Attach copy of catalog info or print out ASSIST document to form.** End.

(NO) End.

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