

Guidelines for Course Substitutions for Courses within an Associates Degree for Transfer

The criteria used by faculty to determine when a student may receive credit for a course substitution in an Associate's Degree for Transfer (ADT) varies from college to college. The inconsistency creates a patchwork of inconsistent decisions that impact students' ability to complete their programs and transfer and undermines the goal of the ADTs. The Academic Senate for California Community Colleges (ASCCC) C-ID Articulation Officer Subgroup has developed guidelines, based on past ASCCC documents and legislative directives, to help articulation officers and faculty make those substitutions. In addition, the subgroup has created scenarios to illustrate those guidelines in action. The scenarios are listed below and grouped thematically under each guideline (Note: some scenarios fall under multiple guidelines):

Guidelines and Scenarios

The following scenarios, collected together under the relevant guideline, provide guidance for application of the guidelines for determining course substitutions with the associate degree for transfer.

Guideline One: Accept courses included in another community college's approved ADT

[Scenario: Courses From Another CCC Campus Where There Is No C-ID Course Descriptor and Are Part of that College's ADT](#)

Guideline Two: Accept courses from another community college's ADT if the colleges share the same C-ID number and/or listed in the Transfer Model Curriculum (TMC).

[Scenario: Courses from Another CCC Campus That "Are" C-ID Approved and "Are" Part of the Other CCC Campus' ADT](#)

[Scenario: Courses from Another CCC Campus That "Are" C-ID Approved, "Are Not" Part of the Other CCC Campus' ADT, But "Are" on the TMC](#)

Guideline Three: Accept courses to satisfy your ADT requirements even if they are not listed in another community college's ADT if the course fits the intent of the TMC, **the discipline faculty should make the decision regarding substitutions.**

[Scenario: Courses Without C-ID Descriptor in the TMC](#)

[Scenario: Courses from Another CCC Campus Where There Is No C-ID Course Descriptor and Are Not Part of that College's ADT](#)

[Scenario: Courses With C- Grade](#)

Guideline Four: Substitute/accept courses that are part of **another** college's ADT where deemed reasonable.

[Scenario: Courses From Another CCC Campus Where There Is No C-ID Course Descriptor and "Are" Part of That College's ADT](#)

Guideline Five: Honor C-ID articulation between California community colleges.

[Scenario: Courses From Another CCC Campus That "Are" C-ID Approved and "Are Not" Part of the Other CCC Campus' ADT](#)

[Scenario: Courses from a Local College That "Are" C-ID Approved and "Are Not" Included on the ADT](#)

[Scenario: Courses From Another CCC Campus That "Are Not" C-ID Approved and "Are Not" on the Other College's ADT, But Where There Is a C-ID Course Descriptor](#)

[Scenario: Course from Quarter Unit Institution with a 4-quarter Unit Value Approved C-ID Descriptor](#)

[Scenario: Courses From Quarter Unit Institutions That Require Two Courses To Be Completed in Order To Obtain Approval for One C-ID Descriptor](#)

Guideline Six: Where C-ID descriptors are not in place and/or where the substitution does not involve deeming two courses comparable, the discipline faculty should make the decision regarding substitutions.

[Scenario: Courses Taken before C-ID Approval](#)

[Scenario: Courses from Another CCC Campus Where There “Is No” C-ID Course Descriptor and “Are Not” Part of that College’s ADT](#)

[Scenario: Applying Courses from Non-CCC Campuses When a C-ID Descriptor Is Used To Include Courses on a TMC](#)

[Scenario: Courses from Non-CCC Campuses Where There “Is Not” A C-ID Description](#)

[Scenario: Use of Existing Articulation Prior to the C-ID Process Being in Place](#)

[Scenario: Using Existing CCC-CSU Articulation toward the Application of ADT Requirements that Simply List that a Course Should Be Articulated For a Similar Major](#)

Guideline Seven: Ensure substitutions are consistent within the TMC parameters (some TMCs allow more flexibility in course substitutions than others).

[Scenario: Courses Without C-ID Descriptor in the TMC](#)

[Scenario: Applying Courses from Non-CCC Campuses When a C-ID Descriptor “Is Used” To Include Courses on a TMC](#)

[Scenario: Courses from Non-CCC Campuses Where There “Is Not” A C-ID Description](#)

Guideline Eight: Allow substitutions based on external examinations for credit (e.g. AP, IB, CLEP) and apply those substitutions toward GE requirements and major requirements using statewide documents and local policies for such determinations (e.g., CCC GE AP Policy, CSU memo ASA-2017-13 and IGETC Standards)

[Scenario: Courses That Are Given Subject Credit Via an External Examination Score Such As Advanced Placement \(AP\), College Level Examination Program \(CLEP\) Or International Baccalaureate \(IB\)](#)

Guideline Nine: Utilize existing local credit by exam policies

[Scenario: Courses That Are Given Subject Credit Via an Internal Credit-by-Examination Procedure](#)

If the above options are not applicable, employ local policies and practices for course substitutions.