

## College Credit from Other Institutions

### Policy

Previously earned lower division degree applicable or transfer college or university units will be accepted if the institution is accredited by one of the following accrediting bodies: Middle States Association of Colleges and Schools (MSA), The Northwest Association of Schools and Colleges (NASC), North Central Association of Colleges and Schools (NCA), New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC), Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (WASC-JR), Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities (WASC-SR). A maximum of 15 semester units will be allowed for courses taken by correspondence from accredited institutions. No credit will be awarded for developmental or skills classes, upper division courses, or extension courses.

Columbia College does not evaluate international transcripts. Lower division courses will be accepted if recommended by the Credentials Evaluation Service, Inc., P.O. Box 66940, Los Angeles, CA 90066, or the Foreign Educational Document Services, P.O. Box 4091, Stockton, CA 95201. The cost of the evaluation is the responsibility of the student.

In accordance with District policy, official college transcripts received by Columbia College will be evaluated for college credit. Transcripts received become the property of Columbia College.

The elective unit requirement may be met with courses from regionally accredited colleges and universities without further evaluation.

Program and general education requirements may be met with courses from regionally accredited colleges and universities after being evaluated through the course equivalency or course substitution process, which includes use of C-ID designations.

### Procedure

#### **Course equivalency may be determined by any of the following methods:**

1. Direct articulation between Columbia College and the sending institution.
2. Indirect articulation between Columbia College and other California Community Colleges based on approval of courses for the California Identification Number System (C-ID).
3. Indirect articulation between Columbia College and a sending institution determined by cross referencing additional public colleges and universities included in the California statewide articulation repository (ASSIST.org). For example, if a course under review is not approved for C-ID and Columbia College does not have direct articulation with the California Community College a CSU that maintains articulation with both Columbia College and the other California Community College could be used to establish indirect articulation.
4. A critical evaluation of the course to verify core elements of the course including topics, course objectives, lecture and/or lab hours, and pre-co-requisites are sufficiently aligned with Columbia College courses. Appropriate faculty content experts will conduct the review and indicate support.

5. In addition to the criteria described above, courses being applied toward ADT requirements will also be reviewed and supported by the Articulation Officer.

- Faculty contacted for a required course review will respond within five (5) working days. If faculty are unable to respond within this time frame, the course review request will go to the Academic Senate President for follow up.
- Any Course that is reviewed and supported will be placed in a database for ongoing reference. These established equivalencies may be used to approve similar requests without the need for faculty or Articulation Officer review and support for a period of two years. Any requests involving similar courses that are initiated after the two year timeframe must go through the entire review and support process.

**Course substitutions may be approved by any of the following methods:**

1. Courses completed at another California Community College that are approved for an associate degree general education category as outlined in Title 5 will be applied to the same associate degree general education category at Columbia College regardless of whether or not Columbia College has an equivalent course.
  2. Courses completed at another California Community College or at a California State University that are approved for a CSU general education category as outlined in CSU E.O. 1065 will be applied to the parallel associate degree general education category at Columbia College
  3. Courses completed at private colleges and universities that are approved for a CSU general education category as outlined in CSU E.O. 1065 will be applied to the parallel associate degree general education category at Columbia College
  4. Courses completed at another California Community College that are approved for the Intersegmental General Education Transfer Curriculum (IGETC) as outlined in the Standards, Policies & Procedures for IGETC) will be applied to the parallel associate degree general education category at Columbia College.
  5. A critical evaluation of the course to verify core elements of the course including topics, course objectives, lecture and/or lab hours, and pre-co-requisites are a sufficient substitution for the Columbia College required course. Appropriate faculty content experts will conduct the review and indicate support.
6. In addition to the criteria described above, courses being applied toward ADT requirements will also be reviewed and supported by the Articulation Officer.

- Faculty contacted for a required course review will respond within five (5) working days. If faculty are unable to respond within this time frame, the course review request will go to the Academic Senate President for follow up.
- Any Course that is reviewed and supported will be placed in a database for ongoing reference. These established equivalencies may be used to approve similar requests without the need for faculty or Articulation Officer review and support for a period of two years. Any requests involving similar courses that are initiated after the two year timeframe must go through the entire review and support process.