



Transcript Evaluation Training

Christine Small, Director of Counseling & Student Success

Missy Gross, Counselor & CIC Representative

October 18, 2023

Table of Contents

- Slide 3 Purpose of Transcript Evaluation
- Slide 4-5 Decision-making Process
- Slide 6 Consulting with Discipline Faculty
- Slide 7 Satisfying English with non-CCC courses
- Slide 8 Satisfying Math with non-CCC courses
- Slide 9 Ethnic Studies Requirement
- Slide 10 First Steps in Transcript Evaluation
- Slide 11-14 Next Steps in Transcript Evaluation
- Slide 15-17 Resources – ASSIST
- Slide 18 Resources – IGETC Standards & CSU Guiding Notes
- Slide 19-21 Resources – C-ID
- Slide 22-23 Resources –
ADT Transcript Evaluation
- Slide 24-25 Resources – TES
- Slide 26 CHDV Transcript Evaluation
- Slide 27 External Exams & Applying Credit
- Slide 28 Evaluating University Transcripts
- Slide 29-30 Upper-division Coursework
- Slide 31 Evaluation of Advanced Degrees
- Slide 32-33 Out-of-State Transcripts
- Slide 34-35 International Coursework
- Slide 36-37 Military Transcripts
- Slide 38-39 Quarter Unit Conversions
- Slide 40 Calculating Unit Totals & GPA
- Slide 41-43 Transcript Evaluation Reminders

Purpose of Transcript Evaluation

Determine the purpose of the transcript evaluation.

1. General Education (GE)

- a. Completion of a GE area (e.g. Area C2 on CSU Cert)
 - As long as the course meets the GE area, we do not have to offer the actual equivalent course (e.g. Theatre Arts).
- b. Course-to-course evaluation may be required in certain circumstances, such as:
 - To avoid course repetition (e.g. Music Appreciation – if taken at another college, should not take MUSC C101 here. We cannot apply both courses on GE.)
 - Non-CA community college English
 - Upper-division coursework

2. Major/Certificate

- a. Course-to-course evaluation of equivalency is required

3. It is important to understand the differences between local and transfer degrees

Decision-making Process for Course Evaluation

STEP 1

Conduct own course evaluation research using transcript evaluation resources

STEP 2

Seek input from senior counseling faculty if uncertain whether a course can be applied

STEP 3

Seek guidance from the Director of Counseling if questions still remain

STEP 4

If still undetermined, send to instructional department (most often for subject matter expertise)

STEP 1

Conduct own course evaluation research using transcript evaluation resources



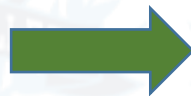
1. Utilize resources such as IGETC Standards, CSU Guiding Notes, ASSIST, TES, and other resources in this training.
2. For ADTs, review C-ID, TMC, and ADT guidelines and course scenarios.

Still need assistance with evaluation



STEP 2

Seek input from senior counseling faculty if uncertain whether a course can be applied



1. Request a senior counseling faculty to review your research for additional input.
2. Provide materials from Step 1 to the counselor for their review.
3. Include director in consultation as needed.

Consulting with Discipline Faculty

- Subject area faculty are experts in their discipline. However, they may not have as much knowledge about minimum unit requirements, content required by IGETC, and ADT limitations.
- Subject matter consultation –
 - You have exhausted all steps in the Decision-making Process/Diagram and consulted all resources and have determined the course meets requirements, and you need a subject matter expert to determine major/ADT applicability.
- Consulting with discipline faculty for General Education applicability is usually not necessary, except English and math at times.
- In all consultation, you need to be aware of potential errors. Always remember to consult our resources first and get a second opinion if unsure.



Satisfying English with non-CCC courses

Why are these courses NOT equivalent?

GRAND CANYON UNIVERSITY

ENG-105 ENGLISH COMPOSITION I

This is a writing-intensive course in writing academic prose, including various types of essays, arguments, and constructions. Writing intensive course. Fulfills General Education requirement.

Units: 4
Department: ENGLISH 
Source catalog: Grand Canyon University Fall 2021-2022
Course history: View Detail 

CERRO COSO COMMUNITY COLLEGE

ENGL C101 FRESHMAN COMPOSITION

In this composition course for transfer to four-year institutions, students write expository and argumentative essays that respond to a variety of rhetorical situations and incorporate university-level research. The course emphasizes critical reading, effective use of language, and analysis of university-level concepts presented in outside sources. Students write four to five expository essays including a lengthy research paper (total: 7,000 words). Approved for IGETC Area 1A, CSU GE Area A2, Local GE Area 4. A/UC/CSU. C-ID: ENGL 100 College Composition. Repeat Status: Not repeatable. 72 hours lecture.

Units: 4.00
Prerequisite: ENGL C070
Department: ENGLISH
Source catalog: Cerro Coso Community College 2021-2022
Course history: View Detail 

English Composition:

- Must have extensive writing composition and significant reading of literature
- Minimum of 3 semester units or 4 quarter units
- 5,000 word count
- Requires a syllabus that includes word count
 - If word count is not included but there is a substantial body of writing, then send to Director to determine if department review is needed.

Critical Thinking:

- Use of the words “critical thinking” does not necessarily meet the requirement.

Satisfying Math with non-CCC courses

- Care should be taken when reviewing non-CCC courses now that transfer-level math is required for all general education patterns.
- Recommendations for review:
 - Course has a prerequisite of intermediate algebra or its equivalent
 - Read the course description
 - Look at sequence of courses offered at the incoming institution
 - Prerequisites to the course
 - Next level courses after the one you are evaluating
 - Similar course names do indicate equivalency
 - Example - College Algebra at out-of-state institutions is often equivalent to our Intermediate Algebra
 - Example – The use of “Statistics” in the course name does not indicate that it meets all transfer-level requirements

Satisfying Ethnic Studies Requirement

- Review IGETC Standards for UC & CSU's definition of the Ethnic Studies Core Competencies requirement.
- Ethnic Studies is required for all GE patterns and associate degrees.
- No courses prior to Fall 2021 will meet the required competencies for Ethnic studies. However, you need to refer to ASSIST for actual approval dates as not all courses were approved to count in that academic year.
 - If a student took ANTH C141/SOCI C210 prior to Fall 2022, we cannot use them to satisfy the Ethnic Studies requirement.
- There are narrow constraints on course eligibility and required competencies that are unlikely to be met by any one course not specifically targeted to the requirements. Therefore, it is very unlikely that non-CCC courses would meet an Ethnic Studies requirement.
- A course meeting the CSU Ethnic Studies Core Competencies requirement will be deemed to have met the UC Ethnic Studies Core Competencies requirement, and vice versa.
- Our local policy is to only include courses on our Local GE pattern (Area 6) that meet both CSU Cert and IGETC requirements.

First Steps in Transcript Evaluation

1. Check regional accreditation in TES or College Source:
 - The institution must be accredited by one of the following Regional Institutional Accrediting Organizations: Western Association of Schools and Colleges, Southern Association of Colleges and Schools, New England Association of Schools and Colleges, Higher Learning Commission (formerly North Central Association of Colleges and Schools), Northwest Commission of Colleges and Universities, Middle States Association of Colleges and Schools
 - Updated lists of accrediting organizations can be found here: <https://www.chea.org/regional-accrediting-organizations>
 - Search for accreditation status: <https://ope.ed.gov/dapip/#/home>
2. Check to see if institution is on a quarter or semester system.
3. Look up course numbering system in the college's catalog.

Next Steps in Transcript Evaluation

4. Mark-up the transcript (e.g. cross out)

- F or W grades (D grades when applicable—IGETC, major, English composition and critical thinking, math)
 - No D grades can be used on IGETC
 - C- may not be used for IGETC if the grade is valued at less than 2.0; even if student plans to transfer to CSU
- Non-credit classes
- Basic skills/non-degree applicable classes
- Repeated classes (use most recent)
- Non-transferrable classes (only when evaluating for ADT)

Next Steps in Transcript Evaluation

5. Upper-division coursework – used for the following:

- Most often used for classes that are offered at lower-division (refer to IGETC Standards and CSU Guiding Notes)
 - General education requirements (IGETC Standards provide additional information)
- Major requirements (e.g. Statistics taken as upper-division could be used on Liberal Arts)
- ADT major requirements (e.g. Abnormal Psychology on PSYC AA-T)
- Only upper-division courses being used are factored into the graduation GPA. Do include all upper-division coursework on the transcript in the GPA.

Next Steps in Transcript Evaluation

6. Double-counting:

- If a course meets a general education and major requirement, it can be used for both.
- No course can double-count on a general education pattern with a few exceptions:
 - Local CC SEP: If a student takes an Ethnic Studies (E) course to meet Area 2 or Area 3, that course can also be used to meet Area 6: Ethnic Studies.
 - IGETC: If a student takes an advanced language other than English course and ASSIST shows that it meets Area 3B and Area 6, that course can be used in both areas, e.g., LATN C201 (unless prohibited in ASSIST notes).
 - HIST C131 or C132 and POLS C101 can be used to meet CSU Area C or D or IGETC Area 3 or 4 and the US History, Constitution, and American Ideals section at the bottom of the gen ed patterns.

7. The following courses must be passed with a C or better:

- All courses required for the major or certificate
- All math courses used to meet a general education requirement
- ENGL C101
- ENGL C102 (when being used for IGETC or CSU Cert Area A3)
- SPCH C101
- All IGETC courses

Next Steps in Transcript Evaluation

8. Electives:

- Courses used to meet the 60-unit minimum requirement for graduation
- These are courses that have not already been used to fulfill a GE or major requirement or they are courses that would not count normally for GE or a major
 - Examples –
 - Cannot use ART C121 on IGETC but can use as elective credit
 - WELD C101 for a non-Welding major
 - Student has taken more courses in an area than needed
 - A degree applicable, out-of-state course that does not meet the requirements of a GE area, major, or equivalency
- The majority of courses can be used as elective credit as long as they are degree-applicable

Resources for California Community College Transcript Evaluation

- ASSIST

- All CCC must submit courses for IGETC and CSU approval and cannot be counted in those areas until official approval is obtained
- Must use courses in the manner that they are approved on ASSIST (based on their IGETC and CSU approval areas). This may be different from the way similar courses count at Cerro Coso. Examples –
 - At one college a class may count as Humanities whereas the Cerro Coso class may count as a Social Science. Use the class only the way it is approved on ASSIST.
 - ADMJ C101 has been offered for years but did not gain IGETC approval for Area 4 until Fall 2017. So, if a student took ADMJ C101 before Fall 2017, it would not count on IGETC.
 - Courses from other CCC equivalent to CHDV C104 or CHDV C106 do not always meet IGETC Area 4. Course names and descriptions can be the same WITHOUT having the same approval areas on ASSIST.

✓ *This is why you must check ASSIST for every single class and only apply courses in the way they are approved!*

ASSIST Continued

- [ASSIST](#)

Catalog Rights:

- Regardless of catalog rights, the ASSIST approval year is what must be followed. Compare when the student took the course and make sure it was during approval period for the course on ASSIST.
- ASSIST approval dates supersede catalog year on GE patterns.

Example:

- HIST C131 was approved in Fall 2022 for use on IGETC Area 3B.
 - If a student is following the 22-23 catalog and took HIST C131 before Fall 2022, then we cannot apply the course on IGETC Area 3B.
 - If the student is following the 19-20 catalog and took HIST C131 after or during Fall 2022, we CAN apply the course on IGETC Area 3B. You can add the course in a text box.



HIST C131 History of United States to 1877
(Formerly HIST C17A prior to Su2000)

3.00	3B	F2022	
	4	F2021	
	4F	Su2000	F2021

ASSIST Continued

- UC Transfer Limitations

- Credit is not automatically granted for all courses. Some similar courses have limitations imposed. See ASSIST for UC Transfer Admission Eligibility Course Lists.

- Examples include:

o *BIOL C101, BIOL C105, BIOL C105H combined: maximum credit, 4 units*
 * *BIOL C121 and BIOL C125 combined: maximum credit, 1 course*
 + *BIOL C141 and BIOL C145 combined: maximum credit, 1 course*
 \$ *No credit for BIOL C101, BIOL C105, BIOL C105H if taken after BIOL C111, BIOL C111H or BIOL C112, BIOL C112H*

Economics					
Course	Title	IGETC Areas	Semester Units	UC Areas	
+*	ECON C101	Introduction to Economics	4B	3.00	UC-B
+	ECON C102	Macro Economics	4B	3.00	UC-B
+	ECON C103	Micro Economics	4B	3.00	UC-B

+ *ECON C101, ECON C102 and ECON C103 combined: maximum credit, 2 courses*
 * *No credit for ECON C101 if taken after ECON C102 or ECON C103*

Search below for transferable courses ?

Courses approved for transfer and general education

Academic Year ?

2023-2024 ▼

Community College ?

Cerro Coso Community College ▼

- CSU Transferable Courses
- CSU GE-Breadth Certification Courses
- CSU US History, Constitution, and American Ideals Courses (CSU AI)
- IGETC for UC and CSU
- UC Transferable Courses
- UC Transfer Admission Eligibility Courses

! The UC Transfer Admission Eligibility Courses list for 2023-2024 is not available. The 2022-2023 list will be shown instead.

View Transferability Lists

General Resources for Transcript Evaluation

- IGETC Standards are the policies approved by CCC, UC, and CSUs for general education.
 - Critical to use for non-CCC transcripts.
 - Necessary to use for IGETC GE pattern and can be helpful to reference for our local GE pattern.
- CSU Guiding Notes provide a crosswalk between IGETC and CSU but further elaborate on specific requirements for CSU GE pattern.
- IGETC Standards, CSU Guiding Notes, and CSU Policies:
 - These documents provide the official policies for general education course reviewers.
 - <https://icas-ca.org/igetc/standards-policies-and-procedures-manual/>
 - <https://www2.calstate.edu/csu-system/administration/academic-and-student-affairs/academic-programs-innovations-and-faculty-development/geac/documents/GE-Reviewers-Guiding-Notes.pdf>
 - <https://www2.calstate.edu/policies>

IGETC Standards and CSU Guiding Notes should be one of the first places to look when questions arise!

C-ID

C-ID (Transfer and Articulation System for California Colleges & Universities)

The California Community College (CCC) courses on this list have been approved by the C-ID program and given a C-ID designation. The courses with this C-ID designation *most often* will articulate with any other CCC course with the same designation for course content credit. <https://c-id.net/courses>

- There are some exceptions. For example, PARA C240 cannot be used on the ADMJ ADT even though it has the same C-ID ADMJ C105.
 - C-ID requires that certain content be taught in a course but some courses may include additional information. ADMJ faculty determined PARA C240 did not include all required content for the major.

Tips for Using C-ID in Evaluating ADTs

- When reviewing a course for an ADT, the first step is to check to see if the course is used on the incoming college's ADT.
 - ✓ If it is on that college's ADT, you can apply the course.
 - × If it is NOT on that college's ADT, then generally you would not apply the course.
 - Further research would be required to determine applicability.
- Use of C-ID is critical when evaluating courses for application to an ADT major that is not offered at the incoming institution.
 - Courses on local degrees may have C-ID.
- You can search for CSU courses that have been identified by campuses as comparable to C-ID descriptors by discipline or CSU campus. Select CSU under "College Type".
- You may need to search similar disciplines to find courses (e.g. Child Development and Early Childhood Education).

Transfer Model Curriculum (TMC)

Transfer Model Curriculum (TMC) –

- Curriculum that is required for an ADT
- Especially helpful when reviewing courses from an incoming institution that does not have the same ADT as Cerro Coso

For example, Political Science:

- The TMC allows five Political Science classes but Cerro Coso only offers two
- If student took a course listed on TMC, then go to Course Lookup to verify course is listed on C-ID

How to review a TMC for course applicability:

Example – for this purpose, assume Chaffey College does not have a Political Science ADT.

Evaluating transcript from Chaffey College (Course is PS 7 – International Relations)

1. Go to TMC on C-ID website. Scroll down to Political Science and download Word document.
2. See Required Core – Intro to International Relations (C-ID – POLS 140).
3. Go to Course on C-ID website. Select college and discipline.
4. Look for the C-ID – POLS 140 to make sure PS 7 is equivalent. If yes, then you can apply it.

ADT Transcript Evaluation

- [Course Substitution Guidelines and Scenarios](#)
 - ASCCC Articulation Officer subgroup outlined these guidelines and scenarios for use when evaluating for ADTs – common occurrences
- International coursework may only be applied to the CSU Cert and IGETC if the institution has US regional accreditation. This policy will also apply to ADT major course requirements.
- [AP exams](#) (Guideline 8) can be used on ADT based on statewide and local policies.
- [Effective Practices for Determining Course Substitution for Associate Degrees for Transfer](#)
 - Minimum grade requirements
 - Can use C- for Golden 4 on CSU Cert only; not IGETC
 - Cannot use C- for major classes (this is a local decision)
 - Quarter units and C-ID descriptors
 - 4-quarter-unit course may be substituted for a 3-unit C-ID-approved course

ADT Transcript Evaluation

ADT Reciprocity:

Courses do not have to be on the Cerro Coso ADT degrees to be substituted. Pass along/apply courses as part of another college's ADT that are deemed reasonable. Multiple factors need to be considered when applying substitutions.

1. Refer to ADT from the transfer school. If the course being evaluated is included in that school's ADT, then it can be used regardless of whether Cerro Coso offers that course. The course should be used where indicated on the TMC. E.g., Introduction to Photography on Studio Arts AA-T List B.
 - a. Be aware that one college's List B might be another college's Required Core or List C, etc. Review the content of each area and compare to the TMC. Do not rely on the name of each list.
2. Refer to ADT from the transfer school. If the course being evaluated is included in that school's ADT, then it can be used regardless of whether Cerro Coso's equivalent course counts on our ADT. For example, a school may allow PSY 1A to count on List B on the HIST AA-T but Cerro Coso does not include PSYC C101 on its HIST AA-T. We can use PSY 1A because it counted on the transfer school's ADT.
3. When a course does not have a C-ID, review the course description and apply the course based on the TMC. (refer to [Course Substitutions & Scenarios](#))

Transcript Evaluation System (TES)

Transcript Evaluation System (TES) -

- Used to look up accreditation, course descriptions, transcript keys, catalogs.
- TES is a way to store equivalencies that have been determined so they do not need to be sent to department again.
- Equivalency Finder – search existing course equivalencies.
- Equivalency Manager – send courses to department chair for review.
- Before sending course equivalencies through TES, make sure to review course with a senior counselor/director.
- TES is used to finalize equivalencies that you make or a faculty approves.
 - Select “Create Equivalency/Close” and set catalog dates.
- Make sure to review existing equivalencies in TES for accuracy.

Example TES Course Equivalency Errors



TES shows CHLD 105 as equivalent to CHDV C102, but this is not correct; it's more similar to CHDV C100. This is because the course equivalency was determined when CHLD 105 was a curriculum course in 2012. The course changed significantly but MiraCosta used the same course number.

MIRACOSTA COLLEGE OCEANSIDE, CA
MIRACOSTA COLLEGE 2021-2022



CHLD 105 INTRODUCTION TO TEACHING YOUNG CHILDREN

This course introduces working with young children in early care and education programs. It examines the theories and principles of developmentally appropriate practice in early learning environments and emphasizes positive relationships, constructive adult-child interactions, program planning, and effective teaching strategies. Topics include the historical roots of early childhood programs, contemporary curriculum models, and the evolution of professional practices promoting advocacy, ethics, professional identity, and an understanding of career pathways. Course Identification Numbering System: ECE-120. Acceptable for Credit: CSU.

Units: 3
Lecture hours: 3
Prerequisite: None
Offered: Typically: Fall, Spring, and Summer
Department: CHILD DEVELOPMENT 
Source catalog: MiraCosta College 2021-2022
Course history: [View Detail](#) 

EQUIVALENCY HISTORY

TRANSFER COURSE(S)	EQUIVALENT COURSE(S)	BEGIN	END
 CHLD 105	CHDV C102		

EVALUATION HISTORY

TRANSFER COURSE(S)	EQUIVALENT COURSE(S)	CREATED DATE
 CHLD 105	CHDV C102	3/1/2012 12:39:58 PM

 EQ Search

Be sure to read course descriptions; do not rely on TES equivalencies.

Transcript Evaluation for CHDV

- Use ASSIST when evaluating CHDV for IGETC and CSU.
- Curriculum Alignment Project (CAP) – specific to Child Development and Early Childhood Education major and certificate courses
 - [CAP-aligned Courses](#) – aligns the eight courses required for the ADT and Teacher certificate.
 - [CAP Expansion Course List](#) – this can be helpful when evaluating for Site Supervisor and Master Teacher certificates.
 - For use on major or certificate, pay attention to CAP aligned approval dates.
- UC Extension Courses – be careful with application of these courses. They may have the same course description, but so far we have been unable to use these courses.

External Exams and Applying Credit

- Students may earn credit for AP exams and credit can be used to meet IGETC, CSU GE, local GE, and/or major requirements. A specific list of exams and course equivalencies is listed in the [college catalog](#).
 - [CSU AP List](#)
 - IGETC AP List – refer to most recent IGETC Standards
- AP credit generally is awarded as defined in our catalog. If an exam and course equivalency is not listed in the catalog, then we may not be able to apply the credit. If you see an exam not included and want to find out if credit can be applied, see Director or CIC Counseling Rep.
- CLEP – be used for associate degree GE requirement. Subject area exams may be used for associate degree requirements. CLEP cannot be used on IGETC. The CSU policy for CLEP can be found at <https://calstate.policystat.com/policy/7800250/latest/>.

Evaluating University Transcripts

- Each institution determines their own graduation requirements. A course that satisfies a GE requirement at a university or other community college does not automatically meet a Cerro Coso GE requirement.
 - Example: IGE 1100 at Cal Poly Pomona (CPP) does not meet ENGL C101 standards, even though it meets Area A2 for CPP
- If a course is articulated for major prep, don't assume that it will satisfy a GE area
 - Example: CSU Channel Islands articulates Biostatistics with MATH C121 for major prep. While this means that Biostatistics would count towards the major, it does not automatically mean that it will fulfill the math general education requirement.
 - To determine if you can use this class, evaluate the course description, prerequisites, find out if it meets the math requirement at the university, and refer to IGETC Standards
- Multiple factors should be used when determining if a course can be applied. Again, use decision-making diagram.

Evaluating Upper-division Coursework

- On occasion, upper-division coursework can be applied to any of the three general education patterns. Refer to IGETC Standards:
 - UC or CSU campus has classified a course or series as upper-division but has requested to allow lower-division transfer credit because an equivalent course is taught at a community college or because the preparation of the subject is desired prior to transfer from the 2-year institution to the 4-year institution. Current examples may include economics, organic chemistry, and abnormal psychology.
 - Non-CCC course is determined comparable to one taught and approved for IGETC at a CCC, it may be applied to IGETC regardless of its upper-division status.
 - CSU uses an upper-division course in its “lower-division” General Education Breadth Pattern. In all cases, these courses should have sufficient breadth to meet the intent of IGETC.
- CSU students are required to complete 39 semester units of lower-division general education requirements to graduate. If students apply upper-division units to the lower-division requirements for IGETC certification for CSU, they may need to complete additional lower-division units to reach the required 39 lower-division units needed to graduate. Students should be advised of the potential ramifications of using this option.

Application of Upper-division Courses

- Determine through evaluation process that the upper-division course can be used as equivalent or to substitute the lower-division requirement.
- If the course does not meet conditions outlined in IGETC Standards or other resources, a subject area faculty member can evaluate the course to determine equivalency.
- When an upper-division course has been determined to be comparable to a lower-division course, we can use it to satisfy the area and also apply unit credit.
- If using the course and applying credit, you will factor ONLY that course into the total units and GPA. Unlike lower-division course work, you DO NOT need to calculate units and grades for all upper-division course work from the transcript. Since we do not generally accept upper division units like we do lower-division, we would only use the substituted course(s).

Evaluation of Advanced Degrees

- A student who has already earned a BA does not automatically meet GE or major requirements for Cerro Coso regardless of the university attended or GE pattern the student chooses to use.
- If a student has a BA degree, this satisfies Area 5: Information Competency on the local GE pattern.
- A course-by-course transcript evaluation will need to be completed.
- More flexibility in course applicability may be granted by the Director of Counseling and/or VP of Student Services if the student is following the local GE pattern.
- If the student intends to go to a UC or CSU, a direct path to those campuses is often recommended if they hold an advanced degree.
 - Many campuses will not award a second bachelor's degree. Student should research the specific campus and determine if a graduate degree is optimal.

Evaluating Out-of-state Transcripts

- English:
 - Often, out-of-state English does not meet the CA minimum proficiency standard. There are occasions where we can apply an out-of-state English class, but each course must be given careful consideration. Refer to IGETC Standards.
 - If a student took the first part of a two-part composition sequence, most of the time it will not be equivalent to ENGL C101. If the student took both parts of a two-part composition sequence, caution must still be used.
 - Look for word count. Ensure the minimum word count meets IGETC Standards.
 - Ensure that course description closely meets IGETC Standards.
 - If there is no word count and/or if the course description is minimal, it is the student's responsibility to provide a COR or syllabus. Otherwise, we cannot apply the course.
 - It is very rare that an out-of-state school will meet the critical thinking requirement (ENGL C102).

Evaluation of Out-of-state Transcripts

- Math

- Out-of-state schools often use the term “College Algebra” for our Intermediate Algebra so it is important to review course description carefully
- For CSU Cert or IGETC, ensure course has a prerequisite of Intermediate Algebra or equivalent
- To determine if you can apply the course, look at the following:
 - Prerequisite for the course you are reviewing
 - Math sequence – determine where course falls in relation to other math courses
 - Course description
 - Unit count
 - Use decision-making diagram and refer to IGETC Standards
- For each course, refer to course descriptions, unit counts, course outlines, prerequisites, units, and IGETC Area Standards

International Coursework

- International coursework cannot be used on IGETC and CSU Cert.
 - Exceptions:
 - International coursework may be applied to IGETC or CSU Cert if the international institution has US regional accreditation.
 - IGETC Area 6 – LOTE (if taught in language other than English)
- A student who wants to transfer to a UC or CSU and has substantial international coursework that is non-regionally accredited may be better served by going directly to the UC or CSU campus.
- For UC, student should talk to specific campus to determine if courses can be used for major prep.
- International coursework should mainly be evaluated for use on the local GE pattern and local majors; not ADTs, IGETC, or CSU Cert. The only exception would be if the institution has US regional accreditation.

International Coursework

- Any international transcripts must obtain a complete evaluation from one of the agencies approved by the State of California for foreign transcript evaluation.
- A detailed, course-by-course transcript evaluation is required any time international course work is used to meet any Cerro Coso requirement.
- Once the transcript has been officially evaluated by an approved agency, then the transcript is evaluated through a course-by-course evaluation:
 - Language of instruction (LOI) – if the LOI was not English, then we cannot use any of their English courses as ENGL C101. If LOI was English, then evaluate English courses as you would an out-of-state English course.
 - Review course descriptions - look online for descriptions, ask student to provide, use Google translate
- Units should be applied based on unit value determined on transcript evaluation.
- Classes may be divided into lower- and upper-division which may determine how you can apply them.
- Ultimately, you will need to evaluate course-by-course using the decision-making diagram. Reminder – this is primarily for local degrees.

Military Coursework

- Joint Services Transcript (JST):
 - View this first to see what subject areas credit may be applied.
 - Two units of physical education will be awarded for the equivalent of basic training for military personnel (active duty or veterans) who have received a discharge other than dishonorable.
 - If a student does not have a JST, here is how to get one:
<https://jst.doded.mil/jst>
- [American Council on Education \(ACE\) Guide to Evaluation](#)
- [TES](#) – has military job descriptions like other college courses.

Military Coursework

- Guidance for Assigning Academic Credit for the Defense Language Proficiency Test (DLPT) Passing Scores
 - For military fluent in language other than English. Can attend a Defense Foreign Language Institute; should be noted on JST.
 - <https://calstate.policystat.com/policy/7800250/latest/>
- Follow any Credit for Prior Learning policies that Cerro Coso has in place or develops for military training based on departmental approval.

See Military Transcript Evaluation Training for more detailed guidance.
Posted on department Canvas page.

Quarter Unit Conversions

- To convert quarter units to semester, divide quarter units by 1.5
- To convert semester units to quarter, multiply by 1.5
- Combining Quarter and Semester Units (refer to IGETC Standards)
 - Units shall be converted to all quarter or all semester units within an IGETC or CSU Cert area in the way that benefits the student the most
- Student must still have a total of 60 semester units or 90 quarter units

See example next slide

Example of Quarter Unit Conversion

CSU Area A: 3 courses, 9 semester units or 12 quarter units required

- Student took ENGL C101 and C102 equivalents at another college; each were worth 4 quarter units.
- If the student were to take SPCH C101 at Cerro Coso and we converted all to semester units, the student would be short ($2.6+2.6+3=8.2$ semester units, which is short of the nine semester units required in Area A).
- If the student were to take SPCH C101 at Cerro Coso and this course were converted to quarter units, the student would have enough units in the area ($4+4+4.5=12.5$ quarter units in Area A).
- Therefore, use quarter units in Area A as it benefits the student the most.

Calculating Unit Totals & GPA

- Cerro Coso Local GE Pattern: include all courses numbered C050 and higher in application of unit value and when calculating GPA.
 - Do not include the following CC courses:
 - Course numbers ending in S
 - Courses C001-C049
 - Courses C800-C899
- CSU Cert and IGETC:
 - ADT: Only include transfer-level courses (C100-C299) in the unit value and GPA.
 - Local degree/non-ADT: Include all courses numbered C050 and higher in the unit value and GPA. If a student falls short of transfer units, communicate this to the student.
 - If using upper-division courses, see Slide 30 for applying unit credit and GPA.

Transcript Evaluation Reminders

- All classes get factored into GPA (except for unused upper-division courses) even if only one class is used from the transcript. If no classes are used, do not factor any into the GPA.
- For the Cerro Coso local GE pattern and IGETC, you cannot use a C- for math or English.
- A C- in the Golden 4 can only be used on CSU Cert.
- Working with old transcripts or closed institutions:
 - Contact school (admissions office, registrar, or similar) and request catalog or specific course descriptions if they are not listed online
 - Request student to assist you in obtaining course syllabus
 - Many closed institutions will list a contact phone number
 - Remember to first check accreditation for the time period when the student attended and use TES
- Transfer Classes – if you view classes that were transferred into an institution, you must evaluate the original transcripts in order to apply any coursework.

Transcript Evaluation Reminders

- Refer to IGETC Standards for the following guidelines:
 - Specific subject-area guidelines
 - Courses not appropriate for IGETC
 - Minimum unit value
 - Credit/No Credit & Pass/No Pass
- Elective Units:
 - Courses that do not meet specific GE or major requirement can be used as electives as long as they are degree-applicable (local degrees) or transfer-level (ADTs).
- Sequential Courses:
 - Sequential courses must be taken in order. UC and CSU may not award credit for the lower-level course if they are taken out of sequence. Subjects include Chemistry, English as a Second Language, LOTE, and Math.
- Double Counting:
 - Courses may be used only once to satisfy one GE area, even if they are listed in the course agreement under more than one subject area. (Exception is Local GE Area 6)
 - Courses may be used to satisfy both GE and major requirements.

Transcript Evaluation Reminders

- Repeat Grades
 - If a student took the same course at multiple colleges, the student only gets credit for one attempt. All attempts get factored into the GPA if you are using all transcripts.
 - A student does not get units awarded for completing the same course multiple times: they get units for one attempt.
- Lab Courses
 - You must verify that the lab courses have enough units (quarter or semester) to meet the GE area.
 - If you cannot apply the lab due to unit value, you may still be able to use the lecture portion of the course.
- Liberal Arts Degrees
 - Many colleges offer courses that we don't that may be applied on our Liberal Arts degrees. What is important is that a course falls under one of the emphases.
 - Social Psychology could count for Social/Behavioral Science
 - Biochemistry could count for Math/Science
 - Photography could count for Arts/Humanities

