



## EDUCATIONAL PROGRAMS & INSTITUTIONAL EFFECTIVENESS

---

CITY  
EAST  
HARBOR  
MISSION  
PIERCE  
SOUTHWEST  
TRADE-TECH  
VALLEY  
WEST

December 4, 2019

Dear Colleagues,

There have been ongoing concerns about the process for validating student coursework and evaluating degree and certificate completion. Title 5 §53200 states that curriculum and program development are academic and professional matters under the purview of the academic senate and this work includes the evaluation of coursework from other United States regionally accredited institutions to determine whether program requirements have been met. This includes local major and general education requirements, local English and math competency, local prerequisites, the CSU and UC general education plans (CSUGE Breadth and IGETC), the Associate Degrees for Transfer (ADTs) and all course substitutions for degree and certificate requirements.

While Title 5 makes clear the role and responsibility of faculty to determine the curriculum and courses for degree and certificate requirements, colleges have practiced various means to evaluate coursework outside of LACCD and its application of credit. This process is a collective effort among discipline faculty, counseling faculty, admissions staff, and the Articulation Officer working together so that we are compliant of the rules that govern our decisions and procedurally we are able to process seamlessly, consistently and in a timely manner for our students to have their coursework evaluated accurately. To meet this end, the following guidelines are being provided for implementation at each college to ensure the appropriate division of roles and responsibilities are clear.

Faculty have the primary responsibility to evaluate the curricular content of all coursework from outside institutions and how to apply such coursework as a substitute, or in lieu of, our program requirements. While past practices have placed the burden of the evaluation process at the time of petition for an award or graduation, counseling faculty should, as some of our colleges do, initiate the coursework evaluation of student's outside transcripts during an appointment early in the student's enrollment at the college. Ideally counselors provide this service in tandem with developing a comprehensive Student Educational Plan (SEP) per Title 5 §55524. (See Appendix A for District Academic Senate endorsed LACCD Transcript Evaluation Petitions developed by the LACCD Articulation Officers)

- Counseling faculty should forward all petitions requiring course evaluation or substitutions to the college Articulation Officer who will conduct the final review and signoff and/or consult with the discipline faculty for final review and signoff.

Office (213) 891-2134  
Fax (213) 891-2278  
cornnerm@laccd.edu  
laccd.edu

770 Wilshire Blvd.  
Los Angeles, CA 90017

- At the time students petition for graduation, our graduation evaluators are responsible for validating student coursework within the college against the stated program requirements in the College Catalog and/or associated curriculum systems (eLumen, SIS, etc.), applying all faculty approved course substitutions for coursework completed outside the district and processing awards when all requirements are met. If the evaluators find any external coursework that has not been evaluated by faculty, they should forward the information to the counseling faculty to initiate an evaluation.
- In the event of disagreement between evaluators and faculty on program requirements or the evaluation of coursework, faculty primacy will be honored and the faculty decision will stand; this is consistent with Title 5, CSU Executive Order 1100 (CSUGE Breadth) and the IGETC Standards, Policies & Procedures (IGETC), and in alignment with our current procedures, which are cited below.

The colleges should work to implement this division of roles and responsibilities and to revise graduation petition processes as needed to ensure a streamlined process for students. Should there be any questions or concerns regarding this process, please contact the Office of Educational Programs and Institutional Effectiveness.

### 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/department skills certificates:

- e79: Competency Requirement
- e93: Acceptance of Courses to Meet Associate Degree and General Education Requirements
- e101: Credit for Courses Taken at Institutions of Higher Learning Outside the United States
- e110: Advanced Placement Policy
- e118: Military Credit
- e119: Acceptance of Upper Division Coursework to Meet Associate Degree Requirements
- e122: International Baccalaureate Credit
- e123: CLEP Credit

### Associate Degrees Transfer 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). The LACCD ADT Reciprocity Guidelines endorsed by the District Academic Senate provide the colleges with consistent guidelines for these degrees.

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.

The Intersegmental General Education Transfer Curriculum (IGETC)

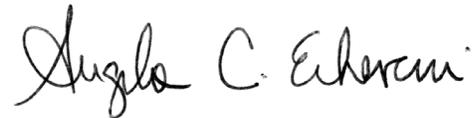
The Intersegmental General Education Transfer Curriculum (IGETC) is purview of CSU and UC faculty and is governed by the Intersegmental Committee of the Academic Senates (ICAS) and established in their IGETC Standards policy.

If you have any questions or concerns, please don't hesitate to contact Dr. Ryan Cornner at (213) 891-2134 or via [cornnerm@laccd.edu](mailto:cornnerm@laccd.edu).

Sincerely,



Dr. Ryan Cornner  
Vice Chancellor  
Educational Programs and Institutional Effectiveness



Angela Echeverri  
President  
District Academic Senate