

Course Substitutions/Retroactive Policy

Any courses that carry college credit can be used in TAP programs to fulfill open electives. In general, substitutions for required courses and competencies should not be made.

All variance decisions will be made collaboratively between the campus's FIRC Representative or TAP Work Group faculty member (or their proxy) and the Director of the Office of Transfer and Articulation (OTA). FIRC members can approve or deny requests based on the Course Substitution/Retroactive Policy for the Framework 30 with the exception of Quantitative Reasoning and major specific requirements. Requests for Quantitative Reasoning can be approved if it is an upper-level course within a sequence (i.e. Calculus I can always replace Pre-Calculus but cannot replace Statistics if Statistics is required). All requests for encumbered Framework30 categories should be considered major specific and referred to the appropriate TAP Work Group. If an institution has not elected a FIRC Representative, all requests must be sent to the Director of OTA and decisions will be made in collaboration with the FIRC Co-Chairs or the TAP Work Group. (Policy update 10/8/2021)

Substitutions can be granted in the following cases:

Framework30:

1. A course that has been vetted for a competency, but was taken by the student before it was vetted.
2. A course the college no longer offers when it is similar to an existing vetted course or it can be reasonably assumed that it would have been vetted for a competency. Such courses can only be substituted in the competency that they would have been vetted for.
3. A course that requires a prerequisite of a course that has been vetted and so assumes the student carries over the competencies in the vetted course. The courses will be in the same discipline and be a continuation in a sequence: i.e.: a PSY course with an ENG 101 prerequisite cannot be substituted for ENG 101.
4. AP credit for a course that has been vetted for a Framework30 competency.

Pathway30:

1. A course that has been replaced by a new course and which meets very similar outcomes.
2. Especially in mathematics: Courses that continue a sequence for the required course: i.e.: Calculus I can always be substituted for Pre-Calculus.

For courses transferred from other institutions, see the following guidelines for CSCU and non-CSCU courses.

Receiving FRAMEWORK30 courses from other community colleges ([Link](#)):

Each community college certifies courses for TAP Framework30 competencies. Many courses that are common to the community colleges are certified for the same Framework30 competency and transfer easily from one college to another. For example, Sociology 101, Principles of Sociology, in most cases, fulfills the Social Phenomena competency.

This protocol addresses those instances when such straightforward equivalency is not the case, such as (1) when a course that has been certified at one community college is not certified at another or,

in some cases, has no equivalent course, (2) when a course has been designated at the sending community college for a different competency than at the receiving community college, or (3) when a course meets a competency that is not shared between the community colleges (section B competencies).

- When a course has no equivalent at the receiving institution, it will fulfill the competency for which it was certified at the sending institution.
- When the competency a course meets differs between colleges, the course will transfer to the receiving college in a way that does not require the student to complete extra credits to meet all Framework30 competencies.
- When a competency is not shared between colleges, the course will be used to substitute for a section B competency at the receiving institution in a way that does not require the student to complete extra credits to meet all Framework30 competencies.
- A completed Framework30 at a sending institution will fulfill all the Framework30 requirements at a receiving institution.

All courses transferred within the Framework30 need to have met a Framework30 competency at either the campus that granted the credits or at the campus that received the credits. Extra courses completed in a competency cannot be redistributed to another competency outside of the parameters detailed above. In most cases, the requirements at the community college at which the student is granted the associates degree will determine how transfer courses will be counted.

Receiving **FRAMEWORK30** from non-CSCU Schools

Follow your existing process for evaluating course equivalencies. If a transferred course is determined to be the equivalent of a course within the **FRAMEWORK30**, it counts as that course and fulfills that competency, regardless of where the student took the course, including AP, CLEP, and IB credit for a course vetted for a Framework30 competency. In cases where a course taken outside the system does not have an exact equivalent at your school, but it is nevertheless clear that it fulfills a competency, when possible grant the course equivalency in the best interests of the student and the total accumulation of credits.

Receiving **PATHWAY30** Courses from non-CSCU Schools

For the **PATHWAY30**, follow course-by-course equivalency whenever there is a specific course requirement. In some **Transfer Tickets**, students are allowed fairly open choices. For instance, in the History Studies **Transfer Ticket**, students may take up to 12 credits of additional history courses within described criteria. Here is the language from the program sheet:

You can elect to take up to 12 of your unrestricted elective credits as additional history courses. For these additional history courses, no more than 6 credits can be at the 200-level and no more than 6 can be at the 100-level.

If a student takes a history course at another College or University that meets that requirement, even if you do not offer the equivalent course at your school, the course will count as contributing to those 12 credits.