

March 4, 2025

Cal-GETC Appeals for 2025-2026

Dear CCC Articulation Officers,

We are midway through our annual review of California Community College (CCC) course outlines of record (CORs). Each year, the CSU Chancellor's Office (CSUCO) and the University of California Office of the President (UCOP) review thousands of courses for general education. A limited number of the CORs are denied for technical reasons. Course proposals that meet the specific criteria outlined below can be submitted for appeal.

Proposals will be reviewed according to the parameters under each section. There will be two opportunities for appeals. The first opportunity is an early appeal cycle for Area 1C resubmission and technical appeals. This is a specific one-time allowance for Area 1C nontechnical resubmissions. The second opportunity is for all other courses that meet the criteria for technical appeal (see page 2).

Criteria for Area 1C Oral Communication Resubmission

1. Submitted during the current 2025-2026 Cal-GETC review cycle.
2. Denied due to not meeting Cal-GETC standards and subject area criteria (please review Cal-GETC standards before resubmission).

Criteria for Area 1C Oral Communication Technical Appeal

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 Missing or out-of-date textbook.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 2017 for course outlines submitted fall 2024).
2. Not identifying a textbook as "discipline classic" or "classic text."
3. Decision corrections: Contradictory feedback in note to campus (e.g., denial with positive comments or incorrect final decision).
4. Incorrect "Lecture Hours Per Term" or "Lab Hours Per Term" data on COR.

Timeline for Area 1C Oral Communication

- Resubmissions and technical appeals will be accepted between **March 14 and May 30**.
- Please see the Steps in ASSIST Workflow (page 2).
- Notification of decisions will occur as soon as possible.

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

Criteria for Cal-GETC or CSU American Institutions Technical Appeal – June 2025

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 Missing or out-of-date textbook.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 2017 for course outlines submitted fall 2024).
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. Incorrect “Lecture Hours Per Term” or “Lab Hours Per Term” data on COR.

Criteria for Honors Technical Appeal (one-time exception)

1. Course not marked as honors in ASSIST.
2. Incorrect honors data in COR.
3. Honors content not clearly listed in the COR.

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

Technical Appeal Timeline and Steps in ASSIST Workflow

Submissions will be accepted for a two-week period in ASSIST between **June 2 and June 13**. Only those CORs submitted and denied during the current review cycle will be reviewed for 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 Cal-GETC appeal options, AOs should follow the same steps as when creating a new proposal ([Submitting Proposals in ASSIST](#)), and the CSUCO and UCOP 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 2025 must be submitted in the **2025-2026 academic year**.
 - b) The ASSIST system will not allow users to edit CORs with active proposals.
 - c) Courses with completed Cal-GETC or CSU AI decisions can be submitted for technical appeal.
 - d) Courses with active UC TCA 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 in ASSIST Workflow – June 2025

- Technical appeals will be accepted between **June 2 and June 13**.
- Notification of decisions will occur as soon as possible or by June 30.

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 2025-2026 Cal-GETC review cycle.
- Courses submitted after the December 13, 2024 deadline for the current review cycle.
- Courses denied due to not meeting Cal-GETC standards and subject area criteria.
- Incomplete COR submitted (e.g., missing college-level assignments or course objectives).
- Submission of incorrect Cal-GETC area.

For more information about Cal-GETC and CSU American Institutions 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 (qchapman@calstate.edu) and Molly Thompson (molly.thompson@ucop.edu).

Technical or ASSIST-related questions? Contact your [ASSIST Sr. Articulation Analyst team](#): Ryan Novero (ryan@assist.org) and Kristin Heese (kristin@assist.org), or Kassidee Valenti (kassidee@assist.org) and Kara Maas (kristin@assist.org).