

**Appendix B – Excerpts from the Program and Course Approval Handbook
(3rd edition, 2009, 4th edition 2012, 5th edition 2013)**

Excerpted from 3rd edition (2009, p. 43)/4th edition (2012, p. 59)

For students intending to transfer, students should normally be required to complete the CSU-GE, IGETC pattern or GE pattern for a 4-year institution in an adjacent state to fulfill general education, 18 or more semester units (or 27 quarter units) in a major or area of emphasis, and the balance of units (to reach 60) in transferable courses for an associate degree. There may also be additional local graduation requirements at individual colleges, such as a physical education or information competency course. Some students who intend to transfer may complete more than 60 units in order to meet all requirements for the associate degree.

When an associate degree is developed for students who do not intend to transfer, a general education pattern of a minimum of 18 semester or 27 quarter units may be required. However, colleges should strongly recommend or require that a student select the appropriate general education pattern for his or her intended goal with advice from a counselor. There are some high-unit baccalaureate majors, such as engineering and architecture, which require a large number of lower division major preparation courses. Students who intend to transfer into such programs at four-year institutions may complete fewer units of general education at the community college than the number required in CSU-GE and IGETC patterns. They may need to complete a local general education pattern consisting of 18 or more units and complete any remaining general education requirements after they transfer.

Excerpted from 5th edition (2013, p. 144)

If the associate degree program goal selected is “Transfer,” or Career Technical Education (CTE) and Transfer,” then students must be advised to complete the CSU-GE-Breadth or IGETC pattern. Unless the major requires a high number of units, students who intend to transfer must not be allowed to complete only 18 or more units of local general education requirements. In most cases, the local general education requirements do not provide adequate preparation for transfer.

If the associate degree program goal selected is “Other – Designed to meet local community needs,” then the college may use a locally-developed general education pattern to complete the 60 semester or 90 quarter units, and must so state when adding the general education units at the bottom of the program requirements table. The locally-developed general education pattern is not sufficient to meet the requirements of the CSU-GE or IGETC patterns designed for degrees that include “Transfer” as a goal.