PALO ALTO COLLEGE
COLLEGE PROCEDURE

Procedure Number:	I 18.0
Procedure Title:	Awarding Academic Credit from Continuing Education Units to Career & Technical Education Courses
Relevant Board Policy:	
Originating Unit:	Office of the Vice President of Academic Affairs
Maintenance unit:	Office of the Vice President of Academic Affairs

I. Purpose: To provide academic credit for students wishing to transition from continuing education courses to courses carrying academic credity Education portion of their education to the Academic Credit continuation of their education.

II. Procedure Statement:

A. The Curriculum Analyst, under the direction of the Dean of Career and Technical Education, will compare competencies for Corporate & Community Education Courses in similar program areas to those of the Career and Technical Education programs in the College's inventory.

B. A crosswalk of courses with matching competencies must be approved by:
- Program Chair
- Program Managers/CE Specialists
- Dean of Career & Technical Education
- Dean of Corporate and Community Education
- Vice President of Academic Affairs

C. Upon approval of the crosswalk, students are notified during academic advisement of the possibility of credit acquisition.

D. Crosswalk will be posted to the college website with the Corporate & Community Education curriculum and the Semester Credit Hours (SCH) program.

E. Student enrolls in the Career and Technical Education program for one semester.

F. Palo Alto College, within appropriate departmental guidelines, reserves the right to determine the acceptable transfer credit to a maximum of thirty-two (32) semester credit hours once the student has earned six (6) academic credit hours at Palo Alto College.

G. At the beginning of the student's second semester, the academic advisor completes a course substitution form and processes the form for signatures.

H. Student pays for the Semester Credit Hours (SCH) at the current rate. (Credit by non-traditional means may not be awarded once a grade has been earned.)

Rate calculation: Using the tuition chart for the current semester, take the base tuition rate for 7 semester credit hours and subtract the rate for 6 semester credit hours to determine the per-semester-hour rate. Multiply this rate by the number of semester credit hours to be awarded. Credit will not appear on the transcript until the rate is paid.

Example: In Fall 2008, the in-state, in-district tuition for 6 academic credit hours was $306.00. For 7 academic credit hours, it was $357.00. The difference of $51.00 would be used to calculate the per-semester-hour rate for the awarded academic credits.

Attachments:

Course Conversion Crosswalk Form
Sample Crosswalk with Appropriate Signature
Lines Sample Course Substitution Form

Date: January 15, 2009 Approved: (signed: Ana M. Guzman)
President

Edited: November 20, 2010 Evening/Weekend Office

COURSE CONVERSION CROSSWALK

Program: _____

Corporate & Community Education Course	Semester Credit Hour Course

Calculation of Tuition Owed by Student		
		SCH to be awarded
		Times Tuition per SCH
0		Total to be paid for credit

Signatures:

_____	☐ Approve ☐ Disapprove	_____
Program Chair		Date
_____	☐ Approve ☐ Disapprove	_____
Program Manager/CE Specialist		Date
_____	☐ Approve ☐ Disapprove	_____
Dean of Science, Applied and Advanced Technology		Date
_____	☐ Approve ☐ Disapprove	_____
Dean of Corporate and Community Education		Date
_____	☐ Approve ☐ Disapprove	_____
Vice President of Academic Affairs		Date

EXAMPLE

COURSE CONVERSION CROSSWALK

Program: Industrial Automation Technology

Corporate & Community Education Course	Semester Credit Hour Course
EECT 1049 Basic Group AND ELPT 1091 E – 1	CETT 1303 DC Circuits (3 SCH)
ELPT 1092 E-2	CETT 1305 AC Circuits (3 SCH)
EECT 1092 EEC AND ELPT 2019 PLC 1	ELMT 1301 Programmable Logic Controllers (3 SCH)
ELMT 1001 PLC 2	ELMT 2339 Advanced Programmable Logic Controllers (3 SCH)
HYDR 1091 Hydraulics AND HYDR 1091 Pneumatics	ELMT 1305 Basic Fluid Power (3 SCH)
ELMT 2037 Troubleshooting/Problem Solving	ELMT 2337 Electronic Troubleshooting, Service and Repair (3 SCH)

Calculation of Tuition Owed by Student		
18		SCH to be awarded
$ 51		Times Tuition per SCH
$ 918		Total to be paid for credit

Signatures:

Program Chair	☐ Approve ☐ Disapprove	Date
Program Manager/CE Specialist	☐ Approve ☐ Disapprove	Date
Dean of Science, Advanced and Applied Technology	☐ Approve ☐ Disapprove	Date
Dean of Corporate and Community Education	☐ Approve ☐ Disapprove	Date
Vice President of Academic Affairs	☐ Approve ☐ Disapprove	Date

EXAMPLE

SUBSTITUTION FORM

TO: Linda Hernandez-Cooke
Assistant Director of Records

FROM: Frank Quijano, Chair
Industrial Automation Technology

DATE: June 26, 2012

RE: Substitution of Class

Student Name: Any Student

Banner ID: 900XXXXXX

Major: Industrial Automation Technology

Course(s) Taken:	Substituted for:
Course Names & Numbers	Course Name & Number
EECT 1049 Basic Group AND ELPT 1091 E – 1 (072) B	CETT 1303 DC Circuits

Approval:

_____ _____
Student Date

_____ _____
Chairperson Date
Industrial Automation Technology

_____ _____
Dean Date
Career & Technical Education