

Degree Audit Recommendations

✚ Passed by Academic Senates of all SMCCD Colleges (Spring 2005)

Receiving Incoming Transcripts for SMCCD: Credit by Examination (CBE)-
Receiving Course Credit through
Challenge Exams

ISSUE:

Currently, the three colleges have different policies on credit by examination. CSM has a list of approved courses for credit by examination. However, no CBE is offered at CSM. On the contrary, Canada has no list but indicates that any transferable course may be approved for CBE. Skyline College has a policy that any course listed in the catalog may be approved for CBE not including non-degree applicable courses. In essence, the passage of Board policy 6.26 means that a student can go to one college and take the CBE and the other two colleges would have to honor the credit regardless of differing policies.

Additionally Skyline College and CSM College have practices and/or policies that need to be updated to be in accordance with Title 5. Skyline College's area of noncompliance includes the lack of availability of letter grades and the practice of disregarding exams that received a failing grade or a "no credit" grade. CSM's area of noncompliance includes the allowance of 12 units of CBE to apply toward residency. Canada College's CBE policy is in accordance with Title 5.

Recommendations

1. As courses are developed, there should be inter-college Faculty-to-Faculty dialogue regarding whether the courses should be available using the credit by exam option.
(Disposition: Academic Senates, Instructional Deans, CIO's, CSSO's)
2. Credit-by-Examination should be available at all three colleges in the district along with an updated course list that is published regularly.
(Disposition: Academic Senates, Instructional Deans, CIO's)
3. The faculty, staff and students are trained regarding the process and procedures of implementing credit-by-examination consistent with Title 5

regulations including the appropriate assignment of grades for credit-by-examination.

(Disposition: CIO's, Instructional Deans)

4. The Academic Senates of each college should engage in the discussion and provide the primary advice on the issue of Credit by Examination.
(Disposition: Academic Senate, CIO's)
 5. The degree audit system should be implemented with the differences factored in until the senates make a different recommendation that would create a change in the credit by examination policies.
((Disposition: Academic Senates, Instructional Deans, CIO's)
 6. CSM and Skyline Colleges update the Credit By Examination Policies to be in accordance with Title 5 (availability of letter grades and the handling of failed examinations).
(Disposition: Academic Senates, Instructional Deans, CIO's)
 7. The three colleges should award credit or letter grades for Credit by Examination in compliance with Title 5 regulations 55753 – “Grading shall be according to the regular grading scale approved by the governing board pursuant to section 55758 except that students shall be offered a credit –no credit option if that option is ordinarily available in the course.
(Disposition: Academic Senates, Instructional Deans, CIO's)
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Receiving Incoming Transcripts for SMCCCD - Conversion of quarter units to semester units to satisfy AA, AS Major Requirements and Graduation Requirements

Issue:

The use of 4-quarter unit courses (which convert to 2.66 semester units) to fulfill three semester unit requirements for subject/specific area, general education, competency and major requirements is inconsistent at the three colleges.

Recommendations

8. A 4-quarter unit course (which converts to 2.66 semester units) satisfies an area requiring three semester units in General Education, subject/specific area, competency or major requirements.
(Disposition: Academic Senates, Instructional Deans, CIO's)

9. In areas that have a two course pattern, two 4-quarter unit courses satisfy units in General Education, subject/specific area competency and/or major requirements that require six semester units.
(Disposition: Academic Senates, Instructional Deans, CIO's)
 10. Information regarding the conversion of quarter units to semester units to satisfy AA, AS and major requirements be included in the training manual and processes to expand awareness to the faculty and deans.
(Disposition: Academic Senates, Instructional Deans, CIO's)
 11. Department faculty should make a determination of how Majors unit deficiencies that are created with quarter unit to semester unit conversion shall be met in general education and major areas.
(Disposition: Academic Senates, Instructional Deans, CIO's)
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Receiving Incoming Transcripts for SMCCCD: Conversion of quarter units to semester units to meet California State University General Education (CSU-GE) Breadth and Inter-segmental General Education Transfer Curriculum (GETC) certification requirements.

Issue:

The use of 4 quarter unit courses (which convert to 2.66 semester units) to meet CSU GE breadth and IGETC requirements are inconsistent at the three colleges.

Recommendations

12. Information regarding the conversion of quarter units to semester units to meet CSU-GE Breadth and IGETC certification requirements be included in the training manual and processes to expand awareness to the faculty and deans.
(Disposition: Academic Senates, Instructional Deans, CIO's)
13. A 4-quarter unit course shall clear areas of CSU-GE Breadth and IGETC requiring 3-semester units. (This recommendation is submitted pending confirmation that the recommendation is consistent with CSU and IGETC policies.)
(Disposition: Academic Senates, Instructional Deans, CIO's)

Receiving Incoming Transcripts for SMCCCD – Credit by Examination and CLEP

Issue:

In the area of College Level Examination Program tests (CLEP), the published policies and practices differ at the three colleges. CSM has a policy of awarding CLEP credit but does not do so in practice. Skyline College has a practice of awarding CLEP credit but does not publish a policy. Canada has no policy or practice of awarding CLEP credit.

Recommendation:

14. The three colleges update their policies to include the acceptance of College Level Examination Program tests (CLEP) to be applicable toward the completion of degree or certificate requirements.
(Disposition: Academic Senates, Instructional Deans, CIO's)

Training and Resources: Facilitating Consistent treatment of policy procedures and practices in the Three Colleges

Issue:

Each of the three colleges have varying personnel in various classifications and categories of employment involved in the treatment of incoming transcripts, calculation of GPA and evaluation processes. The implementation of the Degree Audit system along with the use of Board Policy 6.26 will cause each of the colleges to be subject to the decisions and practices made at the other colleges in the district. A basic level of training, support and reinforcement would be necessary to ensure consistency in the evaluation and treatment of incoming and internal transcripts, as well as the calculation of GPA

Recommendation

15. Resources should be made available to provide a faculty member and administrative co-chair with the means to lead a district-wide advisory committee of faculty and A&R staff to develop a training and resource manual of standard operating procedures related but not limited to the following:
 - a. Transcript evaluation processes
 - b. Advanced Placement Examinations (granting credit for)
 - c. American History and Institutions (granting credit for)
 - d. Use of Sophomore level composition courses to meet CSU-GE Area 3 (critical thinking) requirement
 - e. Posting credit of work from other institutions

- f. Use of coursework from outside SMCCD for AA, AS and satisfaction of major requirements
 - g. Conversion of quarter units to semester units
- (Disposition: Chancellor, ITS, Academic Senate, Instructional Deans, Student Services Deans, CIO's and CSSO's)*

16. The training manual and processes developed include the use of coursework outside SMCCD for AA, AS and major requirements, the role of the counselor, the evaluator, the articulation officer and the dean, such that students may have consistency in process and decisions made between the three colleges.
- (Disposition: Academic Senates, Instructional Deans, Student Services Deans, CSSO's, CIO's)*
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Advisory to Students

17. Compliance Reports -Advisory to Students on Degree Audit. A subcommittee should be established with counseling faculty representatives of the three colleges to propose language to be included on the degree audit documents that are accessible to students.
- (Disposition: CSSO's, Student Services Deans,)*
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Upfront Unofficial Evaluation

18. Counseling faculty at each of the three colleges conducts a preliminary unofficial evaluation of incoming transcripts when working with students making such a request.
- (Disposition: Academic Senate, CIO's, CSSO's, Student Services Deans,)*
19. A procedure is developed at each of the three colleges to make official upfront evaluation of incoming transcripts available.
- (Disposition: Academic Senate, CIO's, CSSO's, Student Services Deans,)*
20. The training manual should include policies and procedures to ensure consistent evaluation at each of the three colleges.
- (Disposition: Academic Senate, CSSO's, Student Services Deans)*
21. Policies and procedures for upfront evaluation of incoming transcripts in the areas of Associate of Arts, CSU-GE Breadth, major requirements and IGETC Certification is developed and included in the training manual

along with procedures to ensure comprehensive use of evaluation resources and consistency in implementation between the three colleges.
(Disposition: Academic Senate, CSSO's; Student Services Deans)

22. Appropriate fiscal and human resources be allocated to make any up front evaluation (official and unofficial) of incoming transcripts available at each of the three colleges.
(Disposition: Chancellor, Presidents, College Administration, College Planning and Budget Committees)
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Course Repetition

23. 680/880 Course repetition – The three colleges should implement and enforce a policy that precludes offering a 680 course more than 2 semesters plus summer without creating a permanent course in order to continue offering it. (Disposition: Academic Senate, CIO's, Instructional Deans,)
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Course Conversion

24. In cases where a course conversion has taken place (e.g. Data Processing to CAOT), the equivalent courses should be treated as if conversion occurred before enrolling in the equivalent course.
(Disposition: CIO's, CSSO's)
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GPA

25. Transcripts/GPA - CSM change the practice of using the last 60 units to meet the scholarship requirement for graduation and use grade alleviation and academic renewal for such students.
(Disposition: Academic Senate, CIO's, CSSO's)
26. Transcripts/GPA – Banner annotate courses with “NDA” (non degree applicable) footnote on the transcripts
(Disposition: ITS)

27. After non-degree applicable course work is extracted from the units attempted and earned on the student academic record, the GPA should be recalculated.
(Disposition: Academic Senate, CSSO's, Student Services Deans)
28. All three colleges follow the following process for Overall GPA
- a. A minimum 2.0 GPA is required in all coursework taken within SMCCD exclusively
 - b. Consider all district courses first. The district GPA plus incoming courses from other institutions used toward graduation.
 - c. If at the end of the district evaluation, there are unfulfilled requirements within the 60 unit graduation requirements, search for incoming course units that will meet degree requirements, starting with the most recent incoming course units and work back.
 - d. Any incoming courses used toward graduation become part of the overall GPA. If there are two courses within one semester that would fulfill the requirement, use the course with the highest grade.
 - e. Grades for approved courses on any foreign transcript evaluation report may be used for a degree or certificate.
 - f. The GPA will be used in the calculation for graduation, honors and PTK.
(Disposition: Academic Senate, CIO's, CSSO's, Instructional and Student Services Deans)
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Credit/No Credit Grades

29. Credit/No Credit Grade to satisfy a Major - A credit (CR) grade is accepted for completion of core requirements of a program or major requirement.
(Disposition: Academic Senate, CIO's, Instructional Deans,)
30. Credit grades should be accepted as the equivalent to a "C" and a Cr grade earned in a course that only has the grading option of CR be allowed to meet major requirements.
(Disposition: Academic Senate, CIO's)
31. Credit grades earned in courses that have the grading option of "CR/NC only" be exempted from the maximum limit of 12 units with a grade of "credit" toward a degree and 6 units with a grade of "credit" towards a certificate. .
(Disposition: Academic Senate, CIO's)

CSU-GE / IGETC

32. In the implementation of the Degree Audit process, in the area of American History and Institutions, three distinct areas for CSU-GE Breadth and IGETC should be developed and course attributes be assigned accordingly.
(Disposition: ITS)
33. If a student meets the American History and Institutions requirement for CSU-GE Breadth, then the requirement is met for the Associate Degree at each of the three colleges in the district.
(Disposition: Academic Senate, CIO's)
34. The three colleges adopt consistent policies regarding the granting of credit for Advance Placement Examinations for the Associates degree, CSU- GE Breadth and IGETC.
(Disposition: Academic Senate, CIO's, Instructional Deans)

Advance Placement

35. The three colleges adopt the CSU-GE Breadth policy regarding the granting of Advance Placement credit.
(Disposition: Academic Senate, CIO's)
36. A form letter be used by all three colleges to explain to the students the "applicability" of Advanced Placement credit.
(Disposition: CSSO's, Student Services Deans))
37. Specific course credit should not be granted for Advance Placement examinations in the degree audit system. Instead, attributes should be assigned according to how the advance placement examination clears areas required for major requirements, general education, specific/subject area, CSU-GE Breadth and IGETC.
(Disposition: Academic Senate, CIO's)

Equating Courses – *This Recommendation was tabled and is not being forwarded as a recommendation at this time. Further discussion will take place on this issue.*

The following recommendation was approved by the Degree Audit Steering Committee on October 21, 2005.

38. Banner should be modified to allow coursework on an incoming transcript to be entered with the title and number from the incoming institution. Courses on incoming transcripts should be equated to appropriate SMCCD titles and numbers as long as the equation is accomplished behind the scenes technologically and as long as the students' web compliance report shows the transfer institution, subject, course number and grade of incoming work.

Note: Consistent with Shared Governance regulations, recommendations will be communicated to the respective ASCCC at each college along with the disposition such that they may engage in discussions of all matters that significantly affect students.