



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3900.5 - CREDIT AVAILABLE FOR COURSES COMPLETED THROUGH AMERICAN COUNCIL ON EDUCATION (ACE)/THE NATIONAL COLLEGE CREDIT RECOMMENDATION SERVICE (National CCRS)

This procedure implements Board of Trustees Policy *BP 3900 Academic Credit for Non-Traditional Education* regarding the awarding of academic credit for non-traditional education.

1. FUNCTION

- a. Academic credit for ACE/National CCRS courses may be granted upon analysis of the following:
 - 1) Original documentation of courses completed including (photocopies will not be accepted);
 - 2) Location of the school/program;
 - 3) Inclusive dates of the course;
 - 4) Length and content of the course; and
 - 5) Full title of the course.
- b. Credit is awarded based upon course description(s) and Credit Recommendations for the lower division baccalaureate level from the following research guides:
 - 1) College Credit Recommendations - The Director of the National College Credit Recommendation Services by the Board of Regents of the University of the State of New York, the State Education Department, Albany, NY 12230, available online at www.national.ccrs.org; and
 - 2) The National Guide to Educational Credit for Training Programs by American Council on Education published by Macmillan & Company, 866 3rd Avenue, New York, NY 10022, available online at www.acenet.edu/credit.

2. APPLYING FOR CREDIT THROUGH ACE/National CCRS

- a. Student submits official documentation for credit through ACE/National CCRS in the College Evaluations Office.
- b. College Evaluations Office:
 - 1) Verifies that the request falls within the limitations of this procedure;
 - 2) Verifies that the student is currently enrolled in a college of the District; and

- 3) Forwards the documents to the District Evaluations Office.
- c. District Evaluator:
 - 1) Performs the research necessary to determine units of credit to be awarded and completes the Academic Credit for Non-Traditional Education form; and
 - 2) Forwards the approved form to the District Records Office.
- d. District Records Office records the units to student's permanent academic record.
- e. The District Records Office returns the documents to the District Evaluations Office to articulate and record the coursework.
- f. The documents are sent to the College Records Office for inclusion in the student folder.

3. LIMITATIONS

- a. Credit granted may not be used to meet the American Institutions requirement.
- b. Credit granted may not be used to meet the English composition requirement.
- c. Credit granted may not be used to meet major requirements without department approval.
- d. The credit granted may not be used to satisfy the graduation in residence requirement.
- e. Credits granted will not be counted in the student's current study load.
- f. Processing fees are not applicable.
- g. Credit will not be granted if it duplicates any other credit granted to the student.
- h. Only unit credit is granted. No grades will be recorded.

NOTE: The limitations of the pass/no pass policy shall be waived in this instance.

Approved by
the Chancellor: August 28, 2013

Supersedes: Procedure 3900.5 - 6/25/87, 8/11/94, 04/13/10