

# **Baccalaureate Degree Pilot Program Handbook**

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## INTRODUCTION

This Baccalaureate Degree Pilot Program Handbook assists California Community College administrators, faculty and staff in the development of baccalaureate degree pilot programs consistent with applicable legal requirements and best practices.

### **Background**

On September 28, 2014, California Governor Jerry Brown signed Senate Bill 850 (Block) authorizing the Board of Governors of the California Community Colleges, in consultation with the representatives of the California State University and University of California, to establish a statewide baccalaureate degree pilot program at no more than 15 California Community Colleges.

In November of 2014, the Chancellor's Office Academic Affairs Division sought applications from colleges that were interested in participating in the baccalaureate degree pilot program. Several colleges applied, and by May of 2015 the Board of Governors of the California Community Colleges approved 15 colleges to participate in the pilot program.

The Academic Affairs Division, the Academic Senate and the approved pilot colleges went to work right away to implement the pilot program. Workgroups were formed, meetings were held and feedback was received in an effort to ensure that the first ever baccalaureate degree programs offered by the California Community College system were implemented successfully.

This Baccalaureate Degree Pilot Program Handbook is the result of the collaboration between the Chancellor's Office, the Academic Senate and the approved pilot colleges. This Baccalaureate Degree Pilot Program Handbook will provide guidance to the 15 pilot colleges for the implementation of their baccalaureate programs and will be reviewed annually throughout the lifetime of the baccalaureate degree pilot program and updated as needed to reflect applicable legal requirements and best practices.

### **Legal Authority**

Education Code section 78040 et seq. authorizes the Board of Governors of the California Community Colleges to establish baccalaureate degree pilot programs in up to 15 districts, with one baccalaureate program each, as determined by the Chancellor of the California Community Colleges and approved by the Board of Governors.

By law, the Chancellor is required to prepare and maintain a Baccalaureate Degree Pilot Program Handbook detailing the requirements for district baccalaureate degree pilot programs (California Code of Regulations, title 5, section 55009). This Baccalaureate Degree Pilot Program Handbook was created by the Chancellor's Office pursuant to title 5, section 55009(a) and is incorporated by reference into title 5. Consistent with section 55009(a), the provisions of this Baccalaureate Degree Pilot Program Handbook have the force of law, as if they were fully set forth in the text of title 5 itself.

## TITLE 5 COMPLIANCE/REGULATORY

### Limitation on Enrollment

Community colleges participating in the baccalaureate degree pilot programs, allowed under Senate Bill 850 (Block, 2014), may determine that the number of applicants to the program exceeds its capacity may admit students in accordance with any of the following procedures:

- (1) A multi-criteria screening process, as detailed in section two, below;
- (2) A random selection process; and
- (3) A blended combination of random selection and a multi-criteria screening process.

### Admission/Selection Criteria

Admission to a community college hosting the baccalaureate degree pilot program does not guarantee admission into the pilot program. Students who wish to declare a major in the baccalaureate degree pilot programs may need to meet minimum criteria in order to be admitted into the program. Admission into the pilot programs may be selective due to availability and limitations of practicum sites and/or limitations in the number of students who can be accommodated in the program. Students admitted into the baccalaureate degree pilot programs must be able to meet the technical standards of the specific program.

Community colleges participating in the baccalaureate degree pilot program may use a multi-criteria screening process to evaluate applicants. This process may include, but shall not necessarily be limited to, all of the following:

- Academic degrees or diplomas, or relevant certificates, held by an applicant.
- Grade-point average in relevant coursework.
- Any relevant work or volunteer experience.
- Life experiences or special circumstances of an applicant, including, but not necessarily limited to, the following experiences or circumstances: disabilities, low family income, first generation of family to attend college, need to work, disadvantaged social or educational environment, difficult personal and family situations or circumstances, refugee or veteran status.
- Proficiency or advanced level coursework in languages other than English.

### Application for Admission

The application process for admission into the baccalaureate degree pilot programs will require two separate applications. The first application will be to the community college, which is open access, and a second application will be to the baccalaureate degree pilot program offering the specific degree.

Admission to the baccalaureate degree pilot program may be selective due to availability, limitations, technical standards and prerequisites of the pilot program. The pilot program will define admissions criteria in accordance with the Baccalaureate Degree Pilot Program Handbook.

- **Professional Licensing and/or National Certification**

In cases where baccalaureate degree pilot programs are offering a bachelor completion degree for persons who have completed a degree or certificate program, upon which an exam and licensing or certification process follows, the baccalaureate degree pilot program may require the applicant submit documentation that shows they have graduated in good standing, passed the licensing and/or certification exams and are currently licensed without limitations or restrictions as a minimum threshold for admission.

- **Minimum Grade Point Average**

Community colleges participating in the baccalaureate degree pilot program may use a multi-criteria screening process to evaluate applicants that may include, but shall not necessarily be limited to, the following: cumulative college grade-point average and grade-point average in relevant coursework. The baccalaureate pilot program must use a minimum grade point average ranging from 2.0 to 2.5 which may be set at different levels for overall college grade point average and grade point average for relevant coursework to the major.

- **Lower Division General Education Certificate**

Community colleges participating in the baccalaureate degree pilot program may use a multi-criteria screening process to evaluate applicants that may include, but shall not necessarily be limited to, the following: completion of California State University (CSU) general education pattern or Intersegmental General Education Transfer Curriculum (IGETC) general education pattern, required support courses for the major and program prerequisites. The pilot programs may require certification of general education.

- **Additional Admission Criteria**

Additional admission criteria to the baccalaureate degree pilot program may include, but shall not necessarily be limited to, the following: letters of recommendation, documented work experience, completion of general education and prerequisites for the program, minimum grade point average in sciences, or the number of repetitions of prerequisite classes, and approved diagnostic assessment tools. Other criteria may be used but are not required. The baccalaureate pilot program may also have mandatory orientations and introduction courses.

## **BACCALAUREATE DEGREE CURRICULUM**

All baccalaureate degrees offered by a California community college must meet the minimum requirements outlined in this section. These requirements are designed to ensure the baccalaureate degrees are equivalent or superior to other baccalaureate degrees offered by other community colleges or universities throughout the United States. Each degree program must include the following:

- A combination of lower division and upper division coursework totaling a minimum of 120 semester or 180 quarter units that are applicable to a baccalaureate degree as defined within these guidelines.
- Completion of the California State University (CSU) General Education Breadth or Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- Completion of a minimum of 24 semester or 36 quarter units of upper division courses, including a minimum of 6 semester or 9 quarter units of upper division general education.
- An identified major that includes a minimum of 18 semester or 27 quarter units of lower division courses and 18 semester or 27 quarter units of upper division courses.

The following subsections outline the details of each of these requirements and provide instructions on submitting baccalaureate degree curriculum to the California Community Colleges Chancellor's Office. For areas not included in these guidelines, colleges are to refer to current adopted requirements listed in the California Code of Regulations (CCR) and the Program and Course Approval Handbook (PCAH) as applicable.

### ***LOWER DIVISION COURSEWORK***

#### **Degree Applicable Lower Division Courses**

Lower division courses are consistent with the requirements for associate degree applicable credit courses outlined in the California Code of Regulations (CCR) title 5, section 55062. These courses include the following:

- All lower division courses accepted toward a baccalaureate degree granted by the CSU or University of California (UC) or designed to be offered for transfer.
- Credit courses that apply to the major or area of emphasis in career technical fields that would typically be applicable to an associate degree.

Title 5, section 55062, permits colleges to designate nontransferable courses in mathematics (elementary and beginning algebra), reading, English and English as a Second Language (ESL) as applicable for an associate degree; however, these courses do not transfer to four-year universities and the units are not applicable to baccalaureate degree programs.

## **Lower Division General Education Requirements**

All students are expected to complete lower division general education as part of the lower division course requirements for a baccalaureate degree. Currently, the only allowable lower division general education patterns for baccalaureate degrees are CSU General Education Breadth or the Intersegmental General Education Transfer Curriculum. IGETC consists of two versions, one intended for students transferring to a CSU and one for students planning to transfer to a UC campus. Since the intent of community college baccalaureate degree pilot program is not to facilitate transfer, either of these options may be used. Colleges have the option to designate only one GE option as acceptable for their baccalaureate degree, but such a restriction is not required. Locally defined associate degree general education patterns that are consistent with the California Code of Regulations (CCR), title 5, section 55063, are not applicable for baccalaureate degree programs.

## **Lower Division Major Requirements**

As required for associate degrees in the California Code of Regulations (CCR), title 5, section 55063, colleges should identify a minimum of 18 semester or 27 quarter units of lower division coursework in the declared major for each baccalaureate degree. A declared major is defined as a single field of study or related fields, as listed in the community colleges' Taxonomy of Programs, or in an area of emphasis involving lower division coursework which prepares students for the identified field of baccalaureate study.

## ***UPPER DIVISION COURSEWORK***

### **Definition of Upper Division**

Upper division courses are defined as requiring lower division knowledge and applying that knowledge as demonstrated measures of critical thinking through writing, oral communication, or computation. Upper division coursework may also encompass research elements, workforce training, apprenticeships, internships, required practicum, or capstone projects. Upper division courses typically will have one or lower division or upper division prerequisites that have been established using content review of the entry skills necessary to be successful as outlined in the California Code of Regulations (CCR), title 5, section 55003. Courses that have been designated as upper division are only applicable to baccalaureate degrees and may not be used to satisfy associate degree requirements.

### **Upper Division Unit and General Education Requirements**

Each baccalaureate degree must require a minimum of 24 semester or 36 quarter units of upper division coursework including a minimum of six semester or nine quarter units of upper division general education courses. Upper division general education courses should come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication, or computation. These upper division general education courses may be developed in any discipline, but the courses should relate to the required coursework for baccalaureate students. Upper division general education courses are only intended for baccalaureate students and should not be open to students who are not enrolled in the baccalaureate program.

## **Upper Division Major Requirements**

Each baccalaureate program must identify a minimum of 18 semester or 27 quarter upper division units within the identified major for the baccalaureate degree. A major is defined as a single field of study from the Taxonomy of Programs (TOP). Colleges may determine that a lower division course meets the requirements for an identified upper division course requirement, but the minimum number of upper division units must still be completed.

## **Numbering of Courses**

No single numbering system is required for baccalaureate degree programs, but colleges must create a numbering system that clearly delineates lower and upper division courses and include the numbering system information in the college catalog. Two possible numbering systems are those used by the CSU and UC systems.

Colleges wishing to use a numbering system similar to the CSU campuses would number their courses as follows:

- 100 – 199: Freshman or First-year Courses
- 200 – 299: Sophomore or Second-year Courses
- 300 – 399: Junior or Third-year Courses
- 400 – 499: Senior or Fourth-year Courses

Colleges wishing to use a numbering system similar to the UC campuses would number their courses as follows:

- 1 – 99: Lower Division Courses (Freshman and Sophomore)
- 100 – 199: Upper Division Curriculum (Junior and Senior)

College catalogs must clearly indicate when courses are applicable to the associate degree but not applicable to baccalaureate degrees. Colleges may wish to develop a numbering system for these types of courses.

## **Taxonomy of Programs and Classification of Instructional Programs**

All baccalaureate degrees must have an identified code from the Classification of Instructional Programs (CIP). Those codes may be located at:

<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

All degrees offered by a California community college must also identify the appropriate code from the Taxonomy of Programs (TOP). The Taxonomy of Programs can be found at:

[http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6\\_2009\\_09corrected\\_12.5.13.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf).

To assist colleges with properly identifying a Taxonomy of Programs and Classification of Instruction Programs code for their baccalaureate degrees, the Chancellor's Office has created a crosswalk between the different types of codes. This crosswalk can be found at:

<http://extranet.cccco.edu/Portals/1/AA/Credit/CrosswalkTOP6to2010CIP.pdf>.

## Course Repetition

All courses (both lower and upper division) for community college baccalaureate degrees must follow the regulations on course repetition outlined in the California Code of Regulations, title 5, sections 55040–55046. Section 55041, provides regulations on the designation of a course as repeatable, but none of the criteria are applicable to upper division courses at the community colleges; therefore, no upper division courses may be designated as repeatable in the community colleges. The remaining course repetition provisions outlined in section 55040 are applicable to upper division courses. Colleges should review their existing policy on course repetition and make any necessary updates to allow for repetition of upper division coursework.

## Curriculum Submission and Approval Process

Lower division courses and programs will be submitted in the Curriculum Inventory (CI) System. Please send an email with the title of the course or program to [LDCurriculum@cccco.edu](mailto:LDCurriculum@cccco.edu), to expedite approval of the lower division course and programs.

Colleges will be required to fill out the upper division course form and the upper division program form for their pilot program curriculum. These forms can be found at: <http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/Curriculum/BaccalaureateDegreePilotProgram.aspx> and/or <http://instsrv.sdccd.edu/baccalaureate/>.

Both forms should be submitted to [UDCurriculum@cccco.edu](mailto:UDCurriculum@cccco.edu) for approval.

Once your course and/or program form is submitted, information on the form will be reviewed and approved through the Chancellor's Office. After the course and/or program have been approved, the Chancellor's Office will assign a control number and the approval information will be sent to the program contact(s) at the college.

## Substantial and Non-substantial Changes

Substantial and non-substantial changes to lower division courses will continue to be made through the Curriculum Inventory System. Colleges participating in the baccalaureate pilot program should email the course or program title to [LDCurriculum@cccco.edu](mailto:LDCurriculum@cccco.edu) for substantial and non-substantial changes to their lower division courses related to the baccalaureate program their college is offering.

Substantial and non-substantial changes to upper division course and programs should be made using the course and program form. The drop down menu has the option of selecting new, substantial and non-substantial. Please select the box for the change that you are making and submit and click the submit button on the bottom of the form or send your form to [UDCurriculum@cccco.edu](mailto:UDCurriculum@cccco.edu).

## **MINIMUM QUALIFICATIONS FOR FACULTY TEACHING BACCALAUREATE CURRICULUM**

### **Lower Division Curriculum**

Any faculty member teaching lower division courses that are part of an approved baccalaureate degree program must possess the minimum qualifications outlined in Minimum Qualifications for Faculty and Administrators in the California Community Colleges, which are based on the requirements outlined in the California Code of Regulations, title 5, section 53410.

Colleges that offer a baccalaureate degree may choose to hire a faculty member who is deemed to have qualifications that are equivalent to the minimum to teach lower division baccalaureate courses. All determinations of equivalence to the minimum qualifications should follow each district's approved policy and be consistent with the requirements in CCR, title 5, section 53430.

### **Upper Division Curriculum**

Any faculty member teaching upper division courses that are part of an approved baccalaureate degree program must satisfy one of the following criteria:

- Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment as listed in Minimum Qualifications for Faculty and Administrators in the California Community Colleges.
- In disciplines where the master's degree is not generally expected or available, but where a related bachelor's or associate degree is generally expected or available, possession of either:
  - A master's degree in the discipline directly related to the faculty member's teaching assignment or equivalent foreign degree and two years of professional experience directly related to the faculty member's teaching assignment and any appropriate licensure; or
  - A bachelor's degree in the discipline directly related to the faculty member's teaching assignment or equivalent foreign degree and six years of professional experience directly related to the faculty member's teaching assignment and any appropriate licensure.
- In disciplines where the master's degree is not generally expected or available, and where a related bachelor's or associate degree is not generally expected or available, possession of either:
  - Any master's degree or equivalent foreign degree and two years of professional experience directly related to the faculty member's teaching assignment and any appropriate licensure; or
  - Any bachelor's degree or equivalent foreign degree and six years of professional experience directly related to the faculty member's teaching assignment and any appropriate licensure.

For any faculty member hired to teach upper division courses, there is no equivalence for the minimum qualifications outlined in this document.

## **STUDENT SERVICES SUPPORT SERVICES AND REGULATORY EXPECTATIONS**

This selection of the Baccalaureate Degree Pilot Program Handbook describes the various support services and regulatory expectations pertaining to student services and support programs.

### **Financial Aid for Baccalaureate Degree Pilot Program Students**

- Students are entitled to federal aid (Pell Grant) for a maximum of six full-time years, or attainment of a bachelor's degree, whichever comes first.
- Students are eligible for up to \$5,500 in subsidized direct loans and \$2,000 unsubsidized direct loans for the third and fourth (junior and senior) year of the degree program.
- The Chancellor's Office is working with the California Student Aid Commission regarding eligibility for the tuition and fee component of the Cal Grant programs. Additional information will be forthcoming once the details have been worked out.

### **Loss of Priority Registration for Students with 100 Units or More** *(title 5, section 58108 (i))*

- CCR, title 5, section 58108 applies to all community college students; however, local districts have the discretion to provide exceptions for certain situations, such as high unit majors. Since the bachelor's degrees would be a minimum of 120 units, these degrees could be considered in local policy as high unit majors, allowing students who exceed 100 units to retain their priority.

### **CalWORKs, EOPS and CARE** *(title 5, section 56620)*

- California Work Opportunities and Responsibility to Kids (CalWORKs): Eligibility for CalWORKs is determined by each county.
- Extended Opportunities Programs and Services (EOPS): EOPS services are limited to students with no more than 70 units of degree applicable credits at any post-secondary institution. Certain restrictions apply for programs that require more than 70 units. Students would need to meet with the EOPS director.
- Cooperative Agencies Resources for Education (CARE) Program: Information to be added.

### **Student Equity** *(title 5, section 54220)*

- College student equity plans that address the equity indicators would pertain to students enrolled in a bachelor's degree program under the same criteria as all students.

### **Disabled Student Programs and Services (DSPS)** *(title 5, section 56000 et seq.)*

- The provision of academic accommodations and support services for students with disabilities would pertain to all students, regardless of program level.

## **Counseling/Education Planning**

- Counseling and education planning should be provided to students enrolled in bachelor's degree programs to ensure student success and program completion.

## **Scholarships**

- Eligibility for various scholarship programs would be determined by the individual scholarship and/or program.

## **Completion of Certificates**

- There are no title 5 restrictions on students who need to complete certificates while completing bachelor's degree requirements; local college programs may have restrictions, which would be a local determination.

## **International Students**

- International students would be eligible for a baccalaureate degree program as specified on their I-20 approved by the college.

## **Board of Governors Fee Waiver** (*California Education Code, Section 76300(g)*)

- The \$84.00/unit upper division coursework fee required to be charged pursuant to California Education Code (CEC), section 78042 (g)(5) on all upper division courses that are part of a Baccalaureate Degree Pilot Program are not eligible for the Board of Governors Fee Waiver.
- Pursuant to California Education Code (CEC), 78042(c), all students participating in the Baccalaureate Degree Pilot Program must complete and submit either the Free Application for Federal Student Aid (FAFSA) or a California Dream Act application, as applicable, in lieu of completing the BOG Fee Waiver application for determination of eligibility for the BOG Fee Waiver for the enrollment fee described below. Each participating district shall have a written policy that establishes this requirement.

## **Enrollment Fees and Tuition**

There are three categories of course enrollment fees and tuition that are applicable to courses offered as part of an approved Baccalaureate Degree Pilot Program.

- **Enrollment Fee** (*California Education Code (CEC), Sections 76300; 78042(g)(4); CCR, title 5, section 58500*) – Currently \$46/unit for semester system colleges and \$31/unit for quarter system colleges charged on all courses both lower and upper division. Pursuant to California Education Code (CEC), Section 76300(c), the enrollment fee charged of Baccalaureate Degree Pilot Program students must continue to be reported to the California Community Colleges Chancellor's Office for purposes of computing state apportionment to districts (state apportionment offset).

- **Upper Division Coursework Fee** (*California Education Code (CEC), 78042(g)(5); CCR, title 5, section 58520*) – Currently \$84/unit for semester system colleges and \$56/unit for quarter system colleges charged on all upper division courses that are part of an approved Baccalaureate Degree Pilot Program. This additional fee for upper division coursework is **not** required to be reported to the California Community Colleges Chancellor’s Office for purposes of state apportionment offset.
- **Nonresident Tuition Fee** (*California Education Code (CEC), Section 76140 et seq.*) – Unless eligible for an exemption or waiver, required to be charged on both lower and upper division courses for all students who have been classified as having nonresident status for tuition purposes pursuant to California Education Code (CEC), Section 68000 et seq. and CCR, title 5, section 54000 et seq. Depending on district policy, nonresident students may also be subject to being charged a “capital outlay fee” pursuant to California Education Code (CEC), Section 76141. Depending on district policy, nonresident applicants who are both citizens and residents of a foreign country may also be charged a “processing fee” pursuant to California Education Code (CEC), Section 76142. These potential additional charges are not applicable to students who are eligible for an exemption from the nonresident tuition fee or who are otherwise exempt from these additional charges pursuant to criteria provided in the corresponding California Education Code statutes noted above.

### **Athletic Eligibility**

Students enrolled in the baccalaureate degree pilot programs may be eligible for participation in California community college athletics. Eligibility is determined according to the rules and regulations outlined in the California Community Colleges Athletics Association (CCCCAA) constitution and bylaws. Students enrolled in a baccalaureate degree pilot program who are interested in participating in intercollegiate athletics should contact their college’s athletic director prior to enrollment as each college is required to certify athletic eligibility for their students.

## **ASSESSMENT OF PREVIOUSLY EARNED DEGREES AND PRIOR LEARNING**

### **Advanced Placement (AP), College Level Examination Program (CLEP) International Baccalaureate (IB)**

Baccalaureate pilot colleges may grant lower division credit to students completing exams offered through Advanced Placement (AP), the College Level Examination Program (CLEP) and the International Baccalaureate (IB) programs. These units may be used to satisfy lower division major requirements as well as lower division general education requirements, depending on the college's published policies.

### **Prior Learning Assessment**

Baccalaureate pilot colleges should follow their existing policies to evaluate the prior experience of baccalaureate students to determine if any previous experience is equivalent to specific courses, degree requirements or elective units. Baccalaureate pilot colleges should review their existing policy, determine whether prior learning may be used to satisfy any upper division requirements, and update their existing policy as appropriate.

### **Prior Completion of an Associate Degree**

Colleges offering community college baccalaureate degrees should make every effort to give incoming students from other institutions the maximum amount of credit possible for courses that have already been completed. Each of the areas listed below must be addressed by baccalaureate degree granting colleges. These colleges must develop a local policy that addresses these issues and information about this policy should be published in the college catalog.

- If a student did not use CSU GE Breadth or IGETC as the general education pattern for the associate degree, the student must complete any remaining general education areas that have not been previously addressed.
- Any courses used to earn an associate degree that are not eligible for a baccalaureate degree cannot be used. For example, courses like Beginning Algebra, Intermediate Algebra and a writing course that is a prerequisite for freshman composition are applicable to the associate degree, but these courses would not be applicable to a baccalaureate degree as they do not transfer to either the California State University or University of California systems. For this reason, students entering the baccalaureate program with a previously completed associate degree may need to complete additional lower division units to complete the requirements for the baccalaureate degree program.
- If a student did not complete CSU GE Breadth or IGETC during the completion of their associate degree, the student must complete any remaining general education areas that have not been previously addressed.

- Previously completed general education courses should be evaluated for substitution at the baccalaureate degree campus. Courses that were approved for CSU GE Breadth or IGETC at the associate degree granting institution should also be approved for satisfying the same general education area at the baccalaureate degree campus.
- If a student has already completed CSU GE Breadth or IGETC at a previous institution, the baccalaureate degree college cannot require the student to complete any additional lower division general education courses.
- Lower division courses in the major should be evaluated by discipline faculty to determine if they are equivalent to lower division major requirements for the baccalaureate degree. The baccalaureate degree college should give every reasonable consideration to prevent students from having to repeat content that was completed during an associate degree program.
- Any lower division baccalaureate degree requirements that were not completed during the completion of the associate degree must be completed prior to granting a baccalaureate degree.
- If a student has previously completed a course that the baccalaureate college has listed as upper division, the college may waive the course requirement but cannot grant upper division units for a course that has been designated as lower division. In these cases, the student will be required to take an additional upper division course to satisfy the upper division unit requirement for the baccalaureate degree.

### **Prior Completion of a Baccalaureate Degree**

For students who have previously completed a baccalaureate degree, pilot colleges must determine how many previously completed units may be applied towards the completion of an additional baccalaureate degree. Student transcripts should be evaluated to determine each of the following:

- If the student did not previously complete CSU GE Breadth or IGETC, the student will be required to complete additional lower division general education courses to meet the baccalaureate general education requirements.
- Previously completed general education courses should be evaluated for substitution at the baccalaureate degree campus. Courses that are approved for CSU GE Breadth or IGETC at the baccalaureate degree granting institution should also be approved for satisfying the same general education area at the baccalaureate degree campus. If the previously completed general education courses are not included in either CSU GE Breadth or IGETC, the college should evaluate the previous courses to determine if substitution is appropriate.

- Lower division courses in the major should be evaluated by discipline faculty to determine if they are equivalent to lower division major requirements for the baccalaureate degree. The baccalaureate degree college should give every reasonable consideration to prevent students from having to repeat content that was completed during an associate degree program.
- Any lower division baccalaureate degree requirements that were not completed during the completion of the previous baccalaureate degree must be completed prior to granting a baccalaureate degree.
- If a student has previously completed upper division general education courses, those courses may be applied to the upper division general education requirements for the new baccalaureate degree.
- The college may evaluate previous upper division coursework to determine if they are applicable to the new baccalaureate degree. The baccalaureate pilot college is not required to grant credit for previously completed upper division coursework.