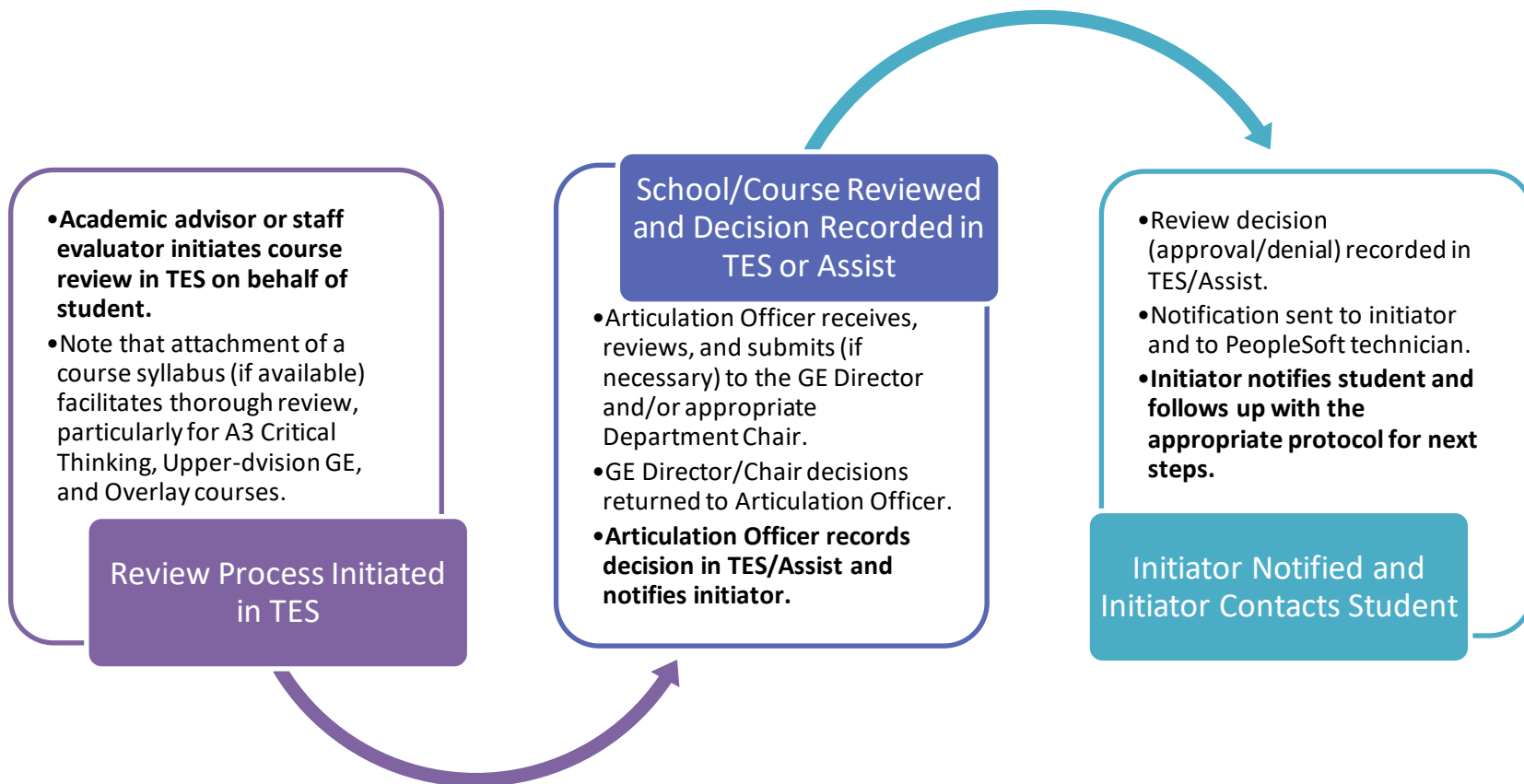


# TES COURSE REVIEW PROCESS

The flow chart below diagrams the process and procedures involved in submitting, reviewing, and approving transfer courses through the [Transfer Evaluation System](#) (TES) which applies to all staff/faculty advisers and staff evaluators.\* **ALL** domestic and international courses not listed in TES or [Assist.org](#) **must be vetted and approved through the Articulation Office, the Director of General Education, and/or Department Chairs**. This process holds for the “Golden Four” GE courses in Areas A1 Oral Communication, A2 Written Communication, A3 Critical Thinking, and B4 Quantitative Reasoning, as well as all other GE, Second Composition, Overlay, and Code areas. Staff members are not authorized to render decisions on whether courses meet the GE Second Composition, Overlay, and/or Code criteria and learning outcomes as described in EO 1100 and Cal State East Bay Academic Senate Policy.



\* See *TES Instructions for Advisers and Evaluators*