

## **Los Angeles City College Process Addressing Transcript Evaluation Requests and Inquiries**

**Background: The District Academic Senate (DAS) unanimously passed the following resolution in spring 2019 enunciating faculty purview in this area:**

*Evaluation of Curriculum from outside the Los Angeles Community College District (LACCD): A reaffirmation of faculty primacy over curriculum*

*Whereas*, Title 5 §53200 states that curriculum and program development are academic and professional matters under the purview of the academic senate; and

*Whereas*, it is routine and common for students attending colleges in the LACCD to have completed coursework at institutions of higher education outside the LACCD; and

*Whereas*, our students need their coursework from outside the LACCD officially evaluated as early in their educational career with us as possible to ensure they are given the appropriate credit toward their educational goal with us; and

*Whereas*, the evaluation of coursework completed by students from outside the LACCD is a curricular matter of faculty primacy under the purview of the academic senates;

*Resolved*, that the colleges in the LACCD develop local policies and processes through their academic senates affirming faculty primacy in all curricular matters including the evaluation of curriculum completed from outside our district; and

*Resolved*, that District and local policies and processes be revised as needed to ensure that the approval or disapproval of curriculum from outside our district only be determined by faculty.

### **Los Angeles City College Process**

#### **1. Overview of the Process**

The Los Angeles City College process for addressing all transcript evaluation petitions and inquiries establishes clear roles for counselors and graduation evaluators. The counselors, as faculty, have primacy for determining the appropriateness of coursework for the completion of degree and certificate requirements. Where course substitutions are requested for major or program-specific requirements, counseling faculty will consult with discipline faculty. The Counseling Department makes all final approvals. Graduation evaluators review all petitions for completeness, and rely on the expertise of counseling faculty in determining the appropriateness of coursework for degree and certificate requirements. When a graduation evaluator has a question about the appropriateness of coursework to degree or certificate requirements, or if the petition does not have Counseling Department approval, the graduation evaluator will notify the Counseling Department, which makes the final determination.

## **2. Role of the Counseling Department**

During an appointment early in the student's educational career, counseling faculty initiate all evaluation of coursework for applicability to our programs (i.e., how such external coursework and exams can be used as a prerequisite or co-requisite, earn credit towards or meet degree or certificate requirements, earn credit towards transfer admissions and requirements, etc.). Ideally the counselor should be able to evaluate external coursework in tandem with developing a comprehensive Student Educational plan (SEP) for the student. (See Appendix A for District Academic Senate endorsed LACCD Transcript Evaluation Petitions developed by the LACCD Articulation Officers).

The responsibility for addressing all transcript evaluation petitions and inquiries rests with the Counseling Department. All transcript evaluation petitions or inquiries are forwarded to the Counseling Department Chair (or counselor(s) designated by the Chair) who will conduct final review and approval. When course substitutions for program or major requirements are requested, the Counseling Department will consult with the appropriate discipline faculty for final review before approval. Counselors make all determinations within the parameters established by LACCD Administrative Regulations, and all external curricular requirements established for IGETC, CSUGE, and Associate Degrees for Transfer.

## **3. Role of the Articulation Officer**

In cases where the applicability or equivalence of external coursework is unclear, the Articulation Officer will work with counselors to make that determination. The Articulation Officer will also serve as a resource for Counseling faculty on matters regarding course substitutions for ADTs, IGETC certification, and CSUGE/B certification. However, the responsibility for approving all petitions and certifications rests with the Counseling Department.

## **4. Role of the Admissions Office**

Admissions Office graduation evaluator staff are responsible for assessing the completeness of the information stated in graduation petitions submitted by students, not the appropriateness of the coursework listed. Graduation evaluators validate a student's coursework by comparison against the stated program requirements in the College Catalog, curriculum management system, student information system and/or the college repository of evaluated courses; apply all Counseling-approved course substitutions; and process awards when all requirements are met. If the evaluators find any course substitutions that have not been approved by the Counseling Department, they should forward the information to the Counseling Department to initiate an evaluation. When graduation evaluators have questions about the applicability of coursework to the requested program awards, or if a petition lacks Counseling Department approval, they will notify the Counseling Department, which makes all final determinations on coursework applicability to program awards.

## **5. Local Degrees and Certificates**

The following LACCD Administrative Regulations govern how we apply credit to our local associate degrees, certificates of achievement and certificates of accomplishment:

E-79: Competency Requirement

E-93: Acceptance of Courses to Meet Associate Degree and General Education Requirements

E-101: Credit for Courses Taken at Institutions of Higher Learning Outside the United States

E-110: Advanced Placement Policy

E-118: Military Credit

E-119: Acceptance of Upper Division Coursework to Meet Associate Degree Requirements

E-122: International Baccalaureate Credit

E-123: CLEP Credit

## **6. Associate Degrees for Transfer Major Requirements**

The Associate Degrees for Transfer (ADTs) are California Community College (CCC) degrees and the curriculum is the purview of the Intersegmental Curriculum Workgroup (ICW). CCCs choosing to adopt an ADT degree(s) must follow the Transfer Model Curriculum (TMC) template(s) on the California Community College Chancellor's Office (CCCCO). However, course substitutions are permitted within the parameters established by the ICW.

## **7. California State University General Education Breadth Requirements (CSUGE)**

The CSUGE curriculum is the purview of the CSU faculty and is governed by the policies in CSU Executive Order 1100.

## **8. The Intersegmental General Education Transfer Curriculum (IGETC)**

The Intersegmental General Education Transfer Curriculum (IGETC) is the purview of CSU and UC faculty and is governed by the Intersegmental Committee of the Academic Senates (ICAS) and established in their IGETC Standards, Policies & Procedures.