

## Chapter 4 – Academic Affairs

### AP 4051 Course Equivalencies and Variances

#### References:

Title 5 Sections 55061

#### Evaluation of Other College Coursework

Mt. San Antonio College reserves the right to evaluate work completed at other regionally accredited colleges and universities. Transfers with acceptable grades will be granted advanced standing insofar as the work corresponds with the curriculum of this institution or the lower-division work offered in accredited colleges or universities. Each applicant should file with Admissions and Records an official transcript of their records from all colleges and universities previously attended. It is the student's responsibility to request the evaluation of official transcripts from other colleges.

#### Acceptance of Domestic Coursework from Regionally Accredited Colleges and Universities in the United States

The College will accept "degree-appropriate" or "baccalaureate" level courses from regionally accredited colleges and universities in the United States. These course units will, at a minimum, be granted "elective credit" status. To determine General Education and/or Associate Degree equivalency and for granting of unit credit, the course must be easily identifiable as the same course taught at Mt. San Antonio College by a commonly used course prefix, title, and description. To be verified, sufficient information, including prerequisite information, must be available from the accredited college/university to substantiate granting course equivalency and course credit. The College reserves the right to deny acceptance of any course for the purpose of General Education, Associate Degree graduation requirements, or subject requirements.

The equivalencies for courses within disciplines taught at Mt. San Antonio College shall be determined by discipline faculty and certified by their department. Once certified, the equivalencies will be archived into Banner as equivalent and may be assumed for other students from the same institution for a period of four years, unless the department revokes their certification. An equivalent course determination more than four years old is not valid.

Courses within disciplines not taught at Mt. San Antonio College will be applied in the same manner as prescribed by the institution of origin as determined by that institution's college catalog.

## Reciprocity for Transfer Model Curriculum (TMC) Courses in Associate Degrees for Transfer

Mt. San Antonio College will accept TMC-aligned course substitutions that students have taken at another California community college as part of a Chancellor's Approved Transfer Degree from that school with the same degree title. The College will apply those course substitutions to the Mt. San Antonio College Associate Degree for Transfer requirement in the same manner prescribed by the institution of origin as determined by that institution's college catalog.

### Program Variances

Students may also request a program variance to substitute a course for one needed to complete a Mt. San Antonio College degree or certificate program. To determine the appropriateness of the substitution to the program, the course must be evaluated by the department chair from the respective academic department in which the course to be substituted resides. If the course is determined acceptable as a substitution for a required course in the program, the department chair will complete a "variance" form verifying this acceptance and will submit this paperwork to Admissions and Records. Department chairs should consult with discipline faculty if the course is not in their discipline. Variances are unique to each student, and the granting of a variance does not establish a precedent. The form used for course equivalence and variance requests shall be made widely available to students.

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