

Appendix G: Criterion for Articulation of Courses to UC

Guidelines for Articulation of Courses to UC

Special Regulations for Courses in Specific Subject Areas

UC Transferable Course Agreement

The following guidelines pertain to courses in subject areas that have special regulations to be articulated for transfer credit to the University of California. These guidelines should be used in conjunction with the general information already provided regarding the awarding of transfer credit (i.e., transferable courses should be comparable in terms of their purpose, scope and depth, to lower-division courses in the UC system).

Administration of Criminal Justice

Courses should be comparable to those offered by the University at the lower-division level. The content of these courses should not specifically deal with the applied, functional aspects of law enforcement. Only one introductory course to the profession is allowed for transfer credit. Credit for Variable Topics is not usually allowed due to credit limitations in this area.

Agriculture

The primary focus of the course must be theoretical, although the course may contain some elements of an applied nature. May be found in UC Colleges of Agricultural and Environmental Sciences or Natural and Agricultural Sciences or UC Departments such as Botany, Environmental Science or Plant Science.

American Sign Language

Appropriate courses must be in American Sign Language, not Signed English, and cover the deaf culture as well as the phonology, vocabulary, and grammar of American Sign Language. Courses which cover signed Exact English are not acceptable.

Architecture

Courses should be comparable to those offered by the University at the lower-division level. As such, courses in this subject should emphasize architectural design and theory, rather than applied aspects such as drafting or building/construction technology. Variable Topics courses usually are not granted credit in this area due to credit limitations. May be found in UC departments such as Architecture and Civil Engineering

Art

Transferable courses in this area should stress aesthetic intent and content over technique. Courses in the Arts may include performance or studio components; however, courses that are primarily performance or studio art courses are not appropriate for transfer. In addition to knowledge and appreciation, courses should stress principles and concepts that unify knowledge as well as the methods of investigation that characterize specific disciplines. Courses on the history of photography are acceptable.

Metal casting, bronzing or color photography, commercial or professional art courses (Advertising, Commercial Photography, interior Design, etc.) are not appropriate, nor are craft courses (Calligraphy, Jewelry Making, Weaving, etc.).

Biological (Life) Sciences

Courses must focus on teaching the basic concepts of the Biological Sciences discipline. Courses in this area should teach fundamental concepts and principles, how these were derived and how they are applied. Although specific prerequisites are not required for introductory courses, these courses are expected to be at the baccalaureate level in content and scope. While courses generally are expected to have a laboratory or field component where appropriate, lab or field work are not required for elective credit. It is not appropriate for courses in this area to be primarily professional or technical (i.e., designed for Allied Health majors). Human Nutrition, Horticulture, Forestry, Health, and Man and His Environment courses are not acceptable due to their narrow focus.

Business

Credit is granted for up to two courses in Principles of Accounting and one course in Business Law. Transfer credit will be allowed for an introductory business course, provided it focuses on the role of business as it relates to the greater society and includes topics on ethics, labor, finance marketing, etc. Credit for Variable Topics is not usually allowed due to credit limitations in this area. Calculus and some computer systems courses offered through a business department may be transferable, if the majority of the content is math or computer-oriented and not business-oriented. For all upper division level see UC catalogs for comparability.

Chemistry

Courses in this subject should cover the basic principles of chemistry. Courses designated as applied, remedial/review or designed for allied health programs/certificates are not considered appropriate. UC allows one course prior to the course for the major or non-major, not to exceed one introductory or survey course. For second (or subsequent) terms of two one-year courses, one for the non-major and one for the major, credit only for the course for the major. No credit for an introductory or non-major course following the course for the major.

College Success

Courses should cover topics such as critical thinking, perceptions of the value of a college degree, university history/policies, student culture, communication, health and wellness, sex, diversity, life planning, campus resources and student responsibility for education. Primary focus should not be career development and course should focus on the theories of succeeding in college. Campus catalog should be a required text for this course.

Computer Science

Transferable courses in this area should cover topics such as introductory theory of the computer; its organization and logic; or development of a high-level programming language. Courses that provide technical training, or are primarily business-oriented, are not considered appropriate for transfer. Courses such as software development, computer graphics, data processing and desktop publishing are not appropriate for transfer. Credit for one course in computer literacy may be granted. Because of the wide variety of offerings in the field, examine course descriptions carefully and compare them to courses offered at UC departments such as Computer Science, Electrical and Computer Engineering, Engineering, Information and Computer Science, Mathematics and Statistics.

Criminology/Law and Society

The content of these courses should focus on criminal theory and not specifically with the functional aspects of law enforcement or administration of justice. May be found in UC departments of Criminology, Law and Society, Legal Studies and Sociology.

Dance

Theory, history, choreography, notation or performance courses offered in any department are acceptable.

Education

Courses should focus on education within the context of its history, politics, culture, and effect on the individual and society.

Engineering

Courses in this area must have a strong theory component, but may include some application. However, courses primarily skills-oriented (e.g., manufacturing technology, practical mapping, engineering shop) are not considered appropriate for transfer. Surveying courses must have a prerequisite of at least Intermediate Algebra. Most other engineering courses must have a prerequisite of at least Introduction to Calculus to be articulated. These include Circuits, Statics and Properties of Materials. One course in Introduction to Engineering CAD is also acceptable.

English

Courses in English composition must have a prerequisite of a course or examination comparable to Subject A. Although such a prerequisite is not currently required for literature courses, the expectation is that they too will be of a college level. Courses should require extensive practice in writing papers, and require a substantial amount of reading of significant literature. See also "Writing". Remedial work in English is defined as work primarily focused on topics in spelling, punctuation, and usage, and in the basic structures of sentences, paragraphs, and short essays. Children's Literature courses are acceptable as a genre but not as a teaching/selection guide for teachers/parents.

English As A Second Language

UC Academic Senate regulations allow a maximum of 12 quarter/8 semester units of transfer credit for courses that emphasize writing. Only the highest levels of ESL, which prepared students for English 1A, may be approved for UC transferability. In order to approve ESL course work, paragraph development and progression to the essay writing is needed. Courses that focus exclusively on listening, reading, or speaking skills are not appropriate for UC credit. UC cannot allow credit for independent studies courses in the ESL area.

English/ Writing

These courses are also called: "Writing", "Creative Writing", "Script Writing", "Newswriting." All writing courses in which writing is the primary focus must have a minimum prerequisite of English 1A or eligibility for English 1A. One course in Journalism is allowed for transfer credit. Courses may include topics such as fundamentals, history, media studies. Commercially oriented writing courses (e.g., magazine writing, how to publish/sell a novel) are not appropriate for UC transferability.

Health Education/First Aid

Courses may include topics in community, general, personal or public health. Watch for duplication. May be found in UC departments such as Physical Education, School of Public Health, Social and Administrative Health Science, Sociology, etc. Credit may be granted for one course in Health Education and one course in First Aid

Independent Study

Independent Study courses will usually be undertaken after completion of basic courses in the subject area. It is a means of meeting special curricular needs and not a replacement for standard courses. Courses should be in areas for which credit is granted in transfer to the University and which have appropriate and sufficient readings, papers and or tests. Granting of partial credit is acceptable based on course content. This area includes courses in Directed Study, Experiential Learning, Field Studies, Independent Study, Individual Projects, Internship, Special Studies, Special Topics, Tutorial, etc. A course syllabus must be submitted by the student for campus consideration.

Languages other than English

Courses beyond the area 6A proficiency level should provide instruction in the oral and written language, as well as the history and cultural traditions of the foreign country studied. Courses primarily conversational must have as prerequisite a course equivalent to the third year of high school study in the language. Also, the content of conversation courses should not be primarily business or travel-oriented. Languages other than English for Native Speakers such as Heritage Spanish are appropriate for transfer.

Specialized/Military Language Schools should be held to the same standards as above.

Academic Senate Regulation 480:

"A student whose native language is not English and who has completed at least nine years of education conducted in that native language may receive credit for language courses in it only if the courses are advanced courses at the upper division level. College credit for literature in the native language is allowed only for courses taken in native institutions of college grade, or for upper division and graduate courses actually taken at the University of California or at another English-speaking institution of approved standing."

Mathematics

Mathematics courses (including statistics) must have a prerequisite course equivalent to Intermediate Algebra. These courses will employ topics of advanced algebra as found in courses such as college algebra, pre-calculus, calculus, linear algebra, discrete mathematics, analytic geometry or Elementary Functions. A student may receive credit for at most four semester/six quarter units of any combination of college algebra or pre-calculus courses. Remedial work in mathematics is defined as work in topics from arithmetic, beginning and intermediate algebra, plane geometry, and trigonometry. A pre-calculus course, with intermediate algebra as a prerequisite, containing topics from advanced algebra, elementary functions (logarithmic, exponential, and trigonometric), and analytic geometry, is not considered remedial. Credit for Trigonometry is not allowed if taught as a separate course. One course in Elementary Math for Teachers may be considered for credit.

Military Science (offered at Military Academy/ROTC Program)

Courses should be in the areas of academic disciplines, literature, history, sociology, psychology, ethics, engineering of the military services. Some courses of a practical nature may be acceptable. (See UCSB Land Navigation and orienteering, Basic Mountaineering, Basic Leadership, Basic and Advanced Military Physical Conditioning; See UCLA Principles of Land Navigation Applicable in Maneuver.)

Military credit is not granted upon admission. Credit may be granted on departmental or UC school or college recommendation after enrollment. If the student requests a review of this course work, advise the student to submit supplemental information upon which to make a decision (same as Independent Study). Specialized language school-see Foreign Language.

Mineralogy

Courses in this subject require a prerequisite of either physical geology or chemistry.

Music

Theory and performance courses are granted transfer credit. However, courses that focus primarily on the commercial aspect of music are not considered appropriate for transfer. Electronic music courses should have prerequisites of music theory and history. UC no longer limits credit for appropriate music courses a student may transfer.

Physical Education

Courses may fall into three categories: 1) Activities, 2) Theory, and 3) Academic/Scholarly. Credit for Activity courses is limited to 4 semester/6 quarter units; for Theory to 8 semester units/12 quarter units. Courses primarily vocational such as Aerobic Instructor Training or Fire Academy Protection Preparation are not considered appropriate for transfer credit.

Physical Science

Courses in this area should teach fundamental concepts and principles – how these were derived, and how they are applied. Although a specific prerequisite is not required for introductory courses, these courses are expected to be at the baccalaureate level in content and scope. It is not appropriate for courses in this area to be primarily professional or technical in nature (i.e., designed for Allied Health majors). While courses generally have a laboratory or field component, lab or fieldwork is not required for elective credit. It is expected the student will take these courses before other transferable courses in astronomy, physics, chemistry, etc. Courses that do not focus on the core concepts of the Physical Sciences discipline, such as Energy and the Way We Live, or Physics of Music are not acceptable.

Physics

Courses in this area should teach fundamental concepts and principles – how these were derived, and how they are applied. Physics for Physicists and Engineers must have a prerequisite of Calculus, Physics for Biologists must have a prerequisite of Trigonometry, and Physics for Liberal Arts Students must have a prerequisite of Intermediate Algebra. UC allows one introductory or survey course. No credit for an introductory course following any course for the major or non-major. Course or courses for majors and non-majors combined: Deduct credit for duplication of major topics.

Psychology

All courses must be academic in content (research, theory, analysis) and not a simple transfer of process. The course should include the theory and application of information. Courses in which the student is a recipient of therapy or instruction aimed at personal improvement or information about the health aspects of psychology or learns a trade skill do not transfer.

Religion

Acceptable courses in this area should focus on religion in an objective and scholarly manner. Courses that may be considered for transfer approach religion from a historical and literary point of view - comparative and cultural. Courses not appropriate approach religion from a dogmatic, applied point of view, meant to indoctrinate.

Social Sciences

Transferable courses should provide students with an understanding of the development and basic features of major societies and cultures. Courses may include an examination of the historic and contemporary ideas that have shaped our world, an examination of the nature and principles of individual and group behaviors, or a study of social science methodologies. Courses that are primarily for personal enrichment are not appropriate for transfer.

Statistics

May be found in the social sciences, mathematics, economics, sociology, psychology, and science departments. Must have a prerequisite of Intermediate Algebra or its equivalent.

Theater Arts

Theory courses, as well as performance and production courses, are transferable. Appropriate courses may include directing, film making, history, performance, production (i.e. stagecraft), theory and scriptwriting. Practical courses in Broadcasting (i.e., radio or TV) or other commercially oriented courses are not appropriate for transfer.

Distance Education/Telecourses

Title 5, Section 55376 requires that:

- (a) Each distance education/telecourse shall include the use of appropriate texts, supplemental assigned readings, and/or enrichment materials and activities including examples of reading and writing assignments as required by section 55002(a) and (b).
- (b) Each distance education/telecourse shall include regular personal contact between instructor and students through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone, correspondence or other in-person activities. Personal contact may be supplemented by telephone contact and correspondence.

Additional information about the revised Title 5 regulations for distance education courses can be found online at http://www.academicssenate.cc.ca.us/Publications/Papers/Distance_learning.html.

General Requirements

Outlines should be current (not more than five years old). Only one of the cross-listed courses needs to be submitted for review. Decision recorded for the submitted course will carry over to the cross-listed courses in the ASSIST maintenance database.

- All lab courses must have a prerequisite/corequisite of a corresponding lecture course.
- Advisory prerequisite/corequisite courses cannot be considered.
- Field courses must have a prerequisite/corequisite of an introductory course in the related discipline.
- All new and revised course submissions must be formally approved by the CCC curriculum committee. "Draft" outlines cannot be accepted.
- If a course has both a “regular” and an "honors" version, information must be forwarded covering both versions of the course.
- If a course has undergone several successive changes, only the most recent outline needs to be submitted.

Textbook requirements

Main text for the proposed course must be dated within 5 years for most course submissions. If there is a specific reason why it is not dated within 5 years there should be a note of explanation.

In some courses such as current history or courses where there has been significant change in recent history there must be up to date materials present.

- **All textbooks should be beyond the 12th grade reading level and at the appropriate college level.**
- **Textbooks and supplemental material should relate directly to the content of the course outline.**
- **Science courses that include a lab component must include a lab manual.**
- **Composition courses need to include a stylebook.**
- **Literature courses must include a representative reading list.**

Credit Limitations

PE Activity courses combined are granted up to 4 units of credit and Theory courses in the area of PE are granted up to 8 units.

Students are allowed up to a maximum of 8 units of ESL/ELD courses.

Students may take one series in Physics; duplication of topics will result in deduction of credit.

Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded to the first course completed with a grade of C or better.

Credit will not be awarded for any introductory Physical Science course if taken after a college level course.

Variable Topics Courses

These courses are also called “Independent Studies”, “Special Studies”, “Special Topics”, “Internships”, etc. Credit for variable topics courses is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. UC does not grant credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of credit restrictions in these areas.

Each UC campus will determine credit for these courses based on information provided by the student after they have been admitted at UC. Credit should be initiated by the student after transfer, and is granted only if a UC evaluator determines that the content of the course is appropriate for transfer at the individual UC campus.