May 24, 2023

CSU GE and IGETC Technical Appeals for 2023-2024

Dear CCC Articulation Officers,

Every year, thousands of California Community College (CCC) course outlines of record (CORs) are reviewed by the CSU Chancellor's Office (CSUCO) and the University of California Office of the President (UCOP) to determine their eligibility for lower-division GE certification. As in previous GE review cycles, there will be a Technical Appeal period for courses which meet the specific criteria outlined below. However, there will be no appeal period specifically for CSU GE Breadth Area F or IGETC Area 7 course submissions.

Criteria for CSU GE Breadth/IGETC Technical Appeal
Submit a technical appeal if a COR was denied for any of the following reasons:
- Missing or out-of-date textbook (at least one textbook must be published within seven years of the submission date).
- Missing lab manual for laboratory science courses.
- Not identifying a textbook as "discipline classic" or "classic text."
- Contradictory feedback in note to campus (e.g., denial with positive comments or incorrect final decision).
- If approved for IGETC, but not for corresponding CSU GE Breadth Area, resubmission is allowed *provided* that the COR was submitted for both reviews.

Note: Technical appeals must include a submission comment detailing the reason for resubmission and description of changes.

The following circumstances are not eligible for technical appeal, as they may require an analysis of disciplinary content by multiple reviewers. The submission process is confined to the above technical appeal criteria.
- Courses not originally submitted during the current GE review cycle.
- Courses submitted after the December deadline for the current GE review cycle.
- Courses denied due to not meeting CSU GE Breadth and/or IGETC criteria.
- Incomplete COR submitted (e.g., missing assignments or course objectives).
- Submission of wrong CSU GE Breadth and/or IGETC area.
- Submitted for CSU GE Breadth but forgot to submit for IGETC in same area or vice versa.

The following issues will be handled on a case-by-case basis for CSU GE Breadth and/or IGETC:
- Incorrect "Lecture Hours Per Term" or "Lab Hours Per Term" on COR. These will be assessed individually to ensure they fall within the category of "technical appeal." If a COR is submitted and the college experienced a technical issue in reporting term hours, then the COR can be re-reviewed in consultation with the UCOP.

Technical Appeal Process

Submissions will be accepted for a two-week window in ASSIST between **June 1 and June 15**. Only those CORs submitted and denied during the current review cycle will be accepted for a technical appeal. **Courses resubmitted in the ASSIST workflow without submission comments will not be reviewed for technical appeal in June.**

Because ASSIST is not currently configured for CSU GE Breadth or IGETC appeal options, AOs should follow the same steps as when creating a new proposal, and the CO will manage the review process manually. In addition to the standard proposal submission steps, technical appeals will require careful attention to this process:

1. Prepare to resubmit updated COR through ASSIST in the correct academic year.
   a) For example, courses for Fall 2023 must be entered in the **2023-2024 academic year**.
   b) The ASSIST system will not allow users to edit CORs with active proposals. Courses with active proposals that need to be appealed should be withdrawn in the Workflow area. The outline can then be updated in the Curriculum area and resubmitted.
      - For example, if a course has been submitted for the upcoming UC TCA review cycle and needs to be submitted for a GE appeal in the same term, the UC TCA proposal would need to be withdrawn before the COR could be revised. Once the revision is complete, the UC TCA and the GE proposals can be submitted.
2. Add reason for technical appeal *and* COR correction (if applicable) in proposal "Comments."
3. Submit updated COR as appropriate.

Timeline for Notification
- Technical appeals will be accepted between June 1 and June 15.
- Notification of decisions will occur as soon as possible or by June 30.

For more information about proposing CORs for review using ASSIST, see the [CCC AO User Guide](#) or watch the [tutorial video](#), both available on the ASSIST Resource Center.

Questions? Contact: Quajuana Chapman at qchapman@calstate.edu and Kieran Mulholland at kmulholland@calstate.edu. For IGETC questions, please include Jennifer Forsberg (jennifer.forsberg@ucop.edu), Kate Fitzpatrick (Katherine.fitzpatrick@ucop.edu), and Molly Thompson (Molly.Thompson@ucop.edu).

Technical or ASSIST-related questions? Contact your ASSIST Sr. Articulation Analyst: Erica Lassen (erica@assist.org), Ryan Novero (ryan@assist.org), and Kassidee Valenti (kassidee@assist.org).