

## Chapter 4 – Academic Affairs

### AP 4051 Course Equivalencies and Course Substitutions

#### 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. Transfer students 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. In order for credit to be awarded, each student requesting an equivalency or course substitution shall file with the Office of 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.

Equivalency for the following must be easily identifiable as the same course taught at Mt. San Antonio College by a commonly used course prefix, title, and description:

- general education
- associate degree
- program major requirements
- granting of unit credit

To be verified, sufficient information, including prerequisite information, must be available from the accredited college or university to substantiate granting course equivalency and course credit. The College reserves the right to deny acceptance of any course for the purpose of prerequisite, General Education, associate degree graduation, or program major requirements.

#### Equivalencies

Equivalent coursework is any coursework completed at other regionally accredited colleges and universities that meets the published course content, rigor, and course objectives of a course offered at Mt. SAC. This coursework can be applied toward prerequisites, degrees, and certificates in the same manner as the equivalent course offered at Mt. SAC, regardless of the student's stated program of study.

The equivalencies for courses within disciplines taught at Mt. San Antonio College shall be determined by discipline faculty and certified by their department. The equivalencies will be archived into the student information system as equivalent for Mt. SAC prerequisite, certificate, and degree requirements.

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.

The department chairperson in which the course resides will complete an "Equivalent Coursework or Program Course Substitution" form verifying this acceptance and will submit this form to the Division's educational administrator for review and verification of the process. The Division office will forward the item to the Office of Admission and Records for review and processing.

Students pursuing campus credit for coursework taken external to Mt. SAC will have their transcripts reviewed for established course equivalencies upon submission of official transcripts to the Office of Admissions and Records. As a regular course of business, the Office of Admissions and Records will award students transfer credit and prerequisite overrides for courses that discipline faculty have previously approved as equivalent to Mt. SAC courses. This list of faculty-approved courses resides in the Office of Admissions and Records and is routinely updated through faculty-initiated directives via the "Equivalent Coursework of Program Course Substitution" form.

### Program Course Substitutions

Students may also request a program course substitution for a course needed to complete a Mt. San Antonio College degree or certificate requirement. Course substitutions are unique to each student, and the granting of a course substitution does not establish a precedent.

A course substitution allows an alternate course from a regionally accredited college or university to meet a course requirement of a program of study offered at Mt. SAC. This course is not considered an equivalent course but is considered an appropriate substitution for a specific degree and/or certificate and must be approved by the department chairperson of the program. If the department chairperson is not in the discipline for which the course is being considered, the appropriate faculty will be consulted, approve the course substitution, and forward the approval to the department chairperson.

### Program Substitution for Courses Taken at Mt. SAC

To determine the appropriateness of the substitution to the program, the course must be evaluated by the department chairperson of the program. If the department chairperson is not in the discipline for which the course is being considered, the appropriate faculty will be consulted, approve the course substitution, and forward the approval to the department chairperson.

If the course is determined acceptable as a substitution for a required course in the program, the department chairperson in which the program resides will complete an "Equivalent

Coursework or Program Course Substitution” form verifying this acceptance and will submit this paperwork to the Office of Admissions and Records.

The department chair in which the program resides will consider whether the program should be modified to include the course substitution as a program requirement, thereby allowing equitable access to all Mt. SAC students.

#### Program Substitution for Courses Taken at Another Regionally-Accredited Institution

To determine the appropriateness of the substitution to the program, the course must be evaluated by the department chairperson. If the department chairperson is not in the discipline for which the course is being considered, the appropriate faculty will be consulted, approve the course substitution, and forward the approval to the department chairperson.

The department chairperson in which the program resides will submit the completed “Equivalent Coursework or Program Course Substitution” form verifying this acceptance and will submit this paperwork to the Office of Admissions and Records.

#### 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.

\*Regionally Accredited – Regional accreditation is a process in which independent accrediting agencies regulate and monitor colleges' academic quality. Schools voluntarily choose to have regional accreditors assess their academic programs and student outcomes to ensure they meet certain quality standards.

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