

**University of California  
Eligibility in the Local Context (ELC)  
Graduating Class of 2010**

<p><b>Guidelines for Transcripts—Page 1 of 3</b> <b>This form explains how the ELC program evaluates high school transcripts.</b></p>
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**Unofficial Transcripts**

Schools may send unofficial transcripts and may even handwrite pertinent information onto transcripts.

**Letter Grades**

To be considered in the ELC evaluation, a course must have a letter grade. Courses that have number grades, pass/not pass grades, or credit/no credit grades will not be included in the ELC evaluation.

**Credits**

To be considered in the ELC evaluation, a course must have credits. For example, if a course has a grade of A but zero credits, it is not considered in the ELC evaluation.

**Grade Changes, Including AP Courses**

The ELC program cannot accept revised transcripts once students have received notification of their ELC status. Therefore, the ELC program cannot reevaluate student records for late grade changes once student results have been mailed. Please review the ELC Appeals Policy regarding acceptable procedures for submitting updated transcript information prior to student notification being mailed. You can review the Appeals Policy at [www.ucop.edu/sas/elc/](http://www.ucop.edu/sas/elc/).

**Courses Taken in Seventh and Eighth Grades**

Language other than English and math courses beginning with Algebra 1 successfully completed in the seventh and eighth grades will be used in the ELC evaluation if they are on the high school transcript and have letter grades and credits. As with ninth-grade courses, these grades are not factored into the GPA.

**College Courses**

The ELC evaluation will include college courses only if the courses appear on the high school transcript or a copy of the college transcript accompanies the high school transcript in the original submission packet. The transcript must clearly indicate the name of the college and note the course name, discipline, and number. If this information is not included, the course cannot be considered in the evaluation process.

**Grade Point Average**

For the purposes of ELC evaluation, UC uses an uncapped GPA based on UC-approved coursework taken in the 10th and 11th grades. High schools may use any method of calculating a GPA to rank students, as long as the method identifies the top students.

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**Test Scores**

To be included in the ELC evaluation, test results must appear on the high school transcript submitted with the original submission packet. Test scores considered in ELC evaluation include SAT Reasoning Test Writing Section (taken after spring 2005), SAT Subject Tests, AP exams and IB Higher-Level exams. Only test scores that clearly indicate the type of exam and the subject area can be considered in the evaluation process.

**High School Transfer Students**

Some students attend more than one high school between their ninth and 11th grades. These students will be evaluated for ELC using all approved “a-g” courses from the current and previous schools that are included on the students’ transcripts with letter grades and credits.

A high school must indicate that it accepts the knowledge acquired in courses taken at another school as equivalent to its own course either by using the same transcript or Doorways course names as its own courses or by using a generic course name that clearly indicates that the principal considers the course to be a college-preparatory course. Otherwise, if the sending school is retaining the name of the transfer school, the name and location of the transfer school should be clearly identified on the transcript along with the dates of attendance. This will allow ELC to accurately assess which courses were completed at the transfer institution and if the course is UC-approved.

At the same time, course names must be specific enough that evaluators can determine how to use the course in the ELC evaluations. For example, the ELC program cannot accept courses called “math” or “mathematics” in lieu of “geometry”; “science” instead of “chemistry”; or “history” instead of “world history.”

**Language Other Than English Requirement**

ELC requires that students satisfy 1 unit of language other than English. Many students satisfy the requirement by demonstrating proficiency in another language without taking a high school course. Students may meet the requirement in one of several ways, which are given below, along with the documentation needed from the school.

Method	Guidance	Documentation
SAT Subject Test	The following scores satisfy the entire requirement: <b>Chinese with Listening: 520</b> <b>French/French with Listening: 540</b> <b>German/German with Listening: 510</b> <b>Modern Hebrew: 470</b> <b>Italian: 520</b> <b>Japanese with Listening: 510</b> <b>Korean with Listening: 500</b> <b>Latin: 530</b> <b>Spanish/Spanish with Listening: 520</b>	Include test scores and dates on transcript.

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AP or IB Examination	<p>Score of 3, 4 or 5 on the AP Language or Literature Exam in French, German, Spanish or Latin (Chinese, Italian and Japanese are pending faculty approval)</p> <p>Score of 5, 6, or 7 on an IB Language A2 HL exam</p>	Include test scores and dates on transcript.
Assessment by a University	<p>Most language departments at universities will conduct an assessment and issue a statement of competency on official letterhead, which would serve as certification. Search university websites to learn if they have a department in that area and contact them by phone to request an appointment to have an assessment conducted.</p>	<p>Include note on transcript including language, date of and administrator of test and assessment of proficiency level. (Example: "Competency in Portuguese equivalent to two years of college-prep Portuguese certified by Department of Spanish and Portuguese at UC Berkeley on March 12, 2006".)</p>
Formal Schools in a Language Other Than English	<p>Students who have completed two years of formal instruction in a school where a language other than English was used as a medium of instruction beginning in grade six or later have met the LOTE requirement. Consecutive enrollment is not required.</p>	School transcript or other official document.
Certification by High School Principal	<p>Principals should develop and maintain clear standards for providing this certification. Certification should be based on the judgment of language teachers, advice of professional or cultural organizations with an interest in maintaining language proficiency, or other appropriate source of expertise. Language placement examinations or other similar assessments may be used.</p>	<p>Include note on transcript showing principal's certification of competency with language and assessment of proficiency level. (Example: "Competency in Portuguese equivalent to two years of college-prep Portuguese certified by School Principal on March 12, 2006".)</p>