

Guidelines for Course Substitutions for Courses within an Associates Degree for Transfer

The criteria used by faculty to determine when a student may receive credit for a course substitution in an Associate's Degree for Transfer (ADT) varies from college to college. The inconsistency creates a patchwork of inconsistent decisions that impact students' ability to complete their programs and transfer and undermines the goal of

Guideline Three: Accept courses to satisfy your ADT requirements even if they are not listed in another community college's ADT if the course fits the intent of the TMC, **the discipline faculty should make the decision regarding substitutions.**

[Scenario: Courses Without C-ID Descriptor in the TMC](#)

[Scenario: Courses from Another CCC Campus Where There Is No C-ID Course Descriptor and Are Not Part](#)

[Scenario: Courses from Another CCC Campus Where There “Is No” C-ID Course Descriptor and “Are Not” Part of that College’s ADT](#)

[Scenario: Applying Courses from Non-CCC Campuses When a C-ID Descriptor Is Used To Include Courses on a TMC](#)

[Scenario: Courses from Non-CCC Campuses Where There “Is Not” A C-ID Description](#)

[Scenario: Use of Existing Articulation Prior to the C-ID Process Being in Place](#)

[Scenario: Using Existing CCC-CSU Articulation toward the Application of ADT Requirements that Simply List that a Course Should Be Articulated For a Similar Major](#)

Guideline Seven: Ensure substitutions are consistent within the TMC parameters (some TMCs allow more flexibility in course substitutions than others).

[Scenario: Courses Without C-ID Descriptor in the TMC](#)

[Scenario: Applying Courses from Non-CCC Campuses When a C-ID Descriptor “Is Used” To Include Courses on a TMC](#)

[Scenario: Courses from Non-CCC Campuses Where There “Is Not” A C-ID Description](#)

Guideline Eight: Allow substitutions based on external examinations for credit (e.g. AP, IB, CLEP) and apply those substitutions toward GE requirements and major requirements using statewide documents and local policies for such determinations (e.g., CCC GE AP Policy, CSU memo ASA-2017-13 and IGETC Standards)

[Scenario: Courses That Are Given Subject Credit Via an External Examination Score Such As Advanced Placement \(AP\), College Level Examination Program \(CLEP\) Or International Baccalaureate \(IB\)](#)

Guideline Nine: Utilize existing local credit by exam policies

[Scenario: Courses That Are Given Subject Credit Via an Internal Credit-by-Examination Procedure](#)

