



AP 4238 Noncredit Learning Parity Exemptions

References:

Education Code § 84760.5; Title 5 § 55151, et seq.

1. Overview

The District has discretion to exempt a student from the student's obligation to complete up to fifty percent of the District-identified courses, otherwise required by the District for the award of a noncredit certificate, offered as part of a Career Development and College Preparation Program, when the student has demonstrated sufficient mastery of the course content delineated in the approved course outline of record ("Learning Parity Exemption" or "LPE").

2. Learning Parity Noncredit Course Exemption List

The District's Faculty Director of Continuing and Adult Education ("Faculty Director") shall (1) prepare and maintain a current list of those non-credit courses from which students might, when permitted by this procedure, be granted a LPE ("Learning Parity Noncredit Course Exemption List") and (2) ensure that the list is published on the webpages maintained by the School of Personal and Professional Learning. Before adding any noncredit course to the Learning Parity Noncredit Course Exemption List, the Faculty Director shall consult diligently and in good faith with the chair of the academic department having responsibility for that course as to the general appropriateness of adding the course to the list.

3. Evaluation of a LPE Request

- a. The Faculty Director shall have the primary discretion to determine, in good faith, whether to grant a student's LPE request. However, if the circumstances relating to a particular LPE request would render it objectively unreasonable for the Faculty Director to grant the request without consulting with other persons, including, for example, any applicable department chair or discipline faculty who regularly teach the course, the Faculty Director must consult with such individuals before granting the request. If the Faculty Director, or any faculty member duly appointed to temporarily fulfill the Faculty Director's duties in the Faculty Director's absence, is unavailable to evaluate an LPE request, the appropriate department chair or, with the department chair's permission, the discipline faculty who regularly teach the course, may approve or deny the LPE request.

- b. It is within the authorized evaluator's discretion to grant conditional approval for a student's LPE request upon the student's submission of supporting documentation demonstrating sufficient mastery of the course content. The supporting documentation for the LPE may vary depending on the assessment methods upon which the LPE request is to be evaluated.

4. Permissible Assessment Methods

When evaluating a student's LPE request, the authorized evaluator may use one or more assessment(s) listed below (for the sole purpose of determining whether to exempt the student from the obligation to take a class; not for assigning a grade of any type).

- a. Academic transcripts.
- b. Student-created portfolios.
- c. Documentary evidence of completion of professional development and/or continuing education courses.
- d. Industry-recognized certificates.
- e. Documentary evidence of satisfactory completion of similar noncredit course(s) from another college/university.
- f. Documentary evidence of satisfactory completion of credit course(s) that are mirrored with, or very similar to, noncredit course(s).
- g. Satisfactory completion of an examination or assessment.

5. Student Qualifications for Approval of a LPE Request

The District may grant an LPE request only if the student:

- a. Is a District student enrolled in at least one noncredit and/or credit course in the same term as the request is presented, unless the LPE request would exempt a student from the prerequisite course that is the first course in the noncredit certificate.
- b. Is in good standing or has no standing.
- c. Requests a LPE only from a noncredit course that must otherwise be completed to earn a noncredit certificate, offered as part of a Career Development and College Preparation Program, listed in the District's operative course catalog at the time the request is presented.
- d. Has satisfied the prerequisites and other enrollment requirements for the noncredit course from which student seeks to be exempted.

6. Process for Requesting a LPE

- a. The Faculty Director, in consultation with the Office of Noncredit Enrollment Services, shall create an appropriate "LPE Request Form" for use by students seeking a LPE. The

School of Personal and Professional Learning shall make the LPE Request Form available to students on its webpage.

- b. A student requesting a LPE must submit a signed and completed LPE Request Form to the Faculty Director either in person or via email for evaluation and approval. The Faculty Director, or any faculty member appointed to temporarily fulfill the Faculty Director's duties in the Faculty Director's absence, shall transmit all approved LPE Request Forms to the Noncredit Enrollment Services Office for administrative processing of the exemption. The Office of Noncredit Enrollment Services shall direct all student inquiries regarding the LPE process, including completion of the LPE Request Form, to the Faculty Director or any faculty member duly appointed to temporarily fulfill the Faculty Director's duties in the Faculty Director's absence, or, if those persons are unavailable, to the Dean of the School of Personal and Professional Learning.

Endorsed by CPC: 5/23/23

Next Review Date: Spring 2029