

## Transfer of Credit

### Transfer of Credit and Course Waiver

#### Allan Hancock College Board Policy 4900

The District shall permit the waiver or substitution of courses required for completion of an Associate in Arts and Associate in Science, or a program certificate, provided the District does not offer the required course on a regular basis and not have a comparable course; or the student submits evidence that a course taken at another college is comparable to one required at Allan Hancock College.

The District shall not allow course waivers for Associate in Arts for Transfer and Associate in Science for Transfer (Associate Degrees for Transfer or ADT) degrees.

The District shall permit the substitution of courses required for the completion of Associate in Arts for Transfer and Associate in Science for Transfer degrees provided that the student submits evidence that a course taken at another college is comparable to one required at Allan Hancock College or that such course meets the intent of the Transfer Model Curriculum.

Allan Hancock College cannot grant a course waiver or course substitution that is inconsistent with Title 5 regulations nor can it ensure that a substitution granted by the college will be accepted by another institution.

A student who believes that he/she has a legitimate request for a course waiver or substitution for a degree or certificate shall follow the process as set forth in the administrative procedure.

#### Allan Hancock College Administrative Procedure 4900

The District intends for all of its graduates to have mastered the competencies required by Title 5 and to have completed the courses required for an Associate in Arts, Associate in Science, Associate in Arts for Transfer, Associate in Science for Transfer or a program certificate. The District recognizes that required courses for various programs of study cannot always be offered on a schedule appropriate to all students. The District also recognizes that many courses taken at institutions other than Allan Hancock College may be the equivalent to Allan Hancock College courses.

If a student believes that another course can substitute for a required course in a program of study or that a course taken at another college is the equivalent of a course at Allan Hancock College, the student may request a waiver or substitution for that course using the following procedure. Students are responsible for submitting any supporting information and verification such as course outline, transcripts and course descriptions.

**Step 1** For a waiver or substitution of a requirement within a major in an Associate of Art or an Associate of Science, the student, in consultation with an academic counselor, shall submit a completed Course Waiver or Substitution for Degree or Certificate form to the appropriate department chair. Transfer students requesting a course substitution in an Associate in Arts for transfer or an Associate in Science for Transfer must submit the form to the Articulation Officer. Transfer students requesting a course waiver or substitution for general education requirements must submit the form to the Counseling Department Chair.

**Step 2** Within ten (10) regular session days of receiving the credit petition, the appropriate chairperson or, if the petition is for a noncredit program of study, the Dean, Community Education, shall review the petition in consultation with faculty within the discipline, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition, and notify the student and the student's academic counselor, in writing, of the decision.

**Step 3** If the student is not satisfied with the decision of the department chair and wishes to pursue the matter further, the student shall submit the credit petition to the appropriate dean within ten (10) regular session days. Within ten (10) regular session days of receiving the petition, the appropriate dean shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition and notify the student, the student's academic counselor, and the department chair in writing of the decision.

In the case of noncredit programs of study, if the student is not satisfied with the decision of the Dean, Community Education, the student may submit the petition to the Vice President, Academic Affairs within ten (10) regular session days. Within ten (10) regular session days of receiving the petition, the vice president shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition and notify the student, the student's academic counselor, and the dean in writing of the decision.

**Step 4** If the student is not satisfied with the decision at Step 3 wishes to pursue the matter further, the student shall submit the credit petition to the Vice President, Academic Affairs within ten (10) regular session days. The Vice President, Academic Affairs shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition and notify the student, the student's academic counselor, the department chair, and the dean in writing of the decision.

If the student with a noncredit petition is not satisfied with the decision at Step 3 and wishes to pursue the matter further, the student may move to Step 5.

**Step 5** If the student is not satisfied with the decision of the Vice President, Academic Affairs and wishes to pursue the matter further, the student shall submit the petition to the Superintendent/President within ten (10) regular session days. Within fifteen (15) regular

session days of receiving the petition, the Superintendent/President will review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition, and notify the student, the student's academic counselor, the department chair if appropriate, the dean, and the vice president in writing of the decision. The decision of the Superintendent/President is final.

References: Title 5 Sections 55060 et seq.