

Los Angeles Community Colleges

Associate Degree for Transfer (ADT) Reciprocity Guidelines

Endorsed unanimously by the District Academic Senate (DAS) and the District Curriculum Committee on July 15th, 2016

It is the intent of the colleges to support student progress toward their degree completion by carefully reviewing incoming courses in an effort to determine whether courses completed at other United States regionally accredited institutions may be substituted for LACCD courses without compromising the integrity of the degree. It is important to keep in mind that the Associate Degrees for Transfer (ADTs) are statewide degrees, so when evaluating coursework from other institutions for applicability to the degrees, the statewide Transfer Model Curriculum (TMC) template should be referenced whenever necessary to ensure we are following the intent of the degree for the benefit of our students.

Students are required to:

- Complete 60 semester or 90 quarter CSU transferable units
- Complete all courses in the major with a “C” or better; grades of Pass “P” are permissible in the major although students should be counseled that some CSUs may require them to repeat the major courses after transfer for a letter grade. The “P” must be defined by the institution as being equivalent to a grade of “C” or higher.
- Complete either the CSUGE or IGETC general education pattern. Effective Fall 2017, CSUGE Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or higher. All courses applied toward IGETC must be complete with a “C” or higher.
 - In some cases, the statewide Transfer Model Curriculum (TMC) template may limit the general education plan option. For example, the Biology and Chemistry ADTs require completion of CSUGE for STEM or IGETC for STEM.
- Achieve a cumulative transferable GPA of 2.0 in all baccalaureate-level courses.
- Complete a minimum of 12 units in residence at the college conferring the degree.

Associate Degree Competency in mathematics and written expression (5 CCR § 55063

Certification of the California State University General Education Breadth (CSUGE Breadth) requirements, per the guidelines in California State University Executive Order 1100, or the Intersegmental General Education Transfer Curriculum (IGETC), per the IGETC Standards, satisfy Associate Degree competency in both mathematics and written expression.

Students cannot be required to complete any additional local requirements

Reciprocity Guidelines

As the ADTs are statewide degrees, it is imperative the statewide TMC templates be referenced when evaluating coursework. They can be found on the [California Community College Chancellors Office website](#). Courses do not have to be on the LACCD colleges ADT degrees to be substituted; as long as they are on the statewide TMC template, they will be approved. The following guidelines align with the [ASCCC ADT Reciprocity Statements](#).

Course(s) completed at other US regionally accredited institutions may be substituted for an approved ADT following these guidelines:

California Community Colleges (CCC):

- The proposed course has the same C-ID designation as the comparable courses on the LACCD college's ADT.
- The proposed course has a C-ID designation that is specified on the TMC template for the ADT that is being awarded, whether or not the LACCD college includes this course on their ADT. Information regarding C-ID courses is available at both the [ASSIST](#) and [C-ID](#) websites.
- The proposed course appears to be comparable to a course listed on either the statewide TMC template or the LACCD college's ADT but does not have a C-ID designation. The course should be reviewed based on course description. Most course descriptions are available on the [TES](#) website. [ASSIST](#) should also be utilized to determine whether the course in question is articulated for the major at a CSU campus; if the course is articulated, it will be approved.

Non-CCC US regionally accredited institutions:

- The proposed course(s) should be reviewed based on course description and applied to the ADT degree based on the TMC template. Most course descriptions are available on [TES](#).
- Upper division coursework: In general, non-CCC courses applied to ADT major and general education requirements should be classified as lower-division. However, there are occasions with a courses that is listed as upper-division may be applied based on review of course descriptions.

External Exams

The use of Advanced Placement and International Baccalaureate external exams is permitted for ADT major requirements. No other external exams may be used to satisfy ADT major requirements. The applicability of external exams to the CSUGE Plan and the IGETC are in the [CSU Coded Memo AA-2015-19](#) and in the [IGETC Standards](#). For external exam applicability to the ADT major course requirements, the following guidelines should be followed:

If a CSU campus gives course credit for a passed exam to the equivalent CCC course on the TMC template, the exam may be used to satisfy the major course requirement. The number of units applied to the major requirements for the passed exam should be based on the [CSU Advanced Placement Policy](#), the [CSU International Baccalaureate Policy](#).

Caution: Students should be advised that the CSU campus they matriculate to may not accept the passed exam for course credit which may result in the student having to take the course after transfer.

Unit Value

While the statewide TMC templates reflect course units as semester, quarter-unit courses are permissible on the ADT for the major course requirements. (Note: quarter-unit courses are permissible on the CSUGE Plan and the IGETC per CSU Executive Order 1100 and the IGETC Standards.) Do NOT convert quarter units to semester units when applying coursework. The following guidelines should be followed:

TMC specifies:

1 semester unit; 1 quarter unit minimum is permitted

2 semester units: 2-3 quarter units minimum is permitted

3 semester units; 4 quarter unit minimum is permitted

4 semester units; 4-5 quarter units minimum is permitted

5 semester units; 4-5 quarter units minimum is permitted

Combining Semester and Quarter Units

Modeled after the IGETC Standards policy, when combining semester and quarter unit values for the ADT major requirements, units shall be converted to either all semester or all quarter units to best serve the students. This is the policy for both the CSUGE Plan and the IGETC.

Unit discrepancies

Course-level units: When evaluating coursework from other institutions, as long as the course meets the minimum unit requirement on the statewide TMC template, it will be approved. Some examples are Accounting, the LACCD courses are 5 units, whereas the courses on the TMC are 3 units; Calculus, the LACCD courses are 5 units, whereas the courses on the TMC are 4 units.

Major total units: The major unit minimum of the TMC must be met, regardless of the major unit total for the degree at the LACCD colleges. For example, the Business Administration ADT at Mission requires 29-30 units in the major; however, the TMC requirement is a minimum of 23 units in the major. So, when coursework from other institutions has been used toward ADT requirements causing the major unit total to fall below that of the local college's degree, as long as the student has met the minimum major units required by the TMC, they have satisfied this requirement.

International Coursework

International coursework may only be applied to the CSUGE Plan and IGETC if the institution(s) has US regional accreditation. This policy will also apply to ADT major course requirements.

Evaluation Process

The process of evaluating coursework for applicability to the ADTs is a local decision. As an example, at Mission, the counseling faculty initially evaluate the coursework during a student's appointment. Mission is encouraging students to have their coursework evaluated as early as possible so they can better make an educational plan with the full knowledge of how their coursework from other institutions will be applied

toward their ADT requirements. The counselors then forward their evaluation to the Articulation Officer for final review. The Articulation Officer consults with discipline faculty when necessary. The completed evaluation petition is then scanned into Viatron, the system where outside transcripts and other petitions are also stored, so that counselors and graduation evaluators can reference these petitions at any time, and a copy is also emailed to the student. With the implementation of PeopleSoft, this process will be embedded in the system. Mission's ADT evaluation petition is attached here as an example.

Resources

Transfer Model Curriculum (TMC) templates

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

Approved C-ID courses

<https://c-id.net/>

Associate Degree for Transfer (ADT) requirements at other California Community Colleges

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

Articulation agreements for CCC, CSU and UC on ASSIST, the official articulation repository for the California public institutions of higher education

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

IGETC Standards

<http://icas-ca.org/Websites/icasca/images/IGETC%20Standards%20version%201%207%20Final%20%20doc.pdf>

CSU Executive Order 1100 (CSUGE Plan policy)

<http://www.calstate.edu/eo/eo-1100.html>

CSU Coded Memo AA-2015-19 (CSU External Exams Policy)

<http://www.calstate.edu/acadaff/codedmemos/AA-2015-19.pdf>

ASCCC ADT Reciprocity Statements

<http://www.sb1440.org/Portals/4/sb1440home/Counseling/Training%20Resources/Reciprocity%20v1.pdf>

E. Atondo

Articulation Office Mission College

District Curriculum Committee Chair, District Academic Senate 2nd Vice President

Guidelines developed summer 2016