



Office of the President

# Memorandum

**Date:** July 20, 2015

cc: Cabinet  
Jonna J. Lewis  
(all w/ attachments)

**To:** Dr. Rebecca Gutierrez Keeton  
Acting Vice President for Student Affairs

**From:**   
\_\_\_\_\_  
Soraya M. Coley, Ph.D.  
President

**Subject:** Delegation of Authority – EXECUTIVE ORDER NO. 167  
Transfer of Credit

Pursuant to Executive Order No. 167, I am delegating to the Vice President for Student Affairs, the authority to implement and exercise the provision of said Executive Order, subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
5670 Wilshire Boulevard  
Los Angeles, California 90036

January 26, 1973

To: Presidents

From: H. E. Brakebill *HEB*  
Executive Vice Chancellor

Subject: Executive Order No. 167 Transfer of Credit

I am pleased to forward to you five copies of Executive Order No. 167 concerning transferability of academic credit from institutions of higher education which hold regional accreditation. In general, these provisions become operative in connection with applications for admission to terms beginning September 1, 1974 and thereafter. Particular sections dealing with certification by California Community Colleges affect such applications when specified actions are taken by the Community Colleges.

This office is working closely with the office of the Chancellor of the California Community Colleges to ensure that there is a full understanding of the principles and operational details by all individuals concerned. In the weeks ahead the two segments will be working out various operational details such as how the Review Board will function and how individual Community Colleges will give notice of intent to participate in the process of certification. The Division of Student Affairs (Admission Services) has been assigned responsibility for implementing and administering the provisions of this Executive Order.

HEB:mb

Enc.

cc: Vice Presidents for Academic Affairs  
Deans of Admissions  
Deans of Students  
Chancellor's Staff

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
5670 Wilshire Boulevard  
Los Angeles, California 90036

January 26, 1973

TRANSFER OF CREDIT

Executive Order # 167

This Executive Order is issued pursuant to Section 40601(n) of Title 5 of the California Administrative Code and is effective in connection with applications for admission from undergraduate transfers seeking to enroll in the fall 1974 term and thereafter.

General Policy: Courses which have been developed and are recommended by the faculty of a regionally accredited college or university and designated as appropriate for baccalaureate credit by that institution shall be accepted by any campus of The California State University and Colleges for credit toward its baccalaureate degrees. Appropriate campus authorities shall determine the extent to which such credit satisfies the requirements of a particular degree program. Credit not otherwise applied shall be accepted as elective credit insofar as it meets any qualifications which may be associated with elective provisions, such as course level, distribution among disciplines, or type of course. Courses presented by transfer applicants which were completed at unaccredited institutions or courses completed at accredited institutions but not designated as appropriate for baccalaureate credit shall be evaluated and their acceptability and applicability shall be determined by appropriate campus authorities.

Procedures: Courses offered by general purpose baccalaureate granting institutions can be assumed generally to be considered as appropriate for baccalaureate credit by that institution unless specifically identified as serving some other purpose. However, in the case of multi-purpose institutions such as community colleges, a determination must be made as to the purpose which each course serves. Courses from accredited institutions which do not offer bachelor's degrees will be accepted when such courses are identified in the catalog or other official publications as baccalaureate courses. Such identification must make clear that the course is considered to be of baccalaureate level and quality. No qualification may be attached to the designation. For example, it would not be acceptable to designate a course as being of baccalaureate level for The California State University and Colleges or for particular fields of study.

The following procedures will govern the treatment of transfer credit for degree and admission purposes, particularly with reference to transfers from the California Community Colleges:

1. Only those courses which are certified or otherwise identified as baccalaureate courses shall be used in determining eligibility for admission as an undergraduate transfer.
2. Following determination of eligibility for admission, appropriate campus authorities shall review these courses in conjunction with the applicants' (students') degree objective to determine the extent to which they meet particular requirements and qualifications. Courses not otherwise applied shall be acceptable as general electives to the extent that the particular degree objective permits.
3. A particular California State University or College campus may, at its discretion, accept courses which have not been certified or identified as baccalaureate level after admission eligibility has been determined if, in its judgment, these courses are applicable to a particular baccalaureate degree program.
4. In the case of two-year colleges, other institutions not offering the baccalaureate, and special-purpose baccalaureate-granting institutions, explicit certification of baccalaureate level is required. Wherever such certification is not provided, each of The California State University and Colleges campuses shall evaluate an applicant's record on the basis of the best information available and exercise its judgment as to the transferability of each course.
5. Certification by accredited institutions may take any of the following forms:
  - a. A legend in the catalog (or similar official publication) or on the transcript of record indicating those number series which designate baccalaureate level courses.
  - b. A list of those courses (or groups of courses) offered by the college which are baccalaureate level, enclosed with each transcript of record. Such a list must correspond to an appropriate catalog statement.

6. A joint California Community Colleges-California State University and Colleges Transfer Credit Review Board shall be established. The California State University and Colleges' membership on this Board shall consist of five members from the faculties, one campus Director of Admissions and a staff member from the Office of the Chancellor. Terms shall be for two (2) years after initial provision is made for staggered membership. The Board shall become operative when an equal number of members is appointed by the Chancellor of the California Community Colleges.
7. In any issue concerning course transferability, it shall be the policy of The California State University and Colleges to accept the recommendation of the Transfer Credit Review Board.
8. Review may be requested by an officer of any campus in either segment, or by the Chancellors. Requests for Board Review must be presented in writing. The California State University and Colleges officials shall cooperate fully with the Board in the conduct of its duties.
9. In order that the likelihood of student hardship is minimized any certified course under challenge shall be accepted if the student offering it enrolled in the course prior to the filing of the challenge and provided that said student has remained in continuous attendance in any California Community College or in any combination of California Community Colleges and California State University and Colleges' campuses.
10. If it is not possible for the Board to obtain sufficient information to take action on a particular course, that course shall be treated subsequently as if it were not certified and the individual campus shall exercise its authority under No. 3 above.
11. Insofar as these procedures relate to the transfer of credit from California public community colleges, they shall be effective with applications for admission to the fall 1974 term and thereafter involving applicants seeking to transfer from California public community colleges which meet the provisions of Item #4 and #5 above and which are willing to abide by recommendations of the Transfer Credit Review Board in the same manner as The California State University and Colleges.

Dated: January 26, 1973



Glenn S. Dumke, Chancellor