

## Chapter 4 – Academic Affairs

### **AP 4051 Course Equivalencies and ~~Variances~~ 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. Transfers **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 applicant student~~ **requesting an equivalency or course substitution** ~~should~~ **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. ~~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.~~

**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/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, ~~A~~**associate D**egree graduation or subject **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 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. Once certified, the equivalencies will be archived into Banner **the student information system** as equivalent **for Mt. SAC prerequisite, certificate, and degree requirements.** 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.

**The department chairperson in which the course resides will complete a "Equivalent Coursework or Program Course Substitution" form verifying this acceptance and will submit this form to the Office of Admissions and Records.**

#### **Program Variance Course Substitutions**

Students may also request a program variance to substitute a course **substitution** for one **a course** needed to complete a Mt. San Antonio College degree or certificate program **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. ~~from the respective academic department in which the course to be substituted~~ program resides.

**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 a **“Equivalent Coursework or Program** Course Substitution” form verifying this acceptance and will submit this paperwork to **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.** ~~from the department~~ program in which the course to be substituted resides.

**The department chairperson in which the program resides will** ~~If the course is determined acceptable as a substitution for a required course in the program, the department chair will complete a~~ **submit** ~~the completed “variance~~ **“Equivalent Coursework or Program Course Substitution”** form verifying this acceptance and will submit this paperwork to **the Office of** Admissions and Records.

~~Variances~~ **Course substitutions** ~~are unique to each student, and the granting of a variance~~ **course substitution** ~~does not establish a precedent. The form used for course equivalence and variance~~ **course substitution** ~~requests shall be made widely available to students.~~

### **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.

Approved: October 2011  
Revised: December 14, 2011  
Revised: November 28, 2012  
Reviewed: May 14, 2013  
Reviewed: December 6, 2014  
Reviewed: June 9, 2015  
Reviewed: May 10, 2016