

San Diego Community College District

Procedure
3900.2

October 14, 1998

CREDIT FOR NON-COLLEGE CREDIT VOCATIONAL COURSES

The procedure implements District [Policy 3900](#) regarding the awarding of academic credit from non-traditional education sources based upon articulation of non-college courses.

FUNCTION

1. Academic credit will be granted for the completion of non-college credit articulated vocational courses in accordance with [Policy 5300](#).

ESTABLISHING THE MASTER EQUIVALENCY/ARTICULATION LIST

1. A Master Equivalency/Articulation list of courses for which credit may be awarded including the amount of credit, grading option, minimum grade requirements, and comparable course(s), shall be established.
 - a. Each department will identify courses eligible for the Master Equivalency/Articulation list.
 - b. The Master Equivalency/Articulation list will be updated and curriculum approved annually by the Instruction Services committee/council at each college. Concurrence for courses in aligned programs is expected.
 - c. The approved list will be forwarded to the Chief Student Services Officer, Provost of the Continuing Education program and the Chief Instructional Services Officer of each college and continuing education for distribution to the appropriate staff.
 - d. The list may be modified and republished at any time.

APPLYING FOR CREDIT FOR NON-COLLEGE COURSES

1. Student files an *Application for Credit for Non-College Courses(s)* with the Evaluations Office along with an official Certificate of Completion for the non-college vocational course(s).
2. The college Evaluations Office determines if the following criteria have been met:
 - a. The course is on the Master Equivalency/Articulation list.
 - b. The student is currently registered in a college of the district.
 - c. Official transcripts from all prior colleges are on file.
 - d. The student has not previously received college credit for the course.
 - e. Student has met the minimum grade requirements as specified on the Master Equivalency/Articulation list.
 - f. The non-college vocational course has been completed within the last two years. College departmental approval is required for all courses completed beyond the two year limitation.
3. The Evaluations Office forwards the approved application to the District Records Office.
4. The District Records Office records the credit on the student's academic record as Credit by Examination and returns all original documents to the college for inclusion in the student's folder.

LIMITATIONS

1. Units granted cannot be used toward the graduation in residence requirement.
2. Units granted will not be counted in the student's current study load.
3. Credit will be granted in accordance with the terms specified on the Master Equivalency/Articulation list. The limitations of the Credit/No-Credit policy shall be waived in this instance. <P<
4. Credit will not be granted if it duplicates any other credit awarded the student.
5. Processing fees will not be applicable.

SUPERSEDES:

Procedure 3900.2, 12/16/77