

October 9, 2024

California Community College Articulation Officers,

The UC and CSU invite course outlines for any new or revised courses your college would like to propose for the state's transfer curriculum in Cal-GETC or CSU American Institutions (AI). Proposals are made electronically via ASSIST, which is now open for submission of your course outlines. The deadline for submissions is **Friday, December 13, 2024**.

Resources

- [ASSIST for Articulation Officers](#)
- [ASSIST Resource Center](#)
- [Cal-GETC Standards 1.2](#)
- [Cal-GETC Transition Planning](#)

****IMPORTANT****

- Enter Cal-GETC or CSU AI course proposals in **2025-2026 or future academic year**.
- **Please do not** enter any course proposals for the 2024-2025 or previous academic years.
- It is imperative for multi-college districts to submit aligned (identical) courses in the same review cycle. This will result in minimal discrepancies between colleges and GE data.
- Submit honors and non-honors courses in the same review cycle.
- Courses must be approved for UC TCA before submission for Cal-GETC review. UC TCA phase-outs lead to Cal-GETC phase-outs. Once a course loses TCA approval, it loses Cal-GETC approval.
- [Significant or substantive](#) course changes require re-review for UC TCA and Cal-GETC. If a course has been re-reviewed and re-approved for TCA this past cycle, it must also be re-reviewed for Cal-GETC so as not to lose its Cal-GETC designation(s).

Cal-GETC Course Submission and Review Process

- Submit new general education courses for Cal-GETC subject areas.
- Submit courses with substantive revisions for Cal-GETC subject areas.
- Courses currently approved for IGETC Area 1C or CSU GE Area A1 Oral Communication will need to be submitted for Cal-GETC 1C review and approval.
- Review of Area 1C Oral Communication submissions will receive priority status and notification over review of other Cal-GETC submissions for the 2024 submission cycle.
- Submit Cal-GETC courses substantively revised to align with CCN course templates.

Cal-GETC Review Substantive Changes (requires re-review in ASSIST)
Change in hours from lecture to lab or lab to lecture
Course content
Course objectives/learning outcomes
Contact hours and/or decrease in units
Cross-listing courses (non-technical)
Prerequisites or corequisites

Technical Changes (no Cal-GETC review)
Course number
Course prefix/subject
Course title
Increase in units
Updates to representative textbooks

Annual Reminders

- If you enter proposals in the wrong academic year, please withdraw and resubmit in the correct academic year.
- Do not submit upper-division coursework for review.
- Outlines of proposed courses must be set as complete in ASSIST in the F2025, SP 2026, or SU2026 terms with accurate course units and total hours per term (e.g., lecture/lab). All required fields in the course outline must be completed. GE reviewers will deny courses with missing information.
- The term in which you mark an outline complete should align with the term you select for your proposal, and the desired term in which the approval, if granted, should take effect.
- Revised course outlines should include an explanation of revisions in the submission comment field.
- Textbooks must be dated within 7 years of the course submission year or clearly identified as classics in the course outline (e.g., “classic text” or “discipline classic”). The classic notation should be added to the “Title” box within the outline.
- Lab science courses must include a clearly identified lab manual in the course outline.
- All new or revised courses must be approved by the college through the local curriculum approval process prior to submission.
- UCOP and CSUCO will not review courses submitted **after Friday, December 13, 2024**, or courses submitted in a prior academic year.
- If you have any questions regarding the use of the ASSIST Workflow proposal process, contact your assigned ASSIST [Sr. Articulation Analyst](#).

We expect to return Cal-GETC and CSU AI decisions to colleges in April 2025. Please check the ASSIST workflow for your college’s proposal decisions, including feedback from reviewers. Thank you for your support of the state’s transfer students, and please contact us (chase.fischerhall@ucop.edu and gchapman@calstate.edu) with any questions.