

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 4
Academic Affairs

AR 4100 Graduation Requirements for Degrees and Certificates

Reference(s):

Title 5 Sections 55060 et seq.

Rancho Santiago Community College District shall offer Bachelors in Science (Santa Ana College), Associate in Arts or Associate in Science, Certificates of Proficiency and Achievement. Specific course requirements for all degrees and certificates are found in the College Catalog.

Requirements to earn a degree:

- A student must demonstrate competence in reading, in written expression, and in mathematics.
- A definition of “college work” that provides that courses acceptable toward the degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.
- The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

For the Bachelors in Science degree:

- See requirements outlined in AP 4025B Philosophy and Criteria for Baccalaureate Degree and General Education

For the Associates in Arts or Associates in Science degrees:

- The student must satisfactorily complete at least 60 semester units of college work.
- The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges “Taxonomy of Programs.”
- The work must include at least 12 semester units of study in residence.
- The students must successfully complete 3 units from the college-approved list of multicultural courses.

For Certificates:

- A minimum grade of "C" is required in each college credit course taken.
- The colleges grant certificates of achievement, certificates of proficiency, certificates of competency, and certificates of completion.
- A student must successfully complete a course of study or curriculum that consists of the required units designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Adopted: September 17, 2018

Rancho Santiago Community College District
BOARD POLICY
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BP 4100 Graduation Requirements for Degrees and Certificates

Reference(s):

Education Code Section 70902(b)(3)
Title 5 Sections 55060 et seq.

The Colleges grant the degrees of Bachelor's in Science (Santa Ana College), Associate in Arts, and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a program consisting of at least ~~42~~ **or more** semester units and has received California Community College Chancellor's ~~Course~~ approval. The Certificate of Achievement must include degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

Students may be awarded a Certificate of Proficiency upon successful completion of a program consisting of less than ~~48~~ **16** units that has been approved by the Colleges' Curriculum and Instruction Council.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the college curriculum committee. The procedures shall assure that graduation requirements are published in the Colleges' catalog and included in other resources that are convenient for students.

Revised: July 21, 2014 (Previously BP6119)

Revised: September 10, 2018

Revised: xxxx xx, 2023

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
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AR 4230 Grading and Academic Record Symbols

Reference(s):

Title 5 Section 55023, [55024](#), [55051](#), [55052](#), and [55052.5](#)

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average. [A complete and updated list of all evaluative symbols will be documented in the College Catalog as symbols may be subject to change. The following are sample evaluative symbols.](#)

Deleted: using only the following evaluative symbols:

Evaluative Symbols:

- A – Excellent (Grade Point = 4)
- B – Good (Grade Point = 3)
- C – Satisfactory (Grade Point = 2)
- D – Less than satisfactory (Grade Point = 1)
- F – Failing (Grade Point = 0)
- P – Passing (At least satisfactory – units awarded not counted in GPA)
- SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)
- NP – No Pass (Less than satisfactory, or failing – units not counted in GPA)

Non-Evaluative Symbols:

I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points.

CIP – ~~Currently In Progress~~: The "CIP" symbol shall be used only in courses which extend beyond the normal end of an academic term. It indicates that work is "[currently in progress](#)," but that assignment of an evaluative symbol (grade) must await its completion. The "CIP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "CIP" symbol shall not be used in calculating grade point averages. If a student enrolled in an "open-entry,

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open-exit" course is assigned an "CIP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course.

RD – Report Delayed: The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W – Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

EW – Excused Withdrawal: The "EW" symbol may be used to denote an excused withdrawal in accordance with the requirements of Title 5 Section 55024.

MW – Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

Credit for Prior Learning Symbols:

[JSTX – Military Credit](#)

[MSX – Military Service](#)

[APX – Advanced Placement](#)

[IBX – International Baccalaureate](#)

[CLEPX – College-Level Examination Program](#)

[PX – Portfolios](#)

[WEX – Work Experience](#)

[CBEX – Credit by Exam](#)

Revised: March XX, 2022

Adopted: September 17, 2018

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Commented [DD3R2]: Yes there is a whole list that is transcribed for various CPL

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Rancho Santiago Community College District
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AR 4235 Credit for Prior Learning

Reference(s):

Education Code Section 79500
Title 5 Section 55050, 55051, 55052, and 55052.5

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination,
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination,
- Achievement of a satisfactory score on the College Level Examination Program (CLEP),
- Evaluation of Joint Service Transcripts (JST),
- Achievement of an examination administered by other agencies approved by the District,
- Evaluation of industry recognized credential documentation,
- Evaluation of student-created portfolios, and/or
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog.

Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the District.
- The student must have previously earned credit or noncredit from the District or be currently registered in the District.
- Current students must have an education plan on file.
- The course is listed in either the current Santa Ana College or Santiago Canyon College Catalog.
- The student is not currently enrolled in the course to be challenged.
- AP, CLEP, and IB Exam course credit and units granted to a local Associate of Arts or Associate of Science may differ from course credit and units granted by a transfer institution. Policy and credit limitations will be available in the current college catalog.
- Credit by Examination: The student is registered in the District and not currently enrolled in nor received credit for a more advanced course in a sequence in the same subject (may be waived by department).

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

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Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Regulation (AR) 4230 Grading and Academic Record Symbols.
- Students shall be offered a "Pass/No Pass" option, in accordance with Administrative Regulation (AR) 4232 Pass/No Pass Grading Option if that option is ordinarily available for the course.
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AR 4230 Grading and Academic Record Symbols and AR 4231 Grade Changes.

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

Advanced Placement Credit

Students requesting Credit for Prior Learning using Advance Placement shall receive credit for completing a satisfactory score on a District approved Advance Placement (AP) examination under the following circumstances:

- Achievement of a score of 3, 4 or 5 on an Advanced Placement Examination administered by the College Board. Advanced Placement official score reports must be on file in the Admissions and Records Office.
- The student achieved a minimum acceptable score on the AP examination as outlined by Santa Ana College or Santiago Canyon College Advanced Placement policies.

International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Admissions and Records Office.
- The student achieved a minimum acceptable score on the IB examination as outlined by Santa Ana College or Santiago Canyon College International Baccalaureate policies.

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Admissions and Records Office.
- The student achieved a minimum acceptable score on the CLEP examination as outlined by Santa Ana College or Santiago Canyon College College Level Examination Program policies.

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and

approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment form available in the Counseling or Admissions and Records Office.
- Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry.

Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.

- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment form available in the Counseling or Admissions and Records Office.
- Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee.
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment.
 - The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning.
 - If the department chair or faculty designee determine the industry certification adequately measures mastery of parts or all of the course content as set forth in the Course Outline of Record, the appropriate faculty may recommend additional aforementioned alternative assessment methods or sign the form with the recorded grade, attach the industry recognized credential(s), and forward appropriate forms and documentation to the Admissions and Records Office to be kept on file and recorded on the student transcript.

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file.
- The student shall complete the Credit for Prior Learning assessment form available in the Counseling or Admissions and Records Office.
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.

- If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of parts or all of the course content as set forth in the Course Outline of Record, the appropriate faculty may recommend additional aforementioned alternative assessment methods or sign the form with the appropriate grade and forward appropriate forms and documentation to the Admissions and Records Office to be kept on file and recorded on the student transcript.

Credit by Examination (CBE) from Within the District

The District will award college course credit for successful completion of a District examination administered by the appropriate departmental faculty under the following circumstances:

- Achievement of a grade that qualifies for CBE through completion of articulated high school or adult education courses. Students who wish to earn course credit through CBE through using completion of articulated high school or adult education courses must complete the required petition at either Santa Ana College or Santiago Canyon College (High School/ROP Completion of Articulation Course/Career Transitions Articulated Pathways) and be currently enrolled in at least one credit class at the time of petition.
- Credit by satisfactory completion of an examination administered by the department involved in lieu of completion of a course listed in the Santa Ana College or Santiago Canyon College Catalog.
 - The Department chair or faculty designee shall determine whether or not a student requesting CBE is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience.
 - Students wishing to earn course credit through CBE are encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the form for Credit by Examination shall not be processed. The form for CBE must be completed prior to the end of the current semester or session.

The District Credit by Examination (CBE) Process:

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of CBE may require the demonstration of other skills or the completion of assignments in addition to an examination.

Students interested in Credit for Prior Learning using CBE shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

The Credit by Examination (CBE) Procedures

- Student shall complete the Credit for Prior Learning assessment form along with any documentation of prior learning. The required form shall be

available in the Counseling or Admissions and Records Office.

- Student meets with the department chair or faculty designee for further instructions for CBE. The dean and department chair or faculty designee will determine whether a departmental or a standardized examination is to be administered and when and where it shall be.
- If the department chair or faculty designee determine the CBE assessment measures mastery of all of the course content as set forth in the Course Outline of Record (COR), the appropriate faculty member shall sign the form with the recorded grade and forward appropriate forms and documentation to the Admissions and Records Office to be kept on file and recorded on the student transcript. If a faculty member determines that the assessment measures mastery of only parts of the COR, the faculty member may recommend additional aforementioned alternative assessment methods. Completed exam materials must remain on file with the department/program for three years.

High School or Adult Education to College Articulation - Credit by Examination (CBE) Procedures

- Students shall complete the appropriate petition at Santa Ana College or Santiago Canyon College (High School/ROP Completion of Articulation Course/Career Transitions Articulated Pathways). The petition shall be forwarded to the appropriate Division/Department for approval.
- In order for a student to receive CBE, the student must apply online to one of the colleges in RSCCD and register in at least one college credit class after completing their articulated course(s). Timeline for credit to be claimed by the student is based on the existence of a signed articulation agreement for the year the student took the course. A recency requirement may be applicable based on industry standards.
- A letter grade will be assigned, and the course will be identified as CBE on the transcript in accordance with the official final grade received for the full term of the course being petitioned for college credit. Once assigned, a grade is not reversible. The letter grade will be posted on the transcript in the semester the petition was approved.
- Students who are unsuccessful in obtaining a grade of B or better for the full term of the course will not be allowed to petition for credit and no record of the attempt for CBE will appear on a student's transcript.
- The enrollment fee for CBE will not be charged for credit awarded under this provision.

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Responsible Manager: Office of Academic Affairs

Adopted: September 17, 2018
Revised: December 7, 2020
Reviewed: March XX, 2022

Rancho Santiago Community College District
BOARD POLICY
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BP 4235 Credit for Prior Learning

Reference:

Education Code Section 66025.71, 66700, 70901, Sections 70901 and 70902
Title 5 Section 55002, 55023, 55021, 55025, 55052
ACCJC Standard XX

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Credit may be earned by students who satisfactorily pass an assessment. The President or his/her designee shall establish administrative procedures to implement this policy.

Reviewed: March XX, 2022
Revised: July 21, 2014 (Previously BP6121)
Reviewed: May 7, 2018
Name & References Updated: December 4, 2020