

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS**

INDEX NUMBER: E-101

REFERENCE:

TOPIC: Credit for Courses Taken at
Institutions of Higher Learning Outside
the United States

ISSUE DATE: July 30, 2005

INITIATED BY:

CHANGES: New Regulation

DATES OF CHANGES:

The intent of this policy is to provide a process for granting Associate Degree credit for course work completed at institutions of higher education outside the United States, which are deemed comparable or equivalent to the first two years of college. Credit is authorized for work completed at these institutions under the provisions of this regulation.

1. After completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade point average, students may submit a petition to have course work completed at institutions of higher education outside the United States accepted by the college.
2. A maximum of the equivalent of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.
3. Students petitioning for credit must provide an evaluation of their transcripts completed by an independent transcript evaluation service approved by the by the *California Commission on Teacher Credentialing*.
4. In order to be considered for UNIT credit, the evaluation of the student's transcript, conducted by the independent transcripts evaluation service required by section 2 of this regulation, must include the following:
 - a. Description of the country's higher education system and the role of the institution in that system.
 - b. Verification that the institution is approved by the country's approving/accrediting agency (e.g., ministry of education).
 - c. The hours completed and their semester-unit equivalencies.
 - d. Grades -- U.S. equivalent (i.e., A-F), pass/no pass, or percentage, including the percentage required for a passing grade.

Unless the provisions of section 5 of this regulation are met, only elective credit may be granted.

5. In order to be considered for COURSE credit, in addition to the requirements of section 4 of the regulation, the evaluation must include the following for each course:
 - a. course description
 - b. topics covered
 - c. hours (lecture hours and/or lab hours)
 - d. prerequisite(s), if applicable

If the student did not take discrete, identifiable courses, the evaluation of the students transcript must provide a list of the topics covered by the curriculum, total hours for each topic, and information as to whether the student passed the curriculum or portions thereof.

6. The college will develop procedures for determining whether the courses taken at the institution of higher education outside the United States are equivalent to courses in the college's curriculum. Specific course credit may be granted for equivalent work taken at an institution of higher education outside the United States, based on a comparison of course descriptions. These procedures shall be developed in consultation with the college's Academic Senate in accordance with the provisions Chapter XVIII of the Board Rules -- *Academic Senate and the Board of Trustees Shared Governance Policy*.
7. If course equivalency is granted, the courses shall be used for all degrees and certificates awarded by colleges in the LACCD, except that:
 - a. No course taken outside the United States, may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication requirement-
 - b. No course taken at institutions of higher learning outside the United States may be used to satisfy Associate Degree's American Institutions requirement.
 - c. In cases where course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements may petition to receive elective credit.
 - d. Courses that are part of a program that also meets licensing requirements, must be approved by the receiving college, in accordance with college policies developed in consultation with the college's Academic Senate in accordance with the provisions Chapter XVIII of the Board Rules -- *Academic Senate and the Board of Trustees Shared Governance Policy*.
8. This evaluation is valid only in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities. Those wishing to transfer should consult with their prospective transfer institution.