

ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE AGENDA

Tuesday, February 28, 2017 -- 1:00-1:50 SOCS 123

Spring Meetings from 1-1:50 pm in SOCS 123: Tues Feb.28; Tues Mar 14; Tues Mar 28; Tues April 25; Tues May 9; Tues May 23 (tentative)

Members:

Chair: Christina Gold (BSS)

BSS: Karl Striepe

Business:

Counseling: Lori Suekawa

Deans Rep: Linda Ternes (Math)

Federation: Chris Jeffries (& Counseling)

Fine Arts:

HSA:

Humanities:

IT: Mark Fields

LLR: Gary Medina

Math:

Natural Sciences: Darcie Descalzo

CEC:

I) Expanding Membership

II) To Do List

III) Advanced Placement

Background: The EPC has been asked to review the decision to allow only 15 Advanced Placement credits to be applied to local degrees. The catalogue, pp. 50-55 is included in the packet for reference.

IV) Recording Faculty in the Classroom

Background: The EPC has been asked to review our local policy on recording faculty in the classroom. A statement is included in AP 5500 Student Conduct.

V) BP/AP 4235 Credit by Exam

Background: This is a revised policy and new procedure. In the revisions, the procedure was removed from the policy and moved to the new procedure. The new procedure summarizes our current processes that are laid out in BP 4235, the course catalog and the Admissions and Records website. Some changes have been made to ensure we are compliant with Title 5. This originated with Stephanie Rodriguez, was reviewed by EPC in fall, was reviewed by the Deans in Dec., and has come back to us.

EPC Packet for February 26, 2017

1. Agenda
2. To Do List
3. Advanced Placement – Catalogue, pp. 50-55.
4. Recording Faculty - AP 5500 Student Conduct (ECC)
5. Recording Faculty - AP 5500 Student Conduct (CCLC)
6. Recording Faculty - Education Code section 78907
7. Credit by Exam – BP 4235 (ECC draft)
8. Credit by Exam – AP 4235 (ECC draft)
9. Credit by Exam on the Admission and Records website
10. Credit by Exam in the College Catalog
11. Credit by Exam – BP 4235 (CCLC)
12. Credit by Exam – AP 4235 (CCLC)

**EDUCATIONAL POLICIES COMMITTEE – 2016/17 TO DO LIST
(February 14, 2016)**

BP/AP	Notes	Consultation
<p><u>3050 AP Institutional Code of Ethics</u> new, legally required</p>	<p>Leads: Jean Shankweiler and committee</p> <p>EPC viewed and discussed a possible new AP 3050 Institutional Code of Ethics and viewed the Santa Monica College website with cross campus ethics policies/statements.</p> <p>Jean has created a cross campus committee to move forward and will bring the results of its work to the EPC and AS for consultation. Chris Jeffries sits on the committee.</p>	<p>EPC: 9/13/16 DC: VPAA Meeting: AS: CC: Fed: BoT:</p>
<p><u>3504 BP Children and Visitors in the Classroom</u> new, not legally required</p>	<p>Leads: Rory Natividad, Amy Grant, Elise Geraghty</p> <p>11/14/16 going to College Council then coming for consultation. 12/2/16 Emailed Mattie. 3504 is outside the 10+1. Can be an info item for AS. Suggested we soften the language about not allowing any visitors to attend campus.</p>	<p>EPC: 9/13/16 DC: 10/13/16; planned for 3/17 VPAA Meeting: AS: CC: 11/14/16 Fed: BoT:</p>
<p><u>3710 BP/AP Securing of Copyright</u> new, not legally required</p> <p><u>3715 BP/AP Intellectual Property</u> new, legally required</p>	<p>Contact: Don Brown/Copyright Committee</p> <p>There were several readings of this in the EPC and it was passed on to the AS. At the second reading, the item was tabled so that the overlap with BP/AP 3715 Intellectual Property could be considered and the two can be developed in tandem.</p> <p>On Oct. 25, 2016 the EPC reviewed our drafts and samples from other campuses that combined the two BPs and APs together, titling it “Intellectual Property and Securing of Copyright.” We decided that the faculty contract language in our draft of AP Securing of Copyright contains much of what is contained in the illustrative example in the CCLC template. Chris will edit this, keeping the draft intact and adding some paragraphs and statements from the illustrative example.</p> <p>-Consulted with Luukia (classified staff union) and she is fine with this and trusts our work</p> <p>11/22/16 EPC approved draft with Josh’s changes – sent to DC</p> <p>2/15/17 Jean will check with Dr. Maloney to see if she definitely wants to split these. BP 3710 is legally required and BP 3710 is not.</p>	<p>EPC: passed F15; reviewed 10/25/16 approved 11/22/16</p> <p>DC: 2/16; 1/17 VPAA Meeting: AS: 1st 11/17/15 2nd 3/1/16 Not passed – needs further revision</p> <p>CC: Fed: BoT:</p>
<p><u>4020 BP/AP Program, Curriculum &</u></p>	<p>Jean is checking into this.</p>	<p>EPC: DC: VPAA Meeting:</p>

<p><u>Course Development</u> revising 2010 version, legally required.</p>		<p>AS: CC: Fed: BoT:</p>
<p><u>4022 AP Course Approval</u> new, legally required</p>	<p>Lead: Amy Grant Being reviewed in Deans Council.</p>	<p>EPC: DC: VPAA Meeting: AS: CC: Fed: BoT:</p>
<p><u>4102 AP Career and Technical Training</u> new, legally required.</p>	<p>Leads: Stephanie Rodriguez and R. Davis</p>	<p>EPC: DC: VPAA Meeting: AS: CC: Fed: BoT:</p>
<p><u>4103 AP Work Experience</u> new, legally required</p>	<p>Lead: Virginia Rapp</p>	<p>EPC: DC: VPAA Meeting: AS: CC: Fed: BoT:</p>
<p><u>4115 BP Limitation of Remedial Coursework</u> revising 2006 version, renumbering, not legally required</p> <p><u>4222 AP Remedial Coursework</u> new, legally required</p>	<p>-A BP that needs and AP -4115 BP should be renumbered to align with 4222 AP, which is legally required (a correlating BP is not legally required). -Requires process for students to appeal the 30-unit basic skills remedial limitation. -Feb. 2017 Tom Lew has drafts of BP4115 and AP4222. Tom says there are errors in the CCLC template for BP 4115 that he has corrected (I can't find the template). As per Tom, AP 4222 will require development of a waiver form for remedial limitation and criteria and a process.</p>	<p>EPC: DC: 2/9/17 VPAA Meeting: AS: CC: Fed: BoT:</p>
<p><u>4226 BP Multiple and Overlapping Enrollment</u> new, legally required</p>	<p>Jean will review</p>	<p>EPC: DC: VPAA Meeting: AS: CC: Fed:</p>

		BoT:
<p><u>4227 AP Repeatable Courses</u> new, legally required</p>	<p>Leads: W. Cox and Rori Natividad</p>	<p>EPC: DC: VPAA Meeting: AS: CC: Fed: BoT:</p>
<p><u>4230 BP/AP Grading and Academic Record Symbols</u> BP – revising 2009 version, legally required AP – new, legally required.</p>	<p>Contact: Christina Gold (in consultation with Bill Mulrooney)</p> <p>Conversation about switching to plus/minus grading began with the EPC revision of the Attendance policy in 15/16. Senate discussed this in fall and a survey indicated that the Senate does not want to move forward with it.</p> <p>Also, Bill M. notified Chris of a change to Title 5 section 55023 that allows or requires the use of a new grading symbol, “SP” for satisfactory progress. The campus may also consider adding a “RD” (Report Delayed) symbol to be used in the event that a faculty member does not submit grades on time. Counselors on the EPC noted that we do use RD.</p> <p>Also, in conversations about Attendance, EPC discussed the requirements for supporting documentation for grades. Bill M. says this is only required in the 1987 faculty handbook. EPC thinks this would be better to have in a BP/AP.</p> <p>11/29/16 reviewed edits in EPC with visitors, including Bill Mulrooney, Quajuana, and Matt Kline. We had questions about the use of SP on the transcript. Matt would like to move it forward without “SP” at this time. 2/5/17 Sent to Jean for review by Deans.</p>	<p>EPC: 9/29/16; 11/29/16</p> <p>DC:</p> <p>VPAA Meeting:</p> <p>AS:</p> <p>CC:</p> <p>Fed:</p> <p>BoT:</p>
<p><u>4235 BP/AP Credit by Exam</u> BP – revised (2003), not legally required AP – new, not legally required</p>	<p>Lead: Stephanie Rodriguez</p> <p>A BP without an AP</p> <p>DC reviewed in Dec. 2016 and Stephanie Rodriguez will bring back recommended changes to EPC.</p>	<p>EPC: 11/22/16</p> <p>DC: 12/8/16</p> <p>VPAA Meeting:</p> <p>AS:</p> <p>CC:</p> <p>Fed:</p> <p>BoT:</p>
<p><u>4250 BP/AP Probation, Dismissal and Readmission</u> BP legally required AP legally required</p>	<p>Lead: Linda Clowers</p> <p>The following are the numbers and titles for the CCLC templates: BP 4250 Probation, Dismissal and Readmission AP 4250 Probation AP 4255 Dismissal and Readmission Our AP combines 4250 and 4255.</p>	<p>EPC:</p> <p>DC:</p> <p>VPAA Meeting:</p> <p>AS:</p> <p>CC:</p> <p>Fed:</p> <p>BoT:</p>

<p><u>4300 BP/AP</u> <u>Field Trips and</u> <u>Excursions</u> revising 2009 version, legally required.</p>	<p>Lead: Rory Natividad. Deans will follow up with Greg Toya.</p>	<p>EPC: DC: VPAA Meeting: AS: CC: Fed: BoT:</p>
<p>5010 BP/AP Admissions BP and AP revised (2013) and legally required</p> <p>5011 AP Concurrent Enrollment Revised (2013) and legally required</p>	<p>Lead: Jackie Sims and Linda Ternes</p> <p>Jackie and Chris have met a couple times and Jackie is currently working on a first round of revisions. There are recent significant changes to Title 5 and the CCLC template in response to the passage of AB 288 “College and Career Access Pathways partnerships.” We need to update our BP/AP to help guide and reflect our work in this area.</p> <p>10/26 Meeting – Chris and Jackie. Discussed possible change to 9-12 in lieu of K-12 or maybe 7-12. She will work on drafts. Bill Mulrooney emailed that he has prepared drafts of BP 5010 and AP 5011. He will send to the C & J.</p> <p>12/13/16 Dual enrollment meeting. Discussed expansion of DE and CE – i.e. Project Lead the Way</p>	<p>EPC: DC: VPAA Meeting: AS: CC: Fed: BoT:</p>
<p><u>5031 AP</u> <u>Instructional</u> <u>Materials Fees</u> new and legally required</p>	<p>Contacts: Bill Mulrooney, Linda Ternes, Amy Grant</p> <p>-Why is a BP being created when the content could be included in BP 4045 Textbooks and Instructional Materials? Confusing to have it in two places.</p>	<p>EPC: DC: VPAA Meeting: 10/20/16 AS: CC: Fed: BoT:</p>
<p><u>Membership</u></p>	<p>The membership of the committee needs to grow. Jean will talk to the Deans about helping select a liaison from their division to the EPC. That faculty member would help with the BP/APs assigned to his/her Dean and would also sit on the EPC.</p> <p>Behavioral and Social Sciences: Chris Gold and Karl Striepe Business: Counseling: Lori Suekawa Deans representative: Linda Ternes (Math Assoc. Dean) Federation: Chris Jeffries (& counseling) Fine Arts: Health Sciences and Athletics: Humanities: Industry and Technology: Mark Fields Library and Learning Resources: Gary Medina Mathematical Sciences: Natural Sciences:</p>	

	Compton Educational Center: Vanessa Hayes (Counseling)	
<u>Advanced Placement</u>	<p>Lori Suekawa has brought forth some questions about Advanced Placement credit.</p> <ol style="list-style-type: none"> 1) Currently students who earn a 3, 4, or 5 on the Environmental Science AP test earn credit at UC and CSU, but not ECC because we do not have a comparable course. Lori asks whether those students may be granted 3 units toward Natural Science on the ECC GE pattern and the course is comparable to either Biology 15 or Geology 1 (i.e. it contains 80% of the content in one of those courses). 2) Lori would like us to review the 15 unit limitation on AP credit to earn an Associate’s degree.. Some students come in with more credit and deserve credit where credit is due. <p>2/15/17 Spoke with Jean.</p> <ol style="list-style-type: none"> 1. We should consult with the Natural Sciences Div. faculty re: Environ Sci AP credit. We need to find out the content of the exam and share it with the faculty who can then review to see whether it might correlate with Bio 15 or Geology 1. 2. Regarding the 15 unit limitation on applying AP to assoc. degree, Quajuana says it was not established by the Curric Comm during her tenure. Jean will create an AP Task Force with Lori, a Dean and perhaps another faculty member to review the AP limit and make a recommendation. We need to find our how and why the 15 unit limit was decided before we change it. <p>Feb. 2017 Bill Mulrooney doesn’t know where the 15 unit limit came from. He said to ask Barb Perez.</p>	
<u>Minimum Qualifications</u>	<p>Communication Studies: ECC recommended changes to ASCCC. Changes were denied.</p> <p>Need to confirm that our website is up-do-date with changes made last year.</p> <p>Need to confirm that we are keeping up-to-date with changes at the state level. There is a link to the CCCCCO min quals webpage on the ECC Aca Affairs webpage.</p>	

AS – Feb. 21	<ul style="list-style-type: none"> ● Review To Do List
EPC – Feb. 28	<ul style="list-style-type: none"> ● Review To Do List ● Advanced Placement – Environmental Science Test and 15 unit limit ● Minimum Quals – Appendix G in contract ● Recording in class – student code of conduct/syllabus statement ● Priorities – Grading, Copyright/Intellectual Property, Credit by Exam

AS – March 9 (Thursday)	•
EPC – March 14	•
AS – March 21	•
EPC – March 28	•
AS – April 4	•
AS – April 18	•
EPC – April 25	•
AS – May 2	•
EPC – May 9	•
AS – May 16	•
EPC – May 23 (tentative)	•
AS – May 30 (tentative)	•

Alternative Credit Options

Advanced Placement Tests

High school students who enroll in El Camino College may petition for college credit based on high school Advanced Placement (AP) courses. Credit will be given for the following courses if the student has taken the appropriate Advanced Placement Test and received a score of 3, 4 or 5. (No credit will be given for a score of 1 or 2.) The maximum number of units granted toward the associate degree will be 15.

Students who plan to transfer to a four-year university must check the institution's AP credit policies in their catalog or the institution's website, or consult an El Camino College academic counselor for unit and credit information for general education and major preparation.

Course credit and units granted at El Camino College may differ from course and unit credit granted by the transfer institution.

Art Examination (History of Art):

Art 102A (3 units)
Art 102B (3 units)

Biology Examination:

Biology 10 (4 units)

Chemistry Examination:

Chemistry 1A (5 units)

Note: The student must have a score of 4 or 5 and provide a laboratory portfolio to the Dean of Natural Sciences for evaluation for credit.

Computer Science Examination:

Computer Science 1 (4 units) - Score 4 or 5 on Computer Science A Examination, or 3 or 4 on AB Examination
Computer Science 1 and 2 (9 units) - Score of 5 on Computer Science AB Examination

Economics Examination (Macroeconomics):

Economics 1 (3 units)

Economics Examination (Microeconomics):

Economics 2 (3 units)

English Examination (Language and Composition):

English 1A (4 units) - Score of 3 or 4
English 1A and English 1B (7 units) - Score of 5

English Examination (Literature and Composition):

English 1A (4 units) or
English 1B (3 units) - Score of 3 or 4
English 1A and English 1B (7 units) - Score of 5

Foreign Language Examination:

Two consecutive courses for a total of 8 units

Government and Politics Examination (American and California):

Political Science 1 (3 units)

Government and Politics Examination (Comparative):

Political Science 2 (3 units)

History Examination (American and World History):

History 101-102 (6 units)
History 140 (3 units)

Mathematics Examination:

Mathematics 150 (4 units) - Score of 4 or 5 on Statistics Examination
Mathematics 190 (5 units) - Score of 4 or 5 on Calculus AB Examination
Mathematics 190 (5 units) - Score of 3 on Calculus BC Examination
Mathematics 190 & 191 (10 units) - Score of 4 or 5 on Calculus BC Examination

Note: Students who score a 3 or better on the Statistics AP exam, the Calculus AB exam, or the Calculus BC exam have met the math competency for the associate degree, IGETC (Area 2) and CSU General Education (Area B4) mathematics requirements.

Physics Examination:

Physics 2A (4 units) - Score of 5 on Physics B Examination
Physics 1A (4 units) - Score of 5 on Physics C Examination

Psychology Examination:

Psychology 5 (3 units)

For further information about and petitions for advanced placement tests, contact an evaluations specialist in the Admissions Office.

Acceptance of Credit

Credits earned at other colleges, which are accredited, by one of the regional accrediting agencies are customarily accepted for transfer to El Camino College on receipt of an official transcript of record.

Students submitting transcripts from other colleges for the purpose of receiving a degree or certificate from El Camino College must submit an official college-to-college transcript. Transcripts delivered by students will not be considered for degree or certificate purposes.

Appropriate college level United States Armed Forces courses also may be accepted for credit.

Credit for Military Service

The experience of the veteran will be reviewed and any appropriate credit granted. Once El Camino College reviews and awards credit, it will become part of the veteran's permanent record. Credit will be awarded after completion of one semester of attendance at El Camino College.

A copy of the veteran's separation document (form DD 214) or discharge paper (including the side showing dates of induction and separation) must be on file. No credit is approved for the six-month Reserve program. Credit for military service is given according to length of service as follows:

- 90 days to 1 year: Contemporary Health 1 (3 units); Elective Credit (2 units)
- 1-2 years: Contemporary Health 1 (3 units); Elective Credit (4 units)
- 2 years or more: Contemporary Health 1 (3 units); Elective Credit (6 units)

Note: Veterans enrolling in Contemporary Health 1 will not be paid educational benefits for this course.

College Level Examination Program (CLEP) credit will be accepted when it is included on the American Council on Education (ACE) transcript.

High School Equivalents

Many courses and curricula offered at El Camino College are based on the supposition that the student has completed the specific high school courses generally included in the college preparatory program. If the student has not met the prerequisite to a course, the individual should complete the equivalent El Camino College course indicated here:

High School Course	El Camino College Course
Algebra, first year	Mathematics 40 or Mathematics 33 and Mathematics 43
Algebra, second year	Mathematics 73 or 80
Geometry, one year	Mathematics 60
Trigonometry, one semester	Mathematics 170
Physics, one year	Physics 11 and 12
Chemistry, one year	Chemistry 4
Mechanical Drawing, one year	Computer Aided Design/Drafting 5
Language, two years in one	First semester language



EL CAMINO COLLEGE ADVANCED PLACEMENT (AP) CREDIT

Advanced Placement (AP) Tests with scores of 3, 4, or 5 can be used to meet IGETC, CSU GE, Associate of Arts and Associate of Science General Education (GE), and/or Associate Degree major requirements.

Course credit and units granted at El Camino College may differ from course credit and units granted by a transfer institution. Please check with the four-year transfer institution's AP credit policies in their catalog or on their website, or consult an El Camino College academic counselor for unit and course credit for major preparation.

AP Exam	ECC Associate Degree		CSU		UC	
Type of Exam	ECC GE Area	ECC Course Equivalent for Major Requirements	CSU GE	Units Earned Toward Transfer	IGETC	Units Earned Toward Transfer
Art History	Humanities 3 semester units	Art 102A, 102B 3 units	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B	8 quarter/5.3 semester units
Art (Studio)			N/A	3 semester units	N/A	8 quarter/5.3 semester units
Biology	Natural Sciences 4 semester units	Biology 10 4 units	Area B2 and B3 4 semester units	6 semester units	Area 5B (with lab)	8 quarter/5.3 semester units
Calculus AB	Language and Rationality 3 semester units	Math 190 – Score of 4 or 5 5 units Score of 3 meets AA/AS math competency requirement	Area B4 3 semester units	3 semester units*	Area 2A	4 quarter/2.7 semester units**
Calculus BC	Language and Rationality 3 semester units	Math 190 Score of 3 5 semester units Math 190 and 191 Score of 4 or 5 9 semester units	Area B4 3 semester units	6 semester units*	Area 2A	8 quarter/5.3 semester units**
Calculus BC with AB subscore			Area B4 3 semester units	3 semester units		
AP CALCULUS EXAM LIMITATIONS				*Only one exam may be used toward transfer		**Maximum credit 8 quarter/5.3 semester units for both
Chemistry	Natural Sciences 4 semester units	Chemistry 1A 5 semester units The student must have a score of 4 or 5 and provide a laboratory portfolio to the Dean of Natural Sciences for evaluation before credit is earned	Areas B1 and B3 4 semester units	6 semester units	Area 5A (with lab)	8 quarter/5.3 semester units
Chinese Language & Culture	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units

AP Exam	ECC Associate Degree		CSU		UC	
Type of Exam	ECC GE Area	ECC Course Equivalent for Major Requirements	CSU GE	Units Earned Toward Transfer	IGETC	Units Earned Toward Transfer
Computer Science A		Computer Science 1 4 semester units The student must have a score of 4 or 5	N/A	3 semester units**	N/A	2 quarter/1.3 semester units***
AP CS EXAM LIMITATIONS				**Maximum One exam toward transfer		***Maximum credit 4 quarter/2.7 semester units for both CS exams
Economics - Macroeconomics	Social/Behavioral Sciences 3 semester units	Economics 1 3 semester units	Area D2 3 semester units	3 semester units	Area 4	4 quarter/2.7 semester units
Economics - Microeconomics	Social/Behavioral Sciences 3 semester units	Economics 2 3 semester units	Area D2 3 semester units	3 semester units	Area 4	4 quarter/2.7 semester units
English - Language & Composition	Language and Rationality 3 semester units	English 1A Score of 3 or 4 4 semester units English 1A and 1B Score of 5 7 semester units	Area A2 3 semester units	6 semester units	Area 1A	8 quarter/5.3 semester units*
English - Literature & Composition	Language and Rationality or Humanities 3 semester units	English 1A 4 semester units or English 1B 3 units Score of 3 or 4 English 1A and 1B Score of 5 7 units	Area A2 and C2 6 semester units	6 semester units	Area 1A or 3B	8 quarter/5.3 semester units*
AP ENGLISH EXAM LIMITATIONS						*8 quarter/5.3 semester units maximum for both exams
Environmental Science	Natural Sciences 3 semester units	No course equivalency	Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken) 4 semester units	4 semester units	Area 5A (with lab)	4 quarter/2.7 semester units
French Language & Culture	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units

Alternative Credit Options

AP Exam	ECC Associate Degree		CSU		UC	
Type of Exam	ECC GE Area	ECC Course Equivalent for Major Requirements	CSU GE	Units Earned Toward Transfer	IGETC	Units Earned Toward Transfer
French Literature	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units (if taken prior to Fall 2009)	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units
German Language & Culture	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units
Government & Politics - Comparative	Social/Behavioral Sciences 3 semester units	Political Science 2 3 semester units	Area D 3 semester units	3 semester units	Area 4	4 quarter/2.7 semester units
Government and Politics - U.S.	Social/Behavioral Sciences 3 semester units	Political Science 1 3 semester units	Area D and US 2* 3 semester units	3 semester units	Area 4	4 quarter/2.7 semester units
AP GOVERNMENT EXAM LIMITATIONS			*Does not fulfill AHI California Government requirement	Student can satisfy the AHI requirement after transfer		
History - European	Social/Behavioral Sciences or Humanities 3 semester units	History 141 3 semester units	Area C2 or D 3 semester units	6 semester units	Area 3B or 4	8 quarter/5.3 semester units
History - U.S.	Social/Behavioral Sciences or Humanities 3 semester units	History 101 and 102 6 semester units	Area C2 or D 3 semester units	6 semester units	Area 3B or 4F	8 quarter/5.3 semester units
History - World	Social/Behavioral Sciences or Humanities 3 semester units	History 140 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4	8 quarter/5.3 semester units
Human Geography	Social/Behavioral Sciences 3 semester units	No course equivalency established	Area D5 3 semester units	3 semester units	Area 4E	4 quarter/2.7 semester units
Italian Language & Culture	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units
Latin - Vergil	Humanities 3 semester units	No course equivalency	Area C2 3 semester units	3 semester units	Area 3B and 6A	4 quarter/2.7 semester units
Latin - Literature	Humanities 3 semester units	No course equivalency	Area C2 3 semester units (if taken prior to Fall 2009)	6 semester units	Area 3B and 6A	4 quarter/2.7 semester units

AP Exam	ECC Associate Degree		CSU		UC	
Type of Exam	ECC GE Area	ECC Course Equivalent for Major Requirements	CSU GE	Units Earned Toward Transfer	IGETC	Units Earned Toward Transfer
Music Theory		No course equivalency established			N/A	8 quarter/5.3 semester units
Physics B	Natural Sciences 4 semester units	Physics 2A Score of 5 3 semester units	B1 and B3 4 semester units*	4 semester units*	Area 5A (with lab)	8 quarter/5.3 semester units**
Physics C – Electricity/ Mechanics	Natural Sciences 3 semester units	Physics 1A Score of 5 4 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A (with lab)	4 quarter/2.7 semester units**
Physics C – Electricity/ Magnetism	Natural Sciences 3 semester units	Physics 1A Score of 5 4 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A (with lab)	4 quarter/2.7 semester units**
AP PHYSICS EXAM LIMITATIONS				*Maximum 4 semester units toward GE and 6 semester units toward transfer		**Maximum 8 quarter/5.3 semester units for both exams
Psychology	Social/Behavioral Sciences 3 semester units	Psychology 5 3 semester units	Area D9 3 semester units	3 semester units	Area 4I	4 quarter/2.7 semester units
Spanish Language	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units
Spanish Literature	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units
Statistics	Language and Rationality 3 semester units	Math 150 Score of 4 or 5 4 semester units Score of 3 meets AA/AS math competency requirement	Area B4 3 semester units	3 semester units	Area 2	4 quarter/2.7 semester units

AA/AS: Students with a score of 3 or better may use the AP exam for general education credit in the appropriate area; however, credit for a specific course to meet major requirements for the AA or AS degree, will need to follow the course equivalent outlined by the academic department. A student who receives AP credit and then takes the equivalent ECC course will have the unit credit for such duplication deducted prior to being awarded the AA/AS degree. Credit by Advanced Placement exam is noted and listed on a student's transcript, with units assigned and no grade. A maximum of 15 units of AP credit can be applied to the associate degree.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education- Breadth and major requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

TRANSFER: Students may use AP exams for transfer units and major requirements; however, the student must consult with a counselor and the four year institution's college catalog or AP credit policies. Course credit varies by campus.

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. Standards will apply to all students on District-owned facilities or controlled property or at District-sponsored or supervised functions or electronic media. Violation of such laws, policies, and procedures or behavior adversely affecting suitability as a student, will lead to student disciplinary action. Student disciplinary actions as noted in Board Policy 5500, Administrative Procedure 5500, and Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.

Students alleged to have violated the Sexual Misconduct Policy with regards to sexual assault, sexual harassment, rape, domestic violence, dating violence, stalking, and retaliation, will be referred to the Title IX Officer. The Title IX Officer will work in coordination with the Director of Student Development or designee to address any violations to the Standards of Student Conduct that are in addition to the allegations of sexual misconduct.

Students who engage in any of the following conduct are subject to the procedures outlined in Administrative Procedure 5520.

Definitions: The following misconduct shall constitute good cause for discipline including, but not limited to, the removal, suspension, or expulsion of a student.

DISHONESTY

1. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined in the College catalog.
2. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
3. Copying from another student or former student or allowing another student to copy from one's work.
4. Allowing another individual to assume one's identity or assuming the identity of another individual.
5. Unauthorized collaboration-intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.

6. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
 - a. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
 - b. Obtaining or copying exams, test questions, or other course materials when prohibited by the instructor.
 - c. Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.
 - d. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor or District personnel.
 - e. Handing in the same paper or other assignment in more than one class when prohibited by the instructor.
 - f. Any other action which is not an honest reflection of a student's own academic work.
7. Dishonesty, forgery, alteration, or misuse of District documents, records or identification, or knowingly furnishing false information to the District.
8. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction including, but not limited to, handwritten or typed class notes, still photos, audio, or video recording, except as permitted by any District policy or administrative procedure.

DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT, AND EXPRESSION

1. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, District personnel or another person.
2. Causing, attempting to cause, threatening, or acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm to another person.
3. Lewd, indecent, or obscene conduct or expression on District-owned facilities or controlled property or at District-sponsored or supervised functions, including public urination or defecation, public sexual acts, taking intimate pictures of another person without consent, disrobing in public, possession and distribution of any obscene material, or viewing pornographic material.

4. Engaging in expression which is obscene, libelous or slanderous, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District-owned facilities or controlled property or at District-sponsored or supervised functions, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
5. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including, but not limited to, its community service functions or to authorized activities held off-campus.
6. Obstruction or disruption includes, but is not limited to, the use of skateboards, bicycles, radios, and roller skates.
7. Failure to comply with the directions of a member of the District certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.
8. Conducting, organizing or participating in any activity involving gambling except as permitted by federal and state law.

DRUGS, ALCOHOL, AND SMOKING

1. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5 on District-owned facilities or controlled property or at District-sponsored or supervised functions.
2. Willful or persistent smoking (including tobacco and vapor cigarettes) in any area where smoking has been prohibited by law or by regulation of the District.

THEFT, ROBBERY, AND DAMAGE

1. Committing or attempting to commit robbery or extortion.
2. Causing or attempting to cause damage to District property or to private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.

3. Stealing or attempting to steal District property or private property or knowingly receiving stolen District property or private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
4. Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the District or personal property of other individuals District-owned facilities or controlled property or at District-sponsored or supervised functions.

SEXUAL MISCONDUCT

1. Committing sexual misconduct including, but not limited to, sexual harassment, domestic violence, dating violence, stalking, sexual assault (non-consensual sexual contact and/or intercourse), sexual exploitation, intimidation, retaliation, and rape as defined by law or by District policies and procedures.
2. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
3. Other misconduct offenses in violation of the El Camino College Sexual Misconduct Policy.

HARRASSMENT, THREATENING, AND VIOLENT BEHAVIOR

1. Causing, attempting to cause, or threatening to cause physical injury to another person on District-owned facilities or controlled property or at District-sponsored or supervised functions.
2. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyberbullying.
3. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
4. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel or another person.

5. Willful misconduct which results in injury or death to another person or which results in cutting, defacing, or other injury to any real or personal property owned by the District or controlled property or at District-sponsored or supervised functions.
6. Other misconduct offenses relative to disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law including, but not limited to, bullying, discrimination, threatening, or causing abuse (including physical and/or verbal).
7. Violence between those in intimate/dating relationships to each other, and stalking, as defined by law or by District policies and procedures.

WEAPONS

Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object including, but not limited to, any facsimile firearm, knife, or explosive on District-owned facilities or controlled property or at District-sponsored or supervised functions, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.

MISUSE OF FACILITIES

Unauthorized entry upon or use of District-owned facilities or controlled property or at District-sponsored or supervised functions.

MISCELLANEOUS

1. Introduction of animals on District-owned facilities or controlled property or at District-sponsored or supervised functions are not permitted with the exception of service animals that provide assistance as permitted by federal and state law.
2. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

3. The commission of any act constituting a crime under federal or state law on District-owned facilities or controlled property or at District-sponsored or supervised functions.

References:

Education Code Sections 66300 and 66301; Accreditation Standards I.C.8 and 10

June 15, 2015

AP 5500 Standards of Student Conduct

References:

Education Code Sections 66300 and 66301;
ACCJC Accreditation Standards I.C.8 and 10 (*formerly II.A.7.b*)

NOTE: *The standards of conduct for students may be included in Board Policy (see BP 5500) or delegated to the [CEO] for inclusion in these Administrative Procedures. **If delegated, this procedure is legally required**, and the following standards or similar ones are legally advised:*

Definitions: The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the [**designate position**].
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

- Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by **[insert local practice]**.
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
- Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

Revised 9/01, 2/07, 3 /12, 11/14, 4/16

State of California

EDUCATION CODE

Section 78907

78907. The use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor.

Any student violating this section shall be subject to appropriate disciplinary action.

This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.

(Amended by Stats. 1990, Ch. 1372, Sec. 509.)

REVISED POLICY

Board Policy 4235

Credit by Examination

The El Camino Community College District ~~is committed to allowing~~ allows students to receive credit by examination for a specific course by demonstrating mastery of the ~~subject matter and/or skills~~ course content, objectives, and outcomes ~~by exam.~~

Credit may be earned by students who satisfactorily pass authorized examinations in accordance with Title 5 section 55050. Procedures for granting credit by examination will be developed in collegial consultation with the Academic Senate.

~~Updated lists of courses eligible for credit by examination, as determined by appropriate faculty, shall be kept in the academic and counseling division offices as well as the records office. It shall be established that the knowledge, skills, and/or experiences gained outside the regular college curriculum are compatible with the course objectives for which credit is requested. Proficiency in subject matter or skills shall be assessed through examination, portfolio, or skills demonstration, and must be at the level expected of students who have successfully completed the course at El Camino College.~~

~~The eligibility and fee requirements along with the procedures and restrictions for obtaining credit by examination shall be on file in the Administrative Procedures Handbook. These are available in the College records office, counseling services, and all academic division offices. They are also published in the College Catalog and Schedule of Classes.~~

Reference: Title 5, Section ~~55753~~ 55050

Replaces Board Policy #6126

El Camino College Adopted: 9/8/03

2016/17 Revision Notes

Contact: Stephanie Rodriguez 9/16 draft

Ed Policies Committee: 11/22/16; 2/28/17

Deans Council: 11/23/16

Academic Senate:

College Council:

~~NEW ADMINISTRATIVE PROCEDURE~~

Administrative Procedure 4235

Credit by Examination

The purpose of credit by examination is to allow a student to gain credit for a specific course by demonstrating mastery of the course content, objectives, and outcomes.

Faculty who normally teach the course, in consultation with the appropriate Dean, shall determine how courses are selected and ~~the~~ courses eligible for credit by examination. Courses eligible for credit by examination shall be listed in the college catalog.

Credit by examination may be obtained by one of the following methods:

- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board. Faculty in the discipline will determine the tests and scores applicable for local degree credit. The tests and scores will be published in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.

Eligibility Requirements:

1. A student must have completed 12 semester units at El Camino College with a minimum grade point average of 2.00 and be in good standing at the time the credit is granted. However, students enrolling in or enrolled at El Camino College may be allowed to take the examination at any time, even though credit will not be granted until 12 semester units have been completed.
2. Students shall only be allowed to petition to receive credit by examination one time per course. Students may not petition for credit examination for a course in which they have previously enrolled and received a grade, unless statutorily required.
3. Students may not petition for credit by examination for a course in which they have been enrolled after the first two weeks of a semester, except under special circumstances as determined by the dean and faculty who normally teach the course.

4. Students must petition for credit by examination no later than the middle of the term except under special circumstances as determined by the dean and faculty who normally teach the course.
5. Only those courses listed in the catalog and approved for credit by examination at the time of the petition shall be available to students for such credit.
6. Credit is not available for any course that is lower in a sequence than a course for which credit has already granted, except under special circumstances determined by the dean and faculty who normally teach the course.
7. The maximum amount of credit by examination permissible shall not exceed 15 semester units, including not more than 50% of the credit required for the major subject field.

Fee Requirements

A processing fee will be charged to petition for credit by examination. The amount of the fee will be established by the Admissions Office. The amount of the fee cannot exceed the enrollment fee associated with enrollment in the course for which the student seeks credit by examination. Students involved in high school or occupational center articulated programs will be exempted from paying this fee.

Procedure for Earning Credit by Examination:

Students shall complete a petition for credit by examination and submit it to the Admissions Office along with satisfactory evidence of knowledge, skills or experience. Students shall be provided with a copy of the pertinent Course Outline of Record to aid them in making the decision of whether or not to petition and attempt credit by examination.

The Admissions Office shall forward petitions, with supporting documentation, to the respective dean of the academic division concerned. The dean, in consort with faculty who normally teach the course, shall determine the eligibility of the student for such an examination. Approved petitions must demonstrate that the knowledge, skills, and/or experiences gained outside the regular college curriculum are compatible with the course content, objectives, and outcomes for which credit is requested.

If the petition is approved, the nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted. The faculty shall determine that the examination adequately measures mastery of the course content, objectives, and outcomes as set

forth in the outline of record. Subject matter mastery and/or skills proficiency, as stated in the objectives and outcomes of the course outline of record, may be established by written examination, portfolio, skills demonstration or combination thereof. The faculty may accept an examination conducted at a location other than the community college. The examination may be offered in more than one session and/or format. The examination must measure proficiency at the level expected of students who have successfully completed the course at El Camino College. The academic division shall notify the student of the examination arrangements.

Grading shall be according to the regular grading system used by the college, including a “pass-no pass” option if that option is ordinarily available for the course.

If credit is granted and all eligibility requirements have been met, the student’s academic record shall be clearly annotated to reflect that credit was earned by examination. The Admissions Office shall retain a copy of the petition and notify the student of the results.

Restrictions on Units Earned through Credit by Examination:

Units earned by credit by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree. The maximum amount of credit by examination permissible shall not exceed 15 semester units, including not more than 50% of the credit required for the major subject field. Units earned by examination are not to be considered part of the student’s unit load. Credits acquired by examination are not applicable to meeting of such unit and requirements as Selective Service deferment and Veteran’s or Social Security benefits and shall not be considered in verifying eligibility for athletics or student government.

Faculty Compensation

Faculty will be compensated for their work in creating and assessing the examinations described in this procedure in accordance with the current Agreement Between El Camino Community College District and El Camino College Federation of Teachers.

References:

Title 5 section 55050

Agreement Between El Camino Community College District and El Camino College Federation of Teachers, Article 10, Section 20 Credit by Exam.

The Academic Senate for California Community Colleges, “Awarding Credit Where Credit is Due,” Spring 2014.

Consultation Process

Contact: Stephanie Rodriguez 9/16 (draft)

Educational Policies Committee: 11/22/16; 2/28/17

Deans Council: 11/23/16

Academic Senate:

College Council:

Admissions and Records Webpage **www.elcamino.edu/admissions/credit.asp**

COURSE CREDIT

Credit by Examination

It is the policy of the El Camino Community College District, under the California Administrative Code, Title 5, Section 51605, and the requirements established by the Board of Trustees to grant credit by examination.

The purpose of credit by examination is to allow a student to gain credit for a specific course by demonstrating mastery of the subject matter and/or skills.

Updated lists of courses eligible for credit by examination are kept in the Academic and Counseling Division offices as well as in the Admissions and Records office. It shall be established that the knowledge, skills, and/or experiences gained outside the regular college curriculum are compatible with the course objectives for which credit is requested. Proficiency in subject matter or skills shall be assessed through examination, portfolio, or skills demonstration, and must be at the level expected of students who have successfully completed the course at El Camino College.

Eligibility Requirements

- 1 A student must have completed 12 semester units at El Camino College with a minimum grade point average of 2.00 and be in good standing at the time the credit is granted. However, students enrolling in or enrolled at El Camino College may be allowed to take the examination at any time, even though credit will not be granted until 12 semester units have been completed.
- 2 Students shall only be allowed to petition to receive credit by examination one time per course. Students may not petition for credit by examination for a course in which they have previously enrolled and received a grade.
- 3 Students may not petition for credit by examination for a course in which they have been enrolled after the first two weeks of a semester, except under special circumstances as determined by the dean or appropriate faculty.
- 4 Students must petition for credit by examination no later than the middle of the term except under special circumstances as determined by the dean and appropriate faculty.
- 5 Only those courses listed in the catalog and approved for credit by examination at the time of the examination shall be available to students for such credit.
- 6 Credit is not available for any course which is lower in a sequence than a course for which credit has already been granted, except under special circumstances as determined by the dean and appropriate faculty.
- 7 The maximum amount of credit permissible shall not exceed 15 semester units,

including not more than 50% of the credit required for the major subject field.

Fee Requirements

A processing fee will be charged to petition for credit by examination. Amount of fee will be established by College Council or a subcommittee thereof.

Students involved in the high school/SCROC-articulated programs will be exempted from paying this fee.

Procedure for Earning Credit by Examination:

Students shall complete a petition for credit by examination and submit it to the Admissions Office along with satisfactory evidence of knowledge, skills or experience.

The Admissions Office shall forward petitions, with supporting documentation, to the respective dean of the academic division concerned. The dean, in consort with appropriate faculty, shall determine the eligibility of the student for such an examination.

If the petition is approved, the dean and appropriate faculty shall consult regarding the form and content of the examination. Subject matter mastery and/or skills proficiency, as stated in the objectives of the course outline or record, may be established by written examination, portfolio, skills demonstration or combination thereof. It shall be the responsibility of the academic division to notify the student of the examination arrangements.

The examination shall be graded and recorded only as credit/no credit and the results shall be recorded on the petition form and forwarded to the Admissions Office.

If credit is granted, the Admissions Office shall record credit for the course on the student's official transcript when all eligibility requirements have been met. The petition, with recorded results, shall be filed in the student's folder. The Admissions Office shall notify the student of the results.

Restrictions on Units Earned through Credit by Examination:

Units earned by examination are not to be considered part of the student's subject load. Units shall not be used for reports to Selective Service, Social Security, Veterans Administration, or similar agencies and shall not be considered in verifying eligibility for athletics or student government.

Credit by Examination

Credit by Examination

Board Policy 4235

The El Camino Community College District is committed to allowing students to receive credit for a specific course by demonstrating mastery of the subject matter and/or skills by credit by exam.

Updated lists of courses eligible for credit by examination, as determined by appropriate faculty, shall be kept in the academic and counseling division offices as well as the records office. It shall be established that the knowledge, skills, and/or experiences gained outside the regular College curriculum are compatible with the course objectives for which credit is requested. Proficiency in subject matter or skills shall be assessed through examination, portfolio, or skills demonstration, and must be at the level expected of students who have successfully completed the course at El Camino College.

The eligibility and fee requirements, along with the procedures and restrictions for obtaining credit by examination, shall be on file in the Administrative Procedures Handbook. These are available in the College records office, counseling services, and all academic division offices. They are also published in the College Catalog and Schedule of Classes.

Eligibility Requirements

For eligibility requirements and procedure for earning credit by exam, visit the El Camino College Admissions web page www.elcamino.edu/admissions/credit.asp.

Restrictions

Units earned by examination are not to be considered a part of the student's subject load. Units shall not be used for reports to Selective Service, Social Security, Veterans Administration, or similar agencies and shall not be considered in verifying eligibility for athletics or student government.

Courses Eligible for Credit by Examination

Business Division

Business 60A
Business 60B
Business 60C
Computer Information Systems 13

Health Sciences and Athletics Division

Contemporary Health 1, 3
First Aid 1
Physical Education 260
Radiologic Technology A, 111, 123
Respiratory Care 170, 172, 174, 176, 178, 280, 282, 284, 286

Humanities Division

Chinese 1, 2, 3
French 1, 2, 3, 4
German 1, 2
Italian 1, 2
Japanese 1, 2, 3, 4
Spanish 1, 2, 3, 4

Industry and Technology Division

Administration of Justice 100, 103, 107, 111, 115, 126, 130, 131, 170
Air Conditioning and Refrigeration 5, 6, 21, 23, 25, 27, 30, 34
Architecture 100, 104, 119, 150A, 158, 170, 172
Automotive Collision Repair/Painting 1A, 1B, 1C, 1D, 2A, 2B, 2C, 4A, 4B, 4C, 4D, 5A, 5B, 5C, 5D, 6, 20, 22, 24, 26
Automotive Technology 1, 14, 16, 21, 23, 24, 25, 43, 81
Computer Aided Design/Drafting 5, 7, 28, 31, 32, 33, 37, 43, 45
Electronics and Computer Hardware Technology 11, 110, 120, 122, 124, 130, 191
Engineering Technology 10, 12, 14, 15, 16, 18
Fashion 10, 11, 15, 20, 27, 28, 31, 35, 41
Fire and Emergency Technology 1, 2, 3, 4, 5, 6, 9, 10, 11, 19, 20, 144
Machine Tool Technology 2, 10A, 16, 40, 46, 101
Manufacturing Technology 70
Welding 15, 40A, 45

Alternative Credit Options

Advanced Placement Tests

High school students who enroll in El Camino College may petition for college credit based on high school Advanced Placement (AP) courses. Credit will be given for the following courses if the student has taken the appropriate Advanced Placement Test and received a score of 3, 4 or 5. (No credit will be given for a score of 1 or 2.) The maximum number of units granted toward the associate degree will be 15.

Students who plan to transfer to a four-year university must check the institution's AP credit policies in their catalog or the institution's website, or consult an El Camino College academic counselor for unit and credit information for general education and major preparation.

Course credit and units granted at El Camino College may differ from course and unit credit granted by the transfer institution.

Art Examination (History of Art):

Art 102A (3 units)
Art 102B (3 units)

Biology Examination:

Biology 10 (4 units)

Chemistry Examination:

Chemistry 1A (5 units)

Note: The student must have a score of 4 or 5 and provide a laboratory portfolio to the Dean of Natural Sciences for evaluation for credit.

Computer Science Examination:

Computer Science 1 (4 units) - Score 4 or 5 on Computer Science A Examination, or 3 or 4 on AB Examination
Computer Science 1 and 2 (9 units) - Score of 5 on Computer Science AB Examination

Economics Examination (Macroeconomics):

Economics 1 (3 units)

Economics Examination (Microeconomics):

Economics 2 (3 units)

English Examination (Language and Composition):

English 1A (4 units) - Score of 3 or 4
English 1A and English 1B (7 units) - Score of 5

English Examination (Literature and Composition):

English 1A (4 units) or
English 1B (3 units) - Score of 3 or 4
English 1A and English 1B (7 units) - Score of 5

Foreign Language Examination:

Two consecutive courses for a total of 8 units

Government and Politics Examination (American and California):

Political Science 1 (3 units)

Government and Politics Examination (Comparative):

Political Science 2 (3 units)

History Examination (American and World History):

History 101-102 (6 units)
History 140 (3 units)

Mathematics Examination:

Mathematics 150 (4 units) - Score of 4 or 5 on Statistics Examination
Mathematics 190 (5 units) - Score of 4 or 5 on Calculus AB Examination
Mathematics 190 (5 units) - Score of 3 on Calculus BC Examination
Mathematics 190 & 191 (10 units) - Score of 4 or 5 on Calculus BC Examination

Note: Students who score a 3 or better on the Statistics AP exam, the Calculus AB exam, or the Calculus BC exam have met the math competency for the associate degree, IGETC (Area 2) and CSU General Education (Area B4) mathematics requirements.

Physics Examination:

Physics 2A (4 units) - Score of 5 on Physics B Examination
Physics 1A (4 units) - Score of 5 on Physics C Examination

Psychology Examination:

Psychology 5 (3 units)

For further information about and petitions for advanced placement tests, contact an evaluations specialist in the Admissions Office.

Acceptance of Credit

Credits earned at other colleges, which are accredited, by one of the regional accrediting agencies are customarily accepted for transfer to El Camino College on receipt of an official transcript of record.

Students submitting transcripts from other colleges for the purpose of receiving a degree or certificate from El Camino College must submit an official college-to-college transcript. Transcripts delivered by students will not be considered for degree or certificate purposes.

Appropriate college level United States Armed Forces courses also may be accepted for credit.

Credit for Military Service

The experience of the veteran will be reviewed and any appropriate credit granted. Once El Camino College reviews and awards credit, it will become part of the veteran's permanent record. Credit will be awarded after completion of one semester of attendance at El Camino College.

A copy of the veteran's separation document (form DD 214) or discharge paper (including the side showing dates of induction and separation) must be on file. No credit is approved for the six-month Reserve program. Credit for military service is given according to length of service as follows:

- 90 days to 1 year: Contemporary Health 1 (3 units); Elective Credit (2 units)
- 1-2 years: Contemporary Health 1 (3 units); Elective Credit (4 units)
- 2 years or more: Contemporary Health 1 (3 units); Elective Credit (6 units)

Note: Veterans enrolling in Contemporary Health 1 will not be paid educational benefits for this course.

College Level Examination Program (CLEP) credit will be accepted when it is included on the American Council on Education (ACE) transcript.

High School Equivalents

Many courses and curricula offered at El Camino College are based on the supposition that the student has completed the specific high school courses generally included in the college preparatory program. If the student has not met the prerequisite to a course, the individual should complete the equivalent El Camino College course indicated here:

High School Course	El Camino College Course
Algebra, first year	Mathematics 40 or Mathematics 33 and Mathematics 43
Algebra, second year	Mathematics 73 or 80
Geometry, one year	Mathematics 60
Trigonometry, one semester	Mathematics 170
Physics, one year	Physics 11 and 12
Chemistry, one year	Chemistry 4
Mechanical Drawing, one year	Computer Aided Design/Drafting 5
Language, two years in one	First semester language



EL CAMINO COLLEGE ADVANCED PLACEMENT (AP) CREDIT

Advanced Placement (AP) Tests with scores of 3, 4, or 5 can be used to meet IGETC, CSU GE, Associate of Arts and Associate of Science General Education (GE), and/or Associate Degree major requirements.

Course credit and units granted at El Camino College may differ from course credit and units granted by a transfer institution. Please check with the four-year transfer institution's AP credit policies in their catalog or on their website, or consult an El Camino College academic counselor for unit and course credit for major preparation.

AP Exam	ECC Associate Degree		CSU		UC	
Type of Exam	ECC GE Area	ECC Course Equivalent for Major Requirements	CSU GE	Units Earned Toward Transfer	IGETC	Units Earned Toward Transfer
Art History	Humanities 3 semester units	Art 102A, 102B 3 units	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B	8 quarter/5.3 semester units
Art (Studio)			N/A	3 semester units	N/A	8 quarter/5.3 semester units
Biology	Natural Sciences 4 semester units	Biology 10 4 units	Area B2 and B3 4 semester units	6 semester units	Area 5B (with lab)	8 quarter/5.3 semester units
Calculus AB	Language and Rationality 3 semester units	Math 190 – Score of 4 or 5 5 units Score of 3 meets AA/AS math competency requirement	Area B4 3 semester units	3 semester units*	Area 2A	4 quarter/2.7 semester units**
Calculus BC	Language and Rationality 3 semester units	Math 190 Score of 3 5 semester units Math 190 and 191 Score of 4 or 5 9 semester units	Area B4 3 semester units	6 semester units*	Area 2A	8 quarter/5.3 semester units**
Calculus BC with AB subscore			Area B4 3 semester units	3 semester units		
AP CALCULUS EXAM LIMITATIONS				*Only one exam may be used toward transfer		**Maximum credit 8 quarter/5.3 semester units for both
Chemistry	Natural Sciences 4 semester units	Chemistry 1A 5 semester units The student must have a score of 4 or 5 and provide a laboratory portfolio to the Dean of Natural Sciences for evaluation before credit is earned	Areas B1 and B3 4 semester units	6 semester units	Area 5A (with lab)	8 quarter/5.3 semester units
Chinese Language & Culture	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units

AP Exam	ECC Associate Degree		CSU		UC	
Type of Exam	ECC GE Area	ECC Course Equivalent for Major Requirements	CSU GE	Units Earned Toward Transfer	IGETC	Units Earned Toward Transfer
Computer Science A		Computer Science 1 4 semester units The student must have a score of 4 or 5	N/A	3 semester units**	N/A	2 quarter/1.3 semester units***
AP CS EXAM LIMITATIONS				**Maximum One exam toward transfer		***Maximum credit 4 quarter/ 2.7 semester units for both CS exams
Economics - Macroeconomics	Social/Behavioral Sciences 3 semester units	Economics 1 3 semester units	Area D2 3 semester units	3 semester units	Area 4	4 quarter/2.7 semester units
Economics - Microeconomics	Social/Behavioral Sciences 3 semester units	Economics 2 3 semester units	Area D2 3 semester units	3 semester units	Area 4	4 quarter/2.7 semester units
English - Language & Composition	Language and Rationality 3 semester units	English 1A Score of 3 or 4 4 semester units English 1A and 1B Score of 5 7 semester units	Area A2 3 semester units	6 semester units	Area 1A	8 quarter/5.3 semester units*
English - Literature & Composition	Language and Rationality or Humanities 3 semester units	English 1A 4 semester units or English 1B 3 units Score of 3 or 4 English 1A and 1B Score of 5 7 units	Area A2 and C2 6 semester units	6 semester units	Area 1A or 3B	8 quarter/5.3 semester units*
AP ENGLISH EXAM LIMITATIONS						*8 quarter/5.3 semester units maximum for both exams
Environmental Science	Natural Sciences 3 semester units	No course equivalency	Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken) 4 semester units	4 semester units	Area 5A (with lab)	4 quarter/2.7 semester units
French Language & Culture	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units

Alternative Credit Options

AP Exam	ECC Associate Degree		CSU		UC	
Type of Exam	ECC GE Area	ECC Course Equivalent for Major Requirements	CSU GE	Units Earned Toward Transfer	IGETC	Units Earned Toward Transfer
French Literature	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units (if taken prior to Fall 2009)	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units
German Language & Culture	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units
Government & Politics - Comparative	Social/Behavioral Sciences 3 semester units	Political Science 2 3 semester units	Area D 3 semester units	3 semester units	Area 4	4 quarter/2.7 semester units
Government and Politics - U.S.	Social/Behavioral Sciences 3 semester units	Political Science 1 3 semester units	Area D and US 2* 3 semester units	3 semester units	Area 4	4 quarter/2.7 semester units
AP GOVERNMENT EXAM LIMITATIONS			*Does not fulfill AHI California Government requirement	Student can satisfy the AHI requirement after transfer		
History - European	Social/Behavioral Sciences or Humanities 3 semester units	History 141 3 semester units	Area C2 or D 3 semester units	6 semester units	Area 3B or 4	8 quarter/5.3 semester units
History - U.S.	Social/Behavioral Sciences or Humanities 3 semester units	History 101 and 102 6 semester units	Area C2 or D 3 semester units	6 semester units	Area 3B or 4F	8 quarter/5.3 semester units
History - World	Social/Behavioral Sciences or Humanities 3 semester units	History 140 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4	8 quarter/5.3 semester units
Human Geography	Social/Behavioral Sciences 3 semester units	No course equivalency established	Area D5 3 semester units	3 semester units	Area 4E	4 quarter/2.7 semester units
Italian Language & Culture	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units
Latin - Vergil	Humanities 3 semester units	No course equivalency	Area C2 3 semester units	3 semester units	Area 3B and 6A	4 quarter/2.7 semester units
Latin - Literature	Humanities 3 semester units	No course equivalency	Area C2 3 semester units (if taken prior to Fall 2009)	6 semester units	Area 3B and 6A	4 quarter/2.7 semester units

AP Exam	ECC Associate Degree		CSU		UC	
Type of Exam	ECC GE Area	ECC Course Equivalent for Major Requirements	CSU GE	Units Earned Toward Transfer	IGETC	Units Earned Toward Transfer
Music Theory		No course equivalency established			N/A	8 quarter/5.3 semester units
Physics B	Natural Sciences 4 semester units	Physics 2A Score of 5 3 semester units	B1 and B3 4 semester units*	4 semester units*	Area 5A (with lab)	8 quarter/5.3 semester units**
Physics C – Electricity/ Mechanics	Natural Sciences 3 semester units	Physics 1A Score of 5 4 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A (with lab)	4 quarter/2.7 semester units**
Physics C – Electricity/ Magnetism	Natural Sciences 3 semester units	Physics 1A Score of 5 4 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A (with lab)	4 quarter/2.7 semester units**
AP PHYSICS EXAM LIMITATIONS				*Maximum 4 semester units toward GE and 6 semester units toward transfer		**Maximum 8 quarter/5.3 semester units for both exams
Psychology	Social/Behavioral Sciences 3 semester units	Psychology 5 3 semester units	Area D9 3 semester units	3 semester units	Area 4I	4 quarter/2.7 semester units
Spanish Language	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units
Spanish Literature	Humanities 3 semester units	No course equivalency established; two consecutive semesters	Area C2 3 semester units	6 semester units	Area 3B and 6A	8 quarter/5.3 semester units
Statistics	Language and Rationality 3 semester units	Math 150 Score of 4 or 5 4 semester units Score of 3 meets AA/AS math competency requirement	Area B4 3 semester units	3 semester units	Area 2	4 quarter/2.7 semester units

AA/AS: Students with a score of 3 or better may use the AP exam for general education credit in the appropriate area; however, credit for a specific course to meet major requirements for the AA or AS degree, will need to follow the course equivalent outlined by the academic department. A student who receives AP credit and then takes the equivalent ECC course will have the unit credit for such duplication deducted prior to being awarded the AA/AS degree. Credit by Advanced Placement exam is noted and listed on a student's transcript, with units assigned and no grade. A maximum of 15 units of AP credit can be applied to the associate degree.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education- Breadth and major requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

TRANSFER: Students may use AP exams for transfer units and major requirements; however, the student must consult with a counselor and the four year institution's college catalog or AP credit policies. Course credit varies by campus.

BP 4235 Credit by Examination

Reference:

Title 5 Section 55050

Note: *If the District grants credit by examination, the following policy applies:*

Credit may be earned by students who satisfactorily pass authorized examinations. The [CEO] shall establish administrative procedures to implement this policy.

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AP 4235 Credit by Examination

Reference:

Title 5 Section 55050

Note: *This procedure is **optional** but it legally advised if the Board has approved a policy to allow credit by examination.*

Credit by Examination may be obtained by one of the following methods: (*Colleges must determine appropriate methods. The following are common.*)

- Achievement of a score of **[3 or higher]** on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.

Determination of Eligibility to Take the Examination:

- The student must be currently registered in the college and in good standing,
- The course is listed in the college catalog,
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

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

Note: *Additional local procedures may be inserted, which **must** include:*

- The student's academic record clearly indicates that the credit was earned by examination.
- Limits on the number of units that may be applied to the Associate degree.
- Other limits on student and course eligibility for credit by examination.

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§ 55050. Credit by Examination.

5 CA ADC § 55050

BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to credit by examination in accordance with the provisions of this section.

(b) The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college.

(c) The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.

(d) A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this section.

(e) The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

(f) Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

(g) Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

(h) A district may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New article 5 (sections 55050-55052) and section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

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