

Proposal for New or Revisions to Transfer Admission Screening and Major Qualification Policies

CEP encourages all undergraduate programs to articulate the foundation or “gateway” courses that are essential for success in their majors; students who encounter difficulties in these courses should be discouraged from entering the major. In some cases, this can be accomplished via informal academic advising. However, the majority of programs have formalized these guidelines by implementing a policy that restricts qualification for one or more majors.

Departments and programs seeking to propose or revise their transfer admission screening and/or major qualification policy will need to respond to the following questions using [this google form](#).

CEP has determined that due to the complex nature of transfer admissions screening and major qualification proposals, requests to alter existing policies should **not** be submitted as part of your 2025-26 program statements nor entered into CAT. If changes are approved, changes to CAT will be made on your behalf.

Please note that new and revised proposals should be submitted to CEP in the fall no later than November 1, 2024. Proposals submitted after this deadline will be considered but may not be implemented until the following academic year. Proposals can also be submitted in the spring quarter for the following academic year and are also encouraged.

General Information:

1. Which major(s) will be affected by the proposed changes?
2. Are you proposing a change to your transfer admission screening policy, your major qualification policy or both policies?
3. What problem(s) are you trying to address via the proposed changes? Examples include weak performance in upper-division courses, poor retention and extended time-to-degree.¹
4. Briefly describe the proposed changes with reference to your current policies. A redlined copy of the relevant section of your revised program statement should be provided/attached. Please do not do this in your program statement submission but rather submit a copy of the text.
5. Please explain why you believe the proposed changes will address the problem you are trying to solve.

¹ Please note that a separate process is used to evaluate proposals to restrict access to a major due to resource impaction. Please contact the VPAA's office for more information (vpaa@ucsc.edu)

6. If you will require a minimum GPA in the transfer screening or major qualification courses, please explain exactly how it will be calculated, including the treatment of AP or IB credit.²
7. Please provide an estimate of the impact of the proposed changes on the size and diversity of your program.
8. Clearly explain the impact of the proposed changes on transfer students, including their ability to qualify for the major prior to matriculation.³ Please provide a clear justification for any differences between how students are evaluated for transfer screening as compared to major qualification.
9. Please explain the options that will be available for students that do not meet the revised transfer screening or major qualification requirements (for example, alternative mechanisms for qualifying, related majors, factors considered during the appeal process, etc.). This is particularly important for programs that require a minimum grade higher than a C in major qualification courses(s) since passing grades are not repeatable and many community colleges do not modify grades with plus/minus grade annotations.
10. If you require students to earn a minimum GPA in a minimum number of courses from a list of options, please specify whether the GPA is calculated based on all or only a subset of the courses taken.
11. Please clarify whether a student that satisfies the transfer admissions screening requirements will need to do additional coursework after matriculating in order to qualify for the major.

To help the committee evaluate your proposal, please provide the following information:

1. Attach comments from the relevant divisional Dean(s)
2. Attach comments from the Vice Provost and Dean of Undergraduate Education and the Campus Articulation Officer.
3. Attach any letters of support from the chairs of relevant departments or programs (required for jointly sponsored degree programs; recommended for programs that may be impacted by the new policy)

² To make the policy transparent to students and facilitate its inclusion in degree progress reports, programs are encouraged to require minimum grades in one or more courses as opposed to a minimum GPA. Note that non-passing grades may not be used in GPA calculations.

³ To the extent possible, transfer admissions screening and major qualification policies should be consistent. Ideally, transfer students should not be required to complete additional courses to qualify for a major after they matriculate or they should have a clear path for declaring a similar or related major.

4. Attach an annotated curriculum map showing the prerequisite relationships between your degree requirements and proposed transfer screening and major qualification course(s). At a minimum, the map should include the courses listed in your academic planners.
5. Provide a list of the articulation agreements with all California community colleges for all courses covered by the policies.⁴
6. Provide any feedback from students (optional but highly recommended).

⁴ Articulation agreements between UC Santa Cruz departments or majors and individual California Community Colleges (CCC) are available on ASSIST.org. If departments require articulation information that is not available on ASSIST, such as reports on the articulation status of screening courses across all 115 CCCs, they should contact Articulation Officer Stephanie Sawyer (sawyer@ucsc.edu) for assistance. AO Sawyer is also available to provide feedback on the articulation implications of proposed modifications to transfer screening policies, assess the impact of these changes on transfer students' ability to access screening requirement courses, and assist in identifying CCC courses for articulation consideration.