



OFFICE OF THE VICE PRESIDENT – STUDENT AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 9th Floor
Oakland, California 94607-5200

November 2007

HIGH SCHOOL PRINCIPALS AND COLLEGE COUNSELORS DISTRICT CURRICULUM COORDINATORS

Dear Colleagues:

As the University of California (UC) does annually at this time of year, we are requesting that you update the list of courses offered by your school to meet the UC/California State University “a-g” subject requirements for University admission. As you know, the courses on your school’s “a-g” course list are used by your students to establish eligibility for freshman admission to the University of California and the California State University. **Course lists should be updated annually and reflect the courses that are offered for the current year.**

The course review process is a tremendous undertaking for us, as we know it is for you, and we are committed to implementing a high-quality review process that is effective for both schools and the University. Last year (2006-07), staff in the UC Office of the President reviewed more than 7,800 proposed new courses and 16,800 proposed course revisions. Please take a moment to read the information in this packet to familiarize yourself with essential background information related to your course list and the course review process.

Below are the three most critical items related to the 2008 course review cycle. Additional information on University of California admissions policy updates as well as course update procedures can be found in the attachment.

- 1. Course List Accuracy Is Important!** An inaccurate course list - that is, a list containing outdated courses or omitting current courses - can disadvantage your students. UC Admissions Officers refer to the course lists when reviewing the applications of students who are applying for undergraduate admission. In addition to verifying the accuracy of the self-reported academic information a student provides in the application, they are seeking to understand how the applicant has taken advantage of the courses that are offered at the student’s high school. In considering each applicant in light of his or her local educational environment (versus a statewide standard), we are able to provide a fairer review of the applicant’s achievements “in context.” Therefore, accuracy of the course list is essential to the review of applicants from your high school. When schools leave courses on the course list that are not offered in a particular year, or fail to list completely the courses available to students, we are unable to obtain the most accurate understanding of an individual applicant’s achievement(s). Please see the attachment for additional information on the course list update process that addresses this particular concern.
- 2. Changes to the 2008–09 Course Update Cycle**
 - Beginning in January 2008, outlines for newly proposed courses **may be submitted individually** and at any time throughout the cycle. Until now schools were required to submit all outlines at one time.
 - Another revision to the articulation process is that schools will be asked to complete new subject-specific templates. These templates will ask for detailed information about each course in an effort to reduce the number of follow-up questions necessary to make course approval decisions. **Since these templates are discipline-specific, attachments to submissions will be unnecessary and will not be accepted.**
 - In the coming year, UC also plans to explore the feasibility of implementing an enhanced course review process that will include a review by a high school subject matter expert as well as by a UCOP reviewer. Our objective is to increase both the quality and the transparency of the course

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review. The proposed enhanced review process will be introduced gradually, beginning with the Visual and Performing Arts subject area. It is anticipated that, if successful, this revised review process will be phased in to include all disciplines over the next 2-3 years.

- Effective with the 2008 -09 update cycle, UC will hold to an **October 1, 2008** deadline for updates to 2008-09 high school course lists.
- 3. Ongoing Collaborations.** UC continues to collaborate with a broad range of secondary school constituents in order to stay abreast of current trends in high school education and promote smooth transitions to post-secondary institutions. The online learning and independent/home study policies described in the attachment represent just a few of these efforts. UC faculty and staff also continue to work with career-technical educators (CTE) to promote the "a-g" approval of CTE courses. You may be surprised to learn, for example, that UC/CSU has approved more than 5,600 CTE-related courses since 2000-01. And UC continues to work with charter schools, early/middle college high schools, small schools, and others in the course approval process. We look forward to continued collaborations so that together we may support an increasing number of California's students to successfully transition from high school to post-secondary education and training.

To submit updates, please use the University's submission web site at:

<https://doorways.ucop.edu/update>

The site will be available for use beginning **January 16, 2008**, and remain open for updates through **October 1, 2008**. We will process your course outlines in the order received. We encourage you to submit as early as possible.

We also wish to remind you that state law (**SB 1339**) emphasizes the "importance of making readily available to each high school pupil the list of courses...certified by the University of California as meeting admission requirements." Your most current UC-approved course list can be downloaded and printed from the Doorways web site at <https://doorways.ucop.edu/list>.

We thank you for your continued cooperation and urge you to forward your comments and questions. If you have questions about the status of your list, feel free to contact our High School Articulation Help Line at (510) 987-9570 or hsupdate@ucop.edu. Throughout the year, please check the Doorways web site at <https://doorways.ucop.edu> for updates and information. We will continue communicating with you via our *UC Notes* publication and e-mail lists. We encourage you to share this information broadly among your school staff.

Sincerely,



Susan A. Wilbur, Ph.D.
Director of Undergraduate Admissions

Enclosures

cc: UC Admission Directors
James Blackburn, Associate Director, California State University Chancellor's Office
Jeanne Hargrove, Coordinator, UC Office of the President

University of California Updates for the 2008-09 Year

We continue to work with our high school colleagues to improve the course list update process. This year, there are several significant updates and notifications for the 2008-09 update cycle. Some reflect policy clarifications; others reflect procedural shifts or reminders. The most important changes are introduced below and explained more fully on the "a-g" Guide web site at www.ucop.edu/doorways/guide.

1. **Adding/Removing Previously Approved Courses.** Please remove courses that will not be taught in the upcoming school year (2008-09). It has been our experience that some schools are reluctant to do so because the course may be offered again in the future and school personnel do not wish to repeat the review process for the course. In practice, however, should your school later decide to offer a previously deleted course – if the course was approved within the last three years and the course title has not changed – then you can simply request to have the course added to your course list without submitting to UC a complete course description. The update submission site has a template for new courses that includes a question addressing previously approved courses.
2. **Advanced Placement Course Audit.** The University has received information from the College Board on courses that failed to receive authorization on first submission of the AP audit process and/or that, to date, have not received authorization through subsequent submission and review. We understand that the review process is ongoing, and that a number of courses are still under review. The University does not plan to remove the AP designation from any previously approved courses that appear on 2007-08 course lists but will review this information as it applies to 2008-09 course lists. If there is an error or change in the status of an Advanced Placement course offered by your high school, please let us know.
3. **Career and Technical Education.** The University is very interested in reviewing course submissions that link rigorous academic and technical coursework. To date, more than 5,600 courses that include a career and technical education focus have been approved in fulfillment of UC's subject requirements. For more information and examples of previously approved courses, see:
http://www.ucop.edu/a-gGuide/ag/course_descriptions/courses.php?list=approvedbycareer
4. **Curriculum Integration Pilot Program (CIPP).** UC and the California Department of Education are partnering to offer grants to schools to promote and develop new curriculum that integrates academic and career-technical course content in ways that promote "a-g" approval. Currently three schools have received these grants and have received approval for courses in Automotive Physics, Medical Arts Science and Engineering Robotics. Additional information about CIPP and a proposal application are available at www.ucop.edu/doorways/guide, under the "What's New" section.
5. **Methods of Satisfying the Language Other Than English (LOTE) Requirement.** UC offers several ways for students to satisfy the LOTE requirement. The various options are represented in a table posted to the "e" – LOTE area of the "a-g" Guide, at www.ucop.edu/doorways/guide.
6. **Non-Site-Based Independent Study.** UC faculty continue to discuss a policy to clarify the conditions under which non-site-based independent study schools and programs will be eligible to establish and maintain an "a-g" course list. Among the discussion items is a policy that would require students to (a) spend some time engaged in interactive instruction and/or academic tutoring/advising, which may be provided on site or through virtual means, (b) have regular interaction with teachers who are experts in the discipline of study, and (c) take exams and other major assessments under the supervision of a proctor. Currently, all new schools, including independent study schools, begin the process of establishing a course list by completing a "New School Information Sheet," accessible on the "a-g" Guide web site at www.ucop.edu/doorways/guide.
7. **Online Learning/Distance Education.** Last fall, UC faculty approved a much anticipated policy that determines the criteria and process by which online courses may be utilized by students to satisfy the "a-g" subject requirements. The policy requires several steps:
 - (i) An online provider must apply to UC for "program status."
 - (ii) Once the provider is granted "program status," it can submit online courses/curricula to UC for "a-g" approval.
 - (iii) As the provider's courses are granted approval, a program course list will be created on the Doorways

website and students will be able to use these approved courses for eligibility

To date, the University has approved one online provider — National University Virtual High School — and is in discussion with other providers. We hope to expand this list in the coming year. Since the review process will take an extended period of time to implement, UC will continue the policy and procedure used in recent years — i.e., accept any pre-approved courses offered by UCCP (for 2007-08) and/or Cyber High, and also will recognize the completion of other college-preparatory online courses if the high school principal certifies that a course is comparable to college-preparatory curriculum and ensures that the course and associated grades and credits are listed on the student's transcript.

***Important Note:** UC will not accept any online courses in the areas of visual and performing arts (VPA) or laboratory science, unless science courses require an on-site wet lab component. The complete online policy is available on the "a-g" Guide web site, in both the "What's New" and "FAQ" sections.*

8. **Physics and Chemistry textbooks.** UC faculty have reviewed the Bob Jones University Press physics and chemistry text books and have concluded that an approved "d" laboratory science course may rely on these books as primary texts, provided that the course otherwise meets the "d" subject area guidelines.
9. **Program Status for CSU Early Assessment Program (EAP).** Among other valuable services, the CSU Early Assessment Program indicates to high school juniors their readiness for college-level English. If students need additional academic preparation, they can now take a course entitled "Expository Reading and Writing" developed jointly by high school and CSU English faculty members. A standardized course description has been approved by UC faculty and satisfies one year of the "b" English requirement. Last year, UC faculty granted "program status" for EAP, which allows any school that offers the CSU's EAP course to quickly and easily add the course to its own "a-g" course list. Please use the official title of the course, "Expository Reading and Writing," when adding this course to your list. If your school is interested in offering the course, please contact Nancy Brynelson, Co-Director, Center for the Advancement of Reading, at (916) 278-4581. Detailed information on this course is available at www.ucop.edu/doorways/guide.
10. **UC College Prep Online (UCCP).** Under a new strategic plan, UCCP is no longer involved in the instruction of courses, but is now devoted to developing new college-prep and Advanced Placement courses and broadening access to its courses through multiple distribution channels. The University continues to work with UCCP in implementation of this new plan. For the 2007-08 school year, UC will continue to honor UCCP courses on a course list as long as a local teacher at your school will be the teacher of record for the course that is offered. If a school is not offering UCCP courses, then the courses should be removed from the school's course list.
11. **Validation Changes.** The University uses a process known as validation to allow students to clear, or validate, a course omission or "D" or "F" grade in certain subject areas. In 2004 UC faculty clarified a couple of validation rules: (a) a passing grade in the second semester of chemistry will no longer validate a "D" or "F" grade in the first semester, and (b) statistics will no longer validate geometry, but will continue to validate beginning and intermediate algebra. These validation rule changes are in effect for chemistry and statistics courses that will be completed during 2007-08 school year and beyond.
12. **Visual and Performing Arts (VPA) Policy Implementation.** The Visual and Performing Arts requirement is in full implementation, and the University encourages all schools that do not offer a yearlong course to come into compliance so that your students can continue to be UC-eligible. As a reminder, students entering UC after the fall of 2006 must satisfy the VPA requirement by completing an appropriate single course in a year-long sequence (i.e., the second semester must be the continuation of the first semester). If scheduling challenges demand, students may divide the year-long course in two different academic years, as long as the course curriculum is designed as a year-long sequence and approved as such by the University. Please contact the High School Articulation unit at (510) 987-9570 for assistance.
13. **WASC Accreditation.** In December 2002 UC faculty approved a policy that requires all California public and private high schools to be WASC-accredited (or a candidate for accreditation) in order to establish and/or maintain an "a-g" course list. The University strongly encourages all schools to update their WASC accreditation information with any changes of dates or status. **Updating your WASC information can be found at "Step 1" of the University's course submission web site.** Accurate WASC accreditation is critical for freshman eligibility to the University of California.