

May 24, 2024

## **CSU GE Breadth and IGETC Technical Appeals for 2024-2025**

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. Course proposals, which meet the specific criteria outlined below can be submitted for technical appeal. The proposals will be reviewed according to the parameters under each section.

### Criteria for CSU GE Breadth and IGETC Technical Appeal

Submit a technical appeal if a COR was denied for any of the following reasons:

1. Missing or out-of-date textbook. At least one textbook must be published within seven years of the submission year (e.g., published in 2016 for course outlines submitted fall 2023).
2. Missing lab manual for laboratory science courses.
3. Not identifying a textbook as "discipline classic" or "classic text."
4. Decision corrections: Contradictory feedback in note to campus (e.g., denial with positive comments or incorrect final decision).
5. If approved for IGETC, but not for the corresponding CSU GE Breadth area, resubmission is allowed provided that the COR was submitted for both reviews.
6. If denied for Area 6A due to not being defined in the COR as being equivalent to the 2<sup>nd</sup> year of high school instruction, resubmission with this information added to the COR will be allowed as this is the final year of 6A review.
7. If denied for CSU American Institutions for reasons one, three, or four, please submit for technical appeal.

**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 subject area and disciplinary content by multiple reviewers. The appeal process is confined to the above technical appeal criteria.

- Courses not originally submitted during the current GE review cycle.
- Courses submitted after the December 15, 2023 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 incorrect 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 period in ASSIST between **June 3 and June 14**. 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 ([Submitting Proposals in ASSIST](#)), 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 2024 must be submitted in the **2024-2025 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 3 and June 14**.
- Notification of decisions will occur as soon as possible or by June 30.

For more information about CSU GE and/or IGETC decisions in ASSIST, see the [CCC AO User Guide](#) or watch the [Locating Course Submission Decisions video](#), both available on the ASSIST Resource Center.

**Questions?** Contact: Quajuana Chapman at [gchapman@calstate.edu](mailto:gchapman@calstate.edu) and Kieran Mulholland at [kmulholland@calstate.edu](mailto:kmulholland@calstate.edu). **For IGETC questions**, please include Jennifer Forsberg ([jennifer.forsberg@ucop.edu](mailto:jennifer.forsberg@ucop.edu)), Kate Fitzpatrick ([katherine.fitzpatrick@ucop.edu](mailto:katherine.fitzpatrick@ucop.edu)), and Molly Thompson ([molly.thompson@ucop.edu](mailto:molly.thompson@ucop.edu))<mailto:Molly.Thompson@ucop.edu>.

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