



| <b>AP&amp;P Draft Agenda</b>   |                  | <b>Thursday, September 22, 2022</b><br>3:00 pm – 5:30 pm via <a href="#">Zoom</a>   |
|--|------------------|---|
| <b>Type of Meeting:</b> <i>Regular</i><br><b>Note Taker:</b> <i>Robyn Serrano</i><br><b>Please Review/Bring:</b> The past minutes for accuracy.  |                  |   |
| <i>Committee Members:</i>  |                  |   |
| <i>Dr. Scott Lee, Co-chair</i><br><i>Dr. Howard Davis, Co-chair, Vice President of Academic Affairs</i><br><i>Dr. Jessica Eaton, Articulation Officer</i><br><i>Tim Atkerson, AKIN Representative</i><br><i>Travis Lee, CTE Representative</i><br><i>Wendy Stout, CTE Representative</i><br><i>James Dorn, MSE Representative</i><br><i>Richard Biritwum, MSE Representative</i><br><i>Heidi Williams, LACA Representative</i><br><i>Dr. Ariel Tumbaga, LACA Representative</i><br><i>Gabby Poorman, SBS Representative</i><br><i>David Harrison, SBS Representative, DE Liaison</i> |                  | <i>Cynthia Littlefield, AHUM Representative</i><br><i>Glen Knowles, AHUM Representative</i><br><i>Van Rider, Library Rep, Librarian</i><br><i>Luis Echeverria, Student Services, Counseling</i><br><i>Tanya McGinnis, Student Services, Counseling</i><br><i>Larry Veres, Adjunct Representative</i><br><i>Greg Bormann, Administrative Position</i><br><i>Kathryn Mitchell, Administrative Position</i><br><i>LaDonna Trimble, Administrative Position</i><br><i>Cindy Hendrix, Outcomes Representative</i><br><i>Ronda Nogales, Outcomes Representative</i><br><i>Oswaldo Gavidia, Student Representative</i><br><i>*Absent</i> |
| Items  | Person           | Action  |
| I. Opening comments from the Co-chair  | <i>Scott Lee</i> |   |
| II. Minutes 09/08/2022   | <i>All</i>       |   |
| III. Informational Item<br>- Meeting schedule: 10/13/22, 10/27/22,<br>11/10/22, 1/26/23, 2/9/23, 2/23/23, 3/23/23,<br>4/13/23, 4/27/23   | <i>Scott Lee</i> |   |
| IV. Discussion<br>- Goals<br>- Work Experience<br>- ADT Guide<br>- SLO approval<br>- Requirement for all courses and labs to<br>have SLOs  | <i>Scott Lee</i> |   |
| V. Reports<br>- Last Term Offered  |                  |   |
| VI. Action<br>- Credit By Exam list  | <i>Scott Lee</i> |   |



## Academic Policies & Procedures

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|--|-----------|--|
| <p><i>New Course Developments</i></p> <p>BIP 151 Basic Principles of Coding for the Medical Office</p> <p>BIP 152 Beginning Medical Insurance</p> <p>BIP 205 Medical Office Procedures</p> <p>DA 101H Dance Appreciation Honors</p> <p>ETHN 102 Introduction to Latinx/Chicanx Studies</p> <p>KINF 170 Beginning Walking for Fitness</p> <p>KINF 171 Intermediate Walking for Fitness</p> <p>KINF 172 Beginning Jogging for Fitness</p> <p><i>Course Deactivations</i></p> <p>ENGR 220 Strength of Materials</p> <p>MUSC 160A Marching Arts Pedagogy &amp; Design I: Organization</p> <p>MUSC 160B Marching Arts Pedagogy &amp; Design II: Instrumental</p> <p>MUSC 170B Marching Percussion Sectional</p> <p><i>Non-substantial course revisions</i></p> <p>KINF 100 Adaptive Physical Education</p> <p>KINF 116 Intermediate Fast-Pitch Softball</p> <p>KINF 130 Physical Conditioning</p> <p>KINF 151 Intermediate Soccer</p> <p>KINF 160 Beginning Tennis</p> <p>KINF 190 Beginning Swimming for Non-swimmers</p> <p>KINF 194 Intermediate Water Aerobics</p> <p>KINF 195 Beginning Fitness Swimming</p> <p>KINF 196 Intermediate Fitness Swimming</p> <p>KINF 215 Advanced Fast-Pitch Softball</p> <p>KINF 240 Advanced Golf</p> <p>KINF 260 Advanced Tennis</p> <p>KINF 293 Advanced Water Aerobics</p> <p>KINT 103 Officiating - Baseball, Softball, Track and Field</p> <p>KINT 104 Sports Appreciation</p> <p>MUS 153B Musicianship II</p> <p>MUSC 173 Beginning Jazz Ensemble</p> <p>MUSC 175A Rock Band A</p> <p>MUSC 175B Rock Band B</p> <p>MUSC 175C Rock Band C</p> <p>MUSC 220A Commercial Music Ensemble A</p> <p>MUSC 220B Commercial Music Ensemble B</p> <p>MUSC 220C Commercial Music Ensemble C</p> <p>MUSC 225 Commercial Music Ensemble: Special Project</p> | Scott Lee |  |
|--|-----------|--|



## Academic Policies & Procedures

|   |                  |  |
|---|------------------|--|
| <p>MUSC 233 Studio Music Production III<br/> MUSC 273 Intermediate Jazz Ensemble<br/> MUSC 274 Advanced Jazz Ensemble<br/> PHYS 102 Introductory Physics<br/> RADT 104 Radiographic Principles I<br/> RADT 202 Radiographic Pathology<br/> RADT 203 Fluoroscopic Imaging and Radiation Protection<br/> RADT 210 Principles of Venipuncture for Radiology</p> <p><i>Substantial course revisions</i><br/> MOA 110 Beginning Medical Office Assisting<br/> MOA 111 Advanced Medical Office Assisting<br/> MUS 153A Musicianship I<br/> PSY 212 Human Sexuality<br/> PSY 301 Organizational Behavioral Psychology<br/> RCP 101 Fundamentals of Respiratory Care<br/> RCP 103 Concepts in Respiratory Care<br/> THA 102 Introduction to Stagecraft</p> <p><i>Program revisions</i><br/> Alcohol and Other Drug Studies (AODS)</p> <p><i>New Program Development</i><br/> Engineering Fundamentals<br/> Human Services</p> <p><i>Program Deactivations</i><br/> Clinical Medical Assist Cert<br/> Clinical Medical Assistant AS<br/> Computer Science AS-T<br/> Computer Software Developer AS</p> |                  |  |
| VI. Closing Comments  | <i>Scott Lee</i> |  |
| <b>NEXT MEETING DATE: October 13, 2022</b>  |                  |  |



## Academic Policies & Procedures

### Associate Degree for Transfer Guide

**Step 1:**

Faculty need to visit the Chancellor's Office [site](#) for any updated Transfer Model Curriculum Templates (TMC).

**Step 2:**

Complete the TMC, review accuracy with a Counselor.

**Step 3:**

Submit eLumen workflow to include the required language per the PCAH (below), and to match the courses precisely the TMC.

All courses must have an articulation agreement (CI-D, Assist documentation, etc.)

The Recommended Plan of Study cannot exceed 60 units.

**Step 4:**

Request for approval submitted to the AP&P, Senate, and Board. After Board approval, all the documentation is submitted to the Chancellor's office for approval. The review window is approximately 60+ days. Final approval does not occur until the Chancellor's office approves.

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**Required Template:**

The Associate in \_\_\_\_\_ degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses but do not exclude admittance to other colleges or universities.

To earn an Associate in \_\_\_\_\_ degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADTs include both Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer



## *Academic Policies & Procedures*

(AS-T) degrees. The law authorizing these degrees also requires that students must earn a “C” or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

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### **Chancellor’s Office Program and Course Approval Handbook (PCAH)**

#### **Criteria for Approval**

ADTs must meet the following criteria for approval:

- Submission includes all required documentation:
  - Program Narrative,
  - Completed Chancellor’s Office Template,
  - C-ID or ASSIST Articulation Information, as required by the TMC, and
  - COR for all courses included in major or area of emphasis.
- Degree meets all standards as listed above. Verification of meeting these standards is conducted through review of required documentation.
- Degree is submitted with program goal of “Transfer.”

#### **Program Narrative**

Only the Program Goals and Objectives and Catalog Description items are required for the Narrative. The catalog description must reflect the following:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Submission of a COR is required for each course specified in the major. All ADT degrees are submitted with “Transfer” as the program goal.

For additional information, see the **Chancellor’s Office Program and Course Approval Handbook (PCAH), 7th Edition, October 2019**

Tuesday, September 13, 2022

Dear AP&P Committee:

On Monday, September 12, 2022, the Outcomes Committee voted and approved a recommendation to AP&P that all courses and labs are required to have SLOs for approval. We recognize that Work Experience classes have been an exception to this practice; the committee will work diligently to provide proper SLO language and training to faculty who need to revise/write these courses so they are in compliance with the new recommendation (pending your approval) and/or the new Work Experience format as being discussed by your committee. Thank you for time and consideration!

Gary Heaton-Smith  
Outcomes Committee Faculty Co-Chair

# Last Term Offered

| Division | SUBJ | CRSE | LAST TERM OFFERED |
|----------|------|------|-------------------|
| AHUM     | ART  | 100  | 202330            |
| AHUM     | ART  | 101  | 202330            |
| AHUM     | ART  | 102  | 202330            |
| AHUM     | ART  | 103  | 202270            |
| AHUM     | ART  | 104  | 202330            |
| AHUM     | ART  | 106  | 202330            |
| AHUM     | ART  | 110  | 202330            |
| AHUM     | ART  | 113  | 202330            |
| AHUM     | ART  | 116  | 202330            |
| AHUM     | ART  | 120  | 202330            |
| AHUM     | ART  | 121  | 202270            |
| AHUM     | ART  | 132  | 202330            |
| AHUM     | ART  | 135  | 202330            |
| AHUM     | ART  | 136  | 202330            |
| AHUM     | ART  | 137  | 202330            |
| AHUM     | ART  | 140  | 202330            |
| AHUM     | ART  | 145  | 202330            |
| AHUM     | ART  | 150  | 202330            |
| AHUM     | ART  | 163  | 202270            |
| AHUM     | ART  | 170  | 202070            |
| AHUM     | ART  | 210  | 202070            |
| AHUM     | ART  | 213  | 202330            |
| AHUM     | ART  | 216  | 202330            |
| AHUM     | ART  | 298  | 200930            |
| AHUM     | DA   | 101  | 202330            |
| AHUM     | DA   | 102  | 202330            |
| AHUM     | DA   | 103  | 202330            |
| AHUM     | DA   | 104  | 202330            |
| AHUM     | DA   | 105  | 202270            |
| AHUM     | DA   | 106  | 202270            |
| AHUM     | DA   | 108  | 202330            |
| AHUM     | DA   | 111  | 202130            |
| AHUM     | DA   | 113  | 201570            |
| AHUM     | DA   | 115  | 200730            |
| AHUM     | DA   | 116  | 202010            |
| AHUM     | DA   | 122  | 202330            |
| AHUM     | DA   | 123  | 202330            |
| AHUM     | DA   | 124  | 202330            |
| AHUM     | DA   | 125  | 202270            |
| AHUM     | DA   | 202  | 202330            |
| AHUM     | DA   | 203  | 202330            |
| AHUM     | DA   | 204  | 202330            |
| AHUM     | DA   | 205  | 202270            |
| AHUM     | DA   | 107A | 202330            |

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|------|-----|------|--------|
| AHUM | DA  | 107B | 202030 |
| AHUM | DA  | 107C | 202030 |
| AHUM | DM  | 101  | 202330 |
| AHUM | DM  | 103  | 202330 |
| AHUM | DM  | 105  | 202130 |
| AHUM | DM  | 106  | 202330 |
| AHUM | DM  | 110  | 202130 |
| AHUM | DM  | 112  | 202070 |
| AHUM | DM  | 113  | 202330 |
| AHUM | DM  | 115  | 202270 |
| AHUM | DM  | 127  | 202330 |
| AHUM | DM  | 128  | 202330 |
| AHUM | DM  | 133  | 202270 |
| AHUM | DM  | 143  | 202330 |
| AHUM | DM  | 145  | 202270 |
| AHUM | DM  | 203  | 202330 |
| AHUM | DM  | 205  | 202270 |
| AHUM | DM  | 206  | 202330 |
| AHUM | DM  | 213  | 202330 |
| AHUM | DM  | 215  | 202170 |
| AHUM | DM  | 233  | 202270 |
| AHUM | DM  | 246  | 202330 |
| AHUM | DM  | 298  | 202330 |
| AHUM | FTV | 101  | 202330 |
| AHUM | FTV | 103  | 202330 |
| AHUM | FTV | 107  | 201970 |
| AHUM | FTV | 108  | 202250 |
| AHUM | FTV | 121  | 202330 |
| AHUM | FTV | 134  | 202330 |
| AHUM | FTV | 155  |        |
| AHUM | FTV | 201  | 202330 |
| AHUM | FTV | 203  | 202330 |
| AHUM | FTV | 215  | 202170 |
| AHUM | FTV | 220  | 202330 |
| AHUM | FTV | 230  | 201230 |
| AHUM | FTV | 241  | 202330 |
| AHUM | FTV | 242  | 202170 |
| AHUM | FTV | 244  | 202130 |
| AHUM | FTV | 251  |        |
| AHUM | FTV | 261  |        |
| AHUM | MUS | 101  | 202330 |
| AHUM | MUS | 105  | 202330 |
| AHUM | MUS | 111  | 202330 |
| AHUM | MUS | 121  | 202330 |
| AHUM | MUS | 126  | 202170 |
| AHUM | MUS | 131  | 202330 |
| AHUM | MUS | 132  | 202330 |



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| AHUM | MUS  | 151  | 202330 |
| AHUM | MUS  | 160  | 202330 |
| AHUM | MUS  | 165  | 201930 |
| AHUM | MUS  | 166  | 202330 |
| AHUM | MUS  | 167  | 202330 |
| AHUM | MUS  | 181  | 202330 |
| AHUM | MUS  | 185  | 201730 |
| AHUM | MUS  | 231  | 201070 |
| AHUM | MUS  | 260  | 201930 |
| AHUM | MUS  | 266  | 202330 |
| AHUM | MUS  | 291  | 202330 |
| AHUM | MUS  | 292  | 202330 |
| AHUM | MUS  | 153A | 202270 |
| AHUM | MUS  | 153B | 202330 |
| AHUM | MUS  | 251A | 202270 |
| AHUM | MUS  | 251B | 202330 |
| AHUM | MUS  | 253A | 202270 |
| AHUM | MUS  | 253B | 202330 |
| AHUM | MUSC | 102  | 202330 |
| AHUM | MUSC | 103  | 202330 |
| AHUM | MUSC | 104  | 202330 |
| AHUM | MUSC | 107  | 202330 |
| AHUM | MUSC | 108  | 202330 |
| AHUM | MUSC | 109  | 202270 |
| AHUM | MUSC | 112  | 202270 |
| AHUM | MUSC | 113  | 202330 |
| AHUM | MUSC | 122  | 202030 |
| AHUM | MUSC | 133  | 202330 |
| AHUM | MUSC | 134  | 202330 |
| AHUM | MUSC | 136  |        |
| AHUM | MUSC | 141  | 202330 |
| AHUM | MUSC | 173  | 202330 |
| AHUM | MUSC | 225  | 201870 |
| AHUM | MUSC | 233  | 202330 |
| AHUM | MUSC | 273  | 202330 |
| AHUM | MUSC | 274  | 202330 |
| AHUM | MUSC | 124A | 202330 |
| AHUM | MUSC | 124B | 202330 |
| AHUM | MUSC | 124C | 202330 |
| AHUM | MUSC | 143A | 202330 |
| AHUM | MUSC | 143B | 202330 |
| AHUM | MUSC | 160A | 202170 |
| AHUM | MUSC | 160B |        |
| AHUM | MUSC | 170A | 202330 |
| AHUM | MUSC | 170B |        |
| AHUM | MUSC | 175A | 202330 |
| AHUM | MUSC | 175B | 202330 |

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| AHUM | MUSC | 175C | 202330 |
| AHUM | MUSC | 220A | 202330 |
| AHUM | MUSC | 220B | 202330 |
| AHUM | MUSC | 220C | 202330 |
| AHUM | PHOT | 107  | 202330 |
| AHUM | PHOT | 213  | 202130 |
| AHUM | PHTC | 101  | 202330 |
| AHUM | PHTC | 125  | 202330 |
| AHUM | PHTC | 150  | 202330 |
| AHUM | PHTC | 200  |        |
| AHUM | PHTC | 201  | 202330 |
| AHUM | PHTC | 203  | 202270 |
| AHUM | PHTC | 205  | 202230 |
| AHUM | PHTC | 211  | 202330 |
| AHUM | PHTC | 215  | 202170 |
| AHUM | PHTC | 275  | 202330 |
| AHUM | PHTC | 298  | 202330 |
| AHUM | THA  | 101  | 202330 |
| AHUM | THA  | 102  | 202270 |
| AHUM | THA  | 103  | 202330 |
| AHUM | THA  | 104  | 202270 |
| AHUM | THA  | 110  | 202330 |
| AHUM | THA  | 111  |        |
| AHUM | THA  | 125  | 202330 |
| AHUM | THA  | 130  | 202030 |
| AHUM | THA  | 133  | 202330 |
| AHUM | THA  | 199  | 201730 |
| AHUM | THA  | 215  | 202070 |
| AHUM | THA  | 218  | 202070 |
| AHUM | THA  | 220  | 201830 |
| AHUM | THA  | 225  | 202170 |
| AHUM | THA  | 239  | 202330 |
| AHUM | THA  | 240  | 202330 |
| AHUM | THA  | 115A | 202270 |
| AHUM | THA  | 115B | 202270 |
| AHUM | THA  | 116A | 202250 |
| AHUM | THA  | 116B | 202250 |
| AHUM | THA  | 117A | 202030 |
| AHUM | THA  | 117B | 202030 |
| AHUM | THA  | 118A | 202330 |
| AHUM | THA  | 118B | 202330 |
| AHUM | THA  | 119A | 202330 |
| AHUM | THA  | 119B | 202330 |
| AHUM | THA  | 121A | 202330 |
| AHUM | THA  | 121B | 202330 |
| AKIN | ATH  | 100  | 202030 |
| AKIN | ATH  | 102  | 201970 |

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|------|------|------|--------|
| AKIN | ATH  | 103  | 202030 |
| AKIN | ATH  | 102L | 201970 |
| AKIN | ATH  | 103L | 202030 |
| AKIN | HE   | 100  | 202330 |
| AKIN | HE   | 101  | 202330 |
| AKIN | HE   | 120  | 202330 |
| AKIN | HE   | 201  | 202330 |
| AKIN | IATH | 101  | 202330 |
| AKIN | IATH | 102  | 202330 |
| AKIN | IATH | 205  | 202270 |
| AKIN | IATH | 210  | 202330 |
| AKIN | IATH | 215  | 202330 |
| AKIN | IATH | 220  | 202330 |
| AKIN | IATH | 225  | 202330 |
| AKIN | IATH | 230  | 202270 |
| AKIN | IATH | 240  | 202330 |
| AKIN | IATH | 245  | 202270 |
| AKIN | IATH | 250  | 202270 |
| AKIN | IATH | 255  | 202270 |
| AKIN | IATH | 265  | 202330 |
| AKIN | IATH | 270  | 202330 |
| AKIN | IATH | 275  |        |
| AKIN | IATH | 280  | 202330 |
| AKIN | IATH | 285  | 202270 |
| AKIN | KINF | 100  | 202330 |
| AKIN | KINF | 107  | 202330 |
| AKIN | KINF | 108  | 202330 |
| AKIN | KINF | 115  |        |
| AKIN | KINF | 116  |        |
| AKIN | KINF | 130  | 202330 |
| AKIN | KINF | 132  | 202270 |
| AKIN | KINF | 140  |        |
| AKIN | KINF | 144  | 202330 |
| AKIN | KINF | 145  | 202270 |
| AKIN | KINF | 150  | 202330 |
| AKIN | KINF | 151  | 202330 |
| AKIN | KINF | 160  | 202330 |
| AKIN | KINF | 161  | 202330 |
| AKIN | KINF | 180  | 202330 |
| AKIN | KINF | 181  | 202330 |
| AKIN | KINF | 190  | 202270 |
| AKIN | KINF | 191  | 202330 |
| AKIN | KINF | 192  | 202330 |
| AKIN | KINF | 193  | 202330 |
| AKIN | KINF | 194  | 202330 |
| AKIN | KINF | 195  | 202270 |
| AKIN | KINF | 196  | 202270 |

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|------|------|-----|--------|
| AKIN | KINF | 215 |        |
| AKIN | KINF | 220 | 202330 |
| AKIN | KINF | 240 |        |
| AKIN | KINF | 244 | 202130 |
| AKIN | KINF | 260 | 202330 |
| AKIN | KINF | 280 | 202330 |
| AKIN | KINF | 293 | 202330 |
| AKIN | KINF | 295 | 202270 |
| AKIN | KINT | 100 | 202330 |
| AKIN | KINT | 102 | 201970 |
| AKIN | KINT | 103 | 202030 |
| AKIN | KINT | 104 | 202330 |
| AKIN | KINT | 112 |        |
| AKIN | KINT | 240 | 202270 |
| AKIN | KINT | 241 | 202270 |
| AKIN | KINT | 242 | 202330 |
| AKIN | KINT | 243 | 202330 |
| AKIN | REC  | 101 | 202270 |
| AKIN | REC  | 102 | 202330 |
| CM   | HD   | 100 | 202330 |
| CM   | HD   | 101 | 202330 |
| CM   | HD   | 103 | 202330 |
| CM   | HD   | 105 | 202330 |
| CTE  | ABDY | 112 | 202330 |
| CTE  | ABDY | 113 | 202330 |
| CTE  | ABDY | 115 | 202270 |
| CTE  | ABDY | 122 | 202330 |
| CTE  | ABDY | 123 | 202330 |
| CTE  | ABDY | 125 | 202330 |
| CTE  | ABDY | 199 | 200970 |
| CTE  | ABDY | 212 | 202330 |
| CTE  | ABDY | 213 | 202330 |
| CTE  | ABDY | 215 | 202270 |
| CTE  | ABDY | 222 | 202330 |
| CTE  | ABDY | 223 | 202330 |
| CTE  | ABDY | 225 | 202330 |
| CTE  | ACRV | 112 | 202330 |
| CTE  | ACRV | 113 | 202270 |
| CTE  | ACRV | 122 | 202330 |
| CTE  | ACRV | 123 | 202330 |
| CTE  | ACRV | 199 | 201070 |
| CTE  | ACRV | 212 | 202170 |
| CTE  | ACRV | 213 | 202330 |
| CTE  | ACRV | 222 | 202270 |
| CTE  | ACRV | 223 | 202330 |
| CTE  | AERO | 120 | 202250 |
| CTE  | AERO | 121 | 202250 |

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|-----|------|------|--------|
| CTE | AERO | 199  | 201170 |
| CTE | AERO | 230  | 202270 |
| CTE | AERO | 231  | 202330 |
| CTE | AERO | 240  | 202270 |
| CTE | AERO | 241  | 202330 |
| CTE | AFAB | 110  | 202330 |
| CTE | AFAB | 115  | 202330 |
| CTE | AFAB | 120  | 202330 |
| CTE | AFAB | 130  | 202330 |
| CTE | AFAB | 140  |        |
| CTE | AFAB | 210  | 202330 |
| CTE | AFAB | 215  | 202330 |
| CTE | AFAB | 220  | 202330 |
| CTE | AFMT | 310  | 202330 |
| CTE | AFMT | 320  | 202330 |
| CTE | AFMT | 330  | 202330 |
| CTE | AFMT | 340  | 202330 |
| CTE | AFMT | 341  | 202270 |
| CTE | AFMT | 345  | 202270 |
| CTE | AFMT | 350  | 202270 |
| CTE | AFMT | 442  | 202330 |
| CTE | AFMT | 446  | 202330 |
| CTE | AFMT | 451  | 202330 |
| CTE | ALM  | 110  | 202330 |
| CTE | ALM  | 115  |        |
| CTE | ALM  | 120  |        |
| CTE | ALM  | 130  |        |
| CTE | AM   | 100  | 202330 |
| CTE | AM   | 105  |        |
| CTE | AM   | 135A | 202330 |
| CTE | AM   | 135B | 202330 |
| CTE | AM   | 235A | 202330 |
| CTE | AM   | 235B | 202330 |
| CTE | ANDI | 110  |        |
| CTE | ANDI | 115  | 202330 |
| CTE | AUTO | 100  | 202330 |
| CTE | AUTO | 101  | 202030 |
| CTE | AUTO | 102  | 202030 |
| CTE | AUTO | 110  | 201970 |
| CTE | AUTO | 111  | 202030 |
| CTE | AUTO | 112  | 201930 |
| CTE | AUTO | 113  | 202030 |
| CTE | AUTO | 125  | 201930 |
| CTE | AUTO | 126  | 201970 |
| CTE | AUTO | 127  | 202030 |
| CTE | AUTO | 128  | 201870 |
| CTE | AUTO | 130  | 201970 |

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| CTE | AUTO | 150  | 201930 |
| CTE | AUTO | 151  | 202330 |
| CTE | AUTO | 152  | 202330 |
| CTE | AUTO | 153  | 202330 |
| CTE | AUTO | 160  | 202250 |
| CTE | AUTO | 175  | 201930 |
| CTE | AUTO | 176  | 202330 |
| CTE | AUTO | 177  | 202230 |
| CTE | AUTO | 199  | 200970 |
| CTE | AUTO | 211  | 202270 |
| CTE | AUTO | 220  | 202330 |
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| CTE | AUTO | 280  |        |
| CTE | AUTO | 198H | 201970 |
| CTE | CHIN | 101  | 202030 |
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| CTE | ELEC | 110  | 202330 |
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| CTE | ELTE | 145  | 202330 |
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| CTE | ELTE | 199  | 202250 |
| CTE | ELTE | 220  | 201530 |
| CTE | ELTE | 235  | 202270 |

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| CTE | ELTE | 252   | 202150 |
| CTE | ELTE | 254   | 200450 |
| CTE | EMT  | 101   | 202330 |
| CTE | FTEC | 102   | 201770 |
| CTE | FTEC | 111   | 202330 |
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| CTE | FTEC | 131   | 201650 |
| CTE | FTEC | 132   | 201650 |
| CTE | FTEC | 137   | 201650 |
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| CTE | FTEC | 142   | 200930 |
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| CTE | FTEC | 295B  | 202330 |
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| CTE | IMTA | 212   | 202270 |
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| CTE | RCP  | 203  | 202270 |
| CTE | RCP  | 204  | 202330 |
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| CTE | VN   | 110  | 202270 |
| CTE | VN   | 111  | 202250 |



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| LACA | COMM | 199  | 200970 |
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| LACA | COMM | 219  | 202170 |
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| LACA | DFST | 201L | 202330 |
| LACA | ENGL | 90   | 202030 |
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| LACA | ENGL | 102  | 202330 |

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| LACA | ENGL | 257   | 201970 |
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| LACA | ENGL | 265   | 202170 |
| LACA | ENGL | 279   | 202270 |
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| LACA | ENGL | 101C  |        |
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| LACA | READ | 95    | 202030 |
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| LACA | SPAN | 210SS | 202330 |
| LACA | SPAN | 220SS | 202170 |
| MSE  | ASTR | 101   | 202330 |
| MSE  | ASTR | 101L  | 202330 |
| MSE  | BIOL | 100   | 202330 |
| MSE  | BIOL | 101   | 202330 |
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| MSE  | BIOL | 304   | 202270 |
| MSE  | BIOL | 101L  | 202330 |
| MSE  | CHEM | 101   | 202330 |
| MSE  | CHEM | 102   | 202330 |
| MSE  | CHEM | 110   | 202330 |

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| MSE | CHEM | 120  | 202330 |
| MSE | CHEM | 210  | 202330 |
| MSE | CHEM | 220  | 202330 |
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| MSE | CIS  | 161  | 202330 |
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| MSE | GEOG | 102L | 202330 |
| MSE | GEOG | 298C | 202170 |
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| MSE | GEOL | 101L | 202330 |
| MSE | GEOL | 102L | 202330 |
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| MSE | MATH | 115  | 202330 |

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| SBS | ECON | 101 | 202330 |

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| SBS | MKTG | 101 | 202330 |
| SBS | MKTG | 112 | 202170 |
| SBS | MKTG | 130 | 202330 |
| SBS | MKTG | 199 | 201430 |
| SBS | PHIL | 101 | 202330 |
| SBS | PHIL | 105 | 202330 |
| SBS | PHIL | 106 | 202330 |
| SBS | PHIL | 108 | 202330 |
| SBS | PHIL | 109 | 202330 |
| SBS | PHIL | 110 | 202330 |
| SBS | PHIL | 201 | 202330 |
| SBS | POLS | 101 | 202330 |
| SBS | POLS | 103 | 202330 |
| SBS | POLS | 120 | 201230 |
| SBS | POLS | 199 | 200970 |
| SBS | POLS | 200 | 202330 |
| SBS | POLS | 201 | 202270 |
| SBS | POLS | 202 | 202330 |
| SBS | POLS | 203 | 202330 |
| SBS | PSY  | 101 | 202330 |
| SBS | PSY  | 102 | 202330 |
| SBS | PSY  | 103 | 202270 |
| SBS | PSY  | 104 | 202330 |



|     |     |     |        |
|-----|-----|-----|--------|
| SBS | PSY | 105 | 202330 |
| SBS | PSY | 106 | 202330 |
| SBS | PSY | 107 | 202330 |
| SBS | PSY | 108 | 202270 |
| SBS | PSY | 109 | 202330 |
| SBS | PSY | 110 | 202150 |
| SBS | PSY | 200 | 202330 |
| SBS | PSY | 201 | 202330 |
| SBS | PSY | 212 | 202270 |
| SBS | PSY | 230 | 202330 |
| SBS | PSY | 232 | 202270 |
| SBS | PSY | 233 | 201930 |
| SBS | PSY | 234 | 202330 |
| SBS | PSY | 235 | 202330 |
| SBS | PSY | 236 | 202330 |
| SBS | PSY | 244 | 202330 |
| SBS | PSY | 301 | 202270 |
| SBS | RE  | 101 | 202330 |
| SBS | RE  | 105 | 202330 |
| SBS | RE  | 111 | 202330 |
| SBS | RE  | 121 | 202330 |
| SBS | RE  | 131 | 202270 |
| SBS | RE  | 141 | 202250 |
| SBS | RE  | 161 | 202270 |
| SBS | RE  | 199 | 200930 |
| SBS | SOC | 101 | 202330 |
| SBS | SOC | 105 | 202330 |
| SBS | SOC | 110 | 202330 |
| SBS | SOC | 111 | 202170 |
| SBS | SOC | 112 | 202330 |
| SBS | SOC | 115 | 202330 |
| SBS | SOC | 116 | 202330 |
| SBS | SOC | 120 | 202330 |
| SBS | SOC | 200 | 202330 |
| SBS | WE  | 197 |        |
| SBS | WE  | 199 | 200430 |

| <b>Color Key</b>   |  |
|--|--|
| Not taught in over 2 years   |  |
| Work Experience Courses  |  |
| Blanks- section may have been cancelled or only taught via Independent Study |  |



Office of the Dean of Enrollment Services  
**PETITION FOR CREDIT BY EXAMINATION**  
**INFORMATION, CONDITIONS AND RESTRICTIONS**

INFORMATION:

A currently enrolled student may challenge certain courses offered by the College for any of the following purposes:

- Satisfying prerequisites.
- Meeting graduation unit requirements.
- Obtaining course credit for equivalent experience or competency.

Students MAY NOT be registered for the course being challenged.

Students may be permitted to obtain credit by examination in selected subjects designated by a division in which the course is taught. A fee is charged for each examination. Students must be qualified to challenge a course by examination through satisfaction of prerequisites for the course or previous experience or training. The grade and credits received after satisfactory completion of examinations will be entered on the student's permanent record. The student's academic record shall be clearly annotated to reflect that the credit was earned by examination.

The results of the examination will be entered on the student's record. At the time a request is submitted, students must indicate whether they wish a letter grade, or a grade of "Pass/No Pass" (if allowed).

One year must elapse before a request for re-examination will be considered.

CONDITIONS AND RESTRICTIONS:

1. Students must be currently enrolled at AVC.
2. Students must submit challenge forms within the first four weeks of the semester.
3. Students challenging a course must complete the examination by Friday of the seventh week of the semester.
4. Students may challenge a maximum of four courses during their enrollment at AVC.
5. Challenge forms are available only in the fall and spring semesters. Summer forms are available only with the written permission of the instructor.
6. The units received by examination may not be used to satisfy the college's residency requirements.
7. Credit received is not applicable for financial aid, veteran's pay, or athletic eligibility.

-OVER-



Office of Academic Affairs  
**CREDIT BY EXAMINATION COURSE LIST**

**PETITION FOR CREDIT BY EXAMINATION  
REQUEST PROCEDURE**

PROCEDURE:

1. Students requesting credit by examination must be currently registered at AVC and actively participating in course(s). Students MAY NOT be enrolled in the course they are challenging.
2. A student wishing to challenge a course must submit the completed Petition for Credit by Examination form to Admission and Records within the first four weeks of the semester. The form shall indicate if the course is to be challenged for grade or "Pass/No Pass".
3. Students whose form has been approved by Admissions & Records will be required to pay the current per-unit enrollment fee to the Cashier's Office.
4. The student then submits the form to the appropriate Division Dean and instructor for approval. It is the student's responsibility to make the necessary arrangements with the instructor.
5. The student should request a copy of the completed Petition for Credit by Examination form from the Division.
6. The form is forwarded to Admissions & Records by the Division Office with the final grade.
7. The grade will be posted to the record at the end of the semester.
8. The student is notified that a change has been made to their academic record by email.



Office of Academic Affairs  
**CREDIT BY EXAMINATION COURSE LIST**

|  |  |
|--|--|
| ABDY 112 Basic Auto Body Repair                  | BUS 101 Introduction to Business                   |
| ABDY 122 Basic Automotive Refinishing            | BUS 105 Business Mathematics                       |
| ACCT 111 Bookkeeping                             | BUS 111 Business English                           |
| ACCT 113 Bookkeeping II                          |  |
| ACCT 115 Payroll Bookkeeping                     | CA 103 Intro to Computers and Digital Technology   |
| ACCT 121 Microcomputer Accounting                | CA 111 Word Processing – Microsoft Word            |
| ACCT 131 Introduction to Income Tax              | CA 171 Introduction to Networking                  |
|  | CA 175 Administering Windows Server                |
| ACRV 112 Basic Refrigeration Systems             | CA 176 Windows Server Networking                   |
| ACRV 113 Basic Refrigeration Controls            |  |
| ACRV 122 Residential Air Conditioning Systems    | CHIN 101 Elementary Chinese I                      |
| ACRV 123 Residential Air Conditioning Controls   | CHIN 102 Elementary Chinese 2                      |
|  |  |
| AFAB 110 Intro Struct Blueprint Manufact. Doc    | DFST 101 American Sign Language I                  |
| AFAB 130 Aerospace Ethics and Issues             | DFST 102 American Sign Language II                 |
| AFAB 210 Aircraft Production Systems             |  |
|  |  |
| AGRI 102 Plant Pest Control                      | DM 101 Digital Media Arts                          |
| AGRI 104 Nursery Practices                       | DM 103 Graphic Design I                            |
| AGRI 110 Basic Landscape Design                  | DM 113 Photoshop I                                 |
| AGRI 112 Plant and Landscape Maintenance         | DM 115 Graphic Communication I                     |
| AGRI 132 Turf and Landscape Maintenance          |  |
| AGRI 134 Plant Identification I                  | ELEC 110 Fundamentals of Electricity               |
| AGRI 153 Landscape Const. – Concrete & Masonry   | ELEC 115 Electrical Codes and Ordinances           |
| AGRI 155 Landscape Const. – Wood and Lighting    | ELEC 130 Alternating Current Theory                |
| AGRI 210 Advanced Landscape Design               |  |
| AGRI 212 Interior Plantscape                     | ELTE 110 Electronics Mathematics                   |
| AGRI 220 Landscape Irrigation                    | ELTE 125 Direct Current & Alt Current Principles   |
| AGRI 230 Soils and Plant Nutrition               | ELTE 130 Digital Circuit Analysis                  |
| AGRI 234 Plant Identification II                 |  |
| AGRI 250 Landscape Management                    |  |
|  | FREN 101 Elementary French 1                       |
|  | FREN 102 Elementary French 2                       |
|  |  |
| AJ 101 Introduction to Administration of Justice | FTEC 111 Fire Protection Organization              |
| AJ 102 Criminal Law                              | FTEC 112 Fire Prevention Technology                |
| AJ 103 Criminal Evidence                         | FTEC 113 Fire Protection Equipment and Systems     |
| AJ 104 Introduction to Corrections               | FTEC 114 Building Construction for Fire Protection |
| AJ 204 Juvenile Procedures                       | FTEC 115 Fire Behavior and Combustion              |
|  |  |
| ASTR 101 Astronomy                               |  |
|  |  |
| ATH 100 Introduction to Athletic Training        |  |



Office of Academic Affairs  
**CREDIT BY EXAMINATION COURSE LIST**

GEOG 101 Physical Geography: Earth's Surface Landscapes

GEOL 101 Physical Geology

GER 101 Elementary German 1

GER 102 Elementary German 2

HE 101 Health Education

LATN 101 Elementary Latin 1

LATN 102 Elementary Latin 2

MATH 102 Intermediate Algebra

MATH 115 Statistics

MATH 120 Math for Teachers

MATH 124 Finite Math

MATH 128 College Algebra for Liberal Arts

MATH 135 Plane Trigonometry

MATH 140 Precalculus

MATH 148 Calculus for Business and Economics

MATH 150 Calculus and Analytic Geometry

MATH 160 Calculus and Analytic Geometry

MATH 220 Linear Algebra

MATH 230 Intro to Ordinary Differential Equations

MATH 250 Calculus and Analytic Geometry

MGT 101 Management Principles

MGT 105 Elements of Supervision

MGT 115 Human Behavior in Organizations

MGT 121 Human Resources Management

MKTG 101 Principles of Marketing

MKTG 112 Introduction to Advertising

MKTG 121 Salesmanship

MOA 101 Beginning Medical Terminology

MOA 102 Advanced Medical Terminology

MUS 111 Fundamentals of Music

MUS 131 Keyboard Skills I

MUS 132 Keyboard Skills II

MUS 151 Music Theory II

MUS 153A Musicianship I

MUS 153B Musicianship II

MUS 231 Piano III

MUS 251A Music Theory III

MUS 251B Music Theory IV

MUS 253A Musicianship III

MUS 253B Musicianship IV

MUS 291 Applied Music

MUS 292 Applied Music Performance

MUSC 112 Commercial Music Theory

MUSC 113 Popular Song Writing

MUSC 133 Studio Music Production I

MUSC 134 Studio Music Production II

MUSC 143A Live Sound I

MUSC 143B Live Sound II

MUSC 233 Studio Music Production III

NS 101A Fundamentals of Nursing Science

NS 102A Maternal and Newborn Nursing

NS 103A Medical Surgical Nursing I

NS 200A Nursing Transition

NS 201A Psychiatric-Mental Health Nursing

NS 202A Medical Surgical Nursing II

NS 203A Pediatric Nursing

NS 204A Medical Surgical Nursing III

NS 205A Transition to Professional Nursing

OT 101 Beginning Computer Keyboarding

OT 102 Intermediate Computer Keyboarding

OT 103 Advanced Computer Keyboarding

OT 121 Spreadsheets for the Office

OT 152 Beginning Medical Insurance

RE 111 Real Estate Finance

RE 121 Legal Aspects of Real Estate

RE 141 Escrow Principles

RE 161 Property Management



Office of Academic Affairs  
**CREDIT BY EXAMINATION COURSE LIST**

SPAN 101 Elementary Spanish 1

SPAN 102 Elementary Spanish 2

VN 109 Fundamentals of Patient care for  
Vocational Nurses

VN 110 Self-Care: Fundamentals and  
Pharmacology

VN 111 Nursing to Promote Self-Care Agency in the  
Child Bearing Family and Pediatric Patient

VN 112 Nursing to Promote Self-Care Agency in the  
Adult

VN 113 Nursing Leadership to Promote Self-Care  
Agency in the Adult