

Associate Degree for Transfer (ADT) Reciprocity Guidelines

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 SMC 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 “C” or higher.
- Complete either the CSUGE or IGETC general education pattern. Note that effective Fall 2017 the Golden Four must be completed with a “C-” or higher.
 - CSU IGETC is not mandated, so students can be IGETC certified without completion of Area 1C, Oral Communication, but students should be advised that Oral Communication is a CSU admission requirement.
 - 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. Since we don’t offer these ADTs counselors will most likely not see students seeking these degrees.
- 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.

Students cannot be required to complete any additional local requirements—Global Citizenship at SMC.

Reciprocity Guidelines

As the ADTs are statewide degrees, it is imperative the statewide TMC templates be referenced when evaluating coursework. They can be found at www.C-ID.net

Courses do not have to be on the SMC ADT degrees to be substituted; as long as they are on the statewide TMC template, they will be approved.

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

1. **CCC:** The proposed course has the same C-ID designation as the comparable courses on the LACCD college's ADT.
2. **CCC:** 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 SMC includes this course on its ADT. Information regarding C-ID courses is available at both the [ASSIST](#) and [C-ID](#) websites.
3. **CCC:** The proposed course appears to be comparable to the course listed on either the statewide TMC template or the SMC 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.
4. **Non-CCC US regionally accredited:** 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](#).
5. **Non-CCC US regionally accredited:** Upper-division courses may be applied to the ADT major and general education requirements based on review of course descriptions.

External Exams

The use of Advanced Placement and international Baccalaureate external exams is permitted for ADT major requirements. The applicability of external exams to the CSUGE Plan and the IGETC are in the CSU Coded Memo and in the IGETC Standards. For external exam applicability to the ADT 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](#) and [UC](#) credit for external exams.

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 are permitted
- 3 semester units; 4 quarter unit courses are permitted
- 4 semester units; 4-5 quarter units are permitted
- 5 semester units; 4-5 quarter units are permitted

Combining Semester and Quarter Units

Modeled after the IGETC Standards policy, 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 SMC courses are 5 units, the courses on the TMC are 3 units; Calculus, the SMC courses are 5 units, 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 SMC. For example, the Business Administration ADT at SMC requires 28 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 SMC degree, as long as the student has met the minimum major units required by the TMC, they have satisfied this requirement.

Foreign Coursework

Only coursework from US regionally accredited institutions may be applied to the CSUGE plan and IGETC, per CSU Executive Order 1100 and the IGETC Standards.

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While there is nothing prohibiting the use of foreign coursework for ADT major requirements, doing so could put our students at risk of having to repeat the course(s) after transfer as the CSU campuses conduct their own evaluation of foreign coursework. Therefore, we will not use foreign non US regionally accredited work on the ADTs.

International Coursework

International coursework may only be applied to the CSUGE Plan and IGETC if the institution 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 SMC, the counseling faculty initially evaluates the coursework during a student's appointment. SMC 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. If a counselor is unsure if a course will fulfill an ADT major requirement, submit a course substitution petition to the Articulation Officer. The Articulation Officer consults with discipline faculty when necessary. The completed petition is sent to Admissions after the counselor enters the decision into degree audit. Counselors should email a copy of degree audit to the student.

Resources

Transfer Model Curriculum (TMC) templates

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

Approved C-ID courses

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

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

<http://ccctransfer.org/ccs/ccs-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>