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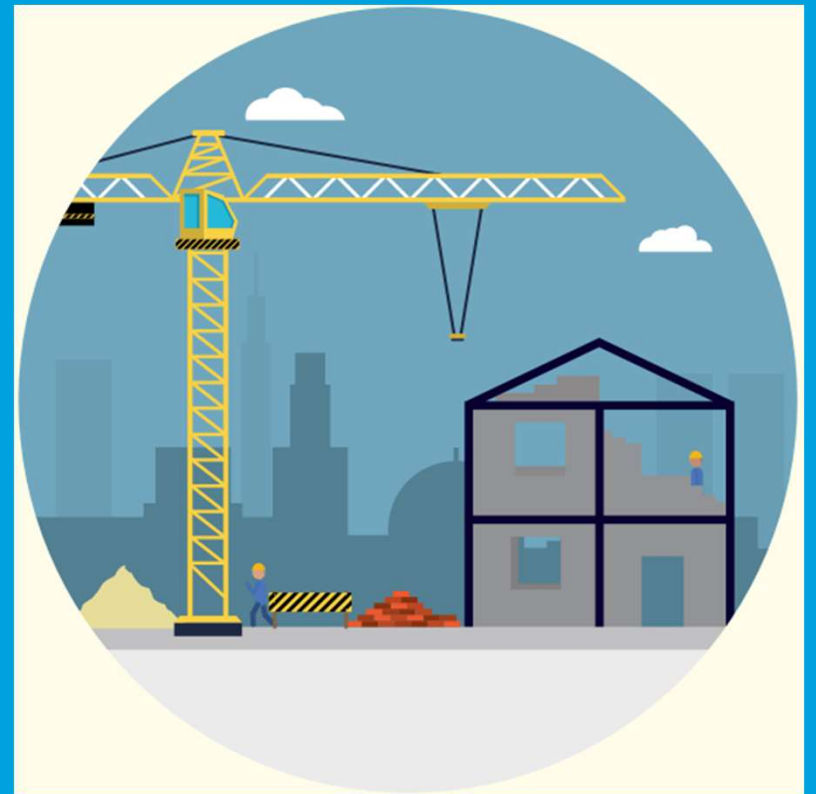
# Transfer Begins at Home: Building a Successful TCA Submission

Jennifer Forsberg  
Kate Fitzpatrick

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UNIVERSITY  
OF  
CALIFORNIA

Graduate, Undergraduate  
and Equity Affairs



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# Foundations

The foundation of a house is the critical first step to building a home. Similarly, the successful TCA submission begins with a strong foundation in the form of an outline – the very structure on which the submission rests.

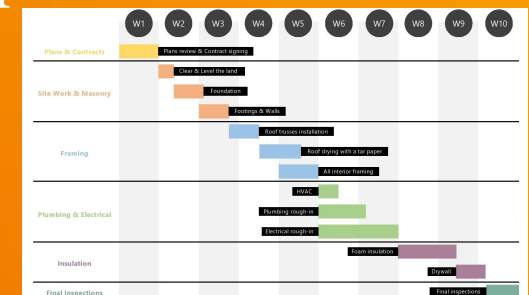
- If it's wobbly, cracked or insufficient, the structure built on top of it may falter.
- If it's solid and well-made, it can be built on and embellished and will last for years!





## The TCA Timeline – The Construction Schedule

- An email will be sent to the CIAC listserv in early May with preliminary information on TCA submission and a chart showing each school's submission month (June, July or August).
- Contact Jennifer Forsberg ([jennifer.forsberg@ucop.edu](mailto:jennifer.forsberg@ucop.edu)) if you need to change your assigned month.
- Submit your courses for the TCA in ASSIST by the 25<sup>th</sup> of your assigned month.
- Decisions can usually be seen in ASSIST workflow about a month after submission, but they are not final until the TCA is published.



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# The TCA Timeline Continued

- The appeals period typically runs from October 1-10.
- This period is for the resubmission of courses that were denied in the initial review period for technical reasons.
- Technical reasons can be such things as missing required fields or textbooks out of date and not listed as classics. Generally, courses denied as fundamentally not appropriate for transfer would not be considered during the appeals period.

# TCA Publication and Review

## (or, When Can I Move In?)

- Our goal is to publish TCAs in ASSIST on or before November 1.
- Once your TCA is published, we ask that you do a comprehensive review. Requests for changes for the current TCA year (in this case, 2023-2024) need to be submitted to us by December 15<sup>th</sup> for consideration.
- Examples of changes that might be made between November 1<sup>st</sup> - December 15<sup>th</sup>: the possible addition of eligibility areas, footnote corrections or republishing of the TCA after the CCC AO makes a change to unit value, course title, etc.





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# Checking Your Outlines Before Submission (Measure twice, cut once!)

Review your outlines before submission with an eye towards common reasons for TCA denial:

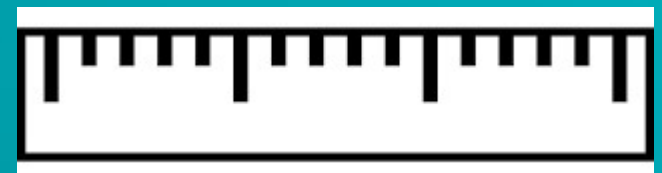
- Is the course appropriate for transfer – is it comparable to a course offered at the lower-division level at a UC campus and/or is it comparable in depth, scope and rigor to a university-level course? Courses are reviewed holistically; all areas of the outline should scaffold one another to showcase the transferability of the course.
- Are all fields filled out? Certain fields may be blank in some outlines – lab content if it's not a course with lab hours, or prerequisite content if the course doesn't need a prerequisite. But we expect to see information in all or almost all fields.



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## Checking Your Outlines Before Submission, Continued

- Does your course need a prerequisite? See <https://www.ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html> for comprehensive subject area guidelines, including prerequisite expectations.
- Do lab courses have clearly delineated lab content and a clearly identified lab manual listed?
- Do English Literature courses have a representative reading list included? (Just anthologies are not acceptable, but a list of authors within the outline is fine.)





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## Checking Your Outlines Before Submission, Part 3

- Is your Honors course marked “Y” in the Honors Y/N field?  
Is the Honors content clearly delineated in the outline?
- Does your College Success course list a college catalog under required texts?
- Does your English Composition course include information on the number of words students are expected to write (the minimum is 5,000 words)?

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## Checking Your Outlines Before Submission, Part 4

- At least one of the textbooks listed should be published in the past seven years, or noted as a classic.
- The most important question is this: Is your outline sufficiently robust for reviewers to determine both the depth, scope and rigor of the course as well as the appropriateness for transfer (i.e. is it comparable to a UC or university-level course)?

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## What to check for after your TCA has been published (We're finally home!)

Between November 1<sup>st</sup> and December 15<sup>th</sup>, please review your TCA holistically, paying special attention to the courses you submitted this past cycle.

- Do the courses appear correct – are the course prefix, number, title and units accurate?
- Do courses have the expected Eligibility Areas attached to them?
- Are footnotes appearing when appropriate and do they appear to be correct?



# Questions?

**Contact:**

**Jennifer Forsberg ([Jennifer.forsberg@ucop.edu](mailto:Jennifer.forsberg@ucop.edu))**

**Kate Fitzpatrick ([Katherine.fitzpatrick@ucop.edu](mailto:Katherine.fitzpatrick@ucop.edu))**

**Molly Thompson ([Molly.Thompson@ucop.edu](mailto:Molly.Thompson@ucop.edu))**

**Please email all three of us with any questions that arise, so that we can respond quickly and efficiently.**



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