

4019.                    ADMINISTRATIVE REGULATIONS ON ACCEPTANCE OF  
TRANSFER CREDIT FROM OTHER INSTITUTIONS

4019.1                Responsibilities

- A. The Vice President, Academic Affairs, shall be responsible for the establishment of appropriate standards for the acceptability of transfer credit.
- B. The Dean of Enrollment Services shall be responsible for the enforcement of the standards of acceptability and for maintaining appropriate records on all transfer credit.

4019.2                Institutions Within the United States

- A. Transfer credit, if otherwise appropriate, shall only be accepted from colleges and universities which have been properly accredited by one of the regional Associations of Schools and Colleges.
- B. The acceptable accrediting associations are the Middle States Association of Colleges and Schools; North Central Association of Colleges and Schools; Southern Association of Colleges and Schools; New England Association of Schools and Colleges; Northwest Association of Schools and Colleges; and the Western Association of Schools and Colleges.

4019.3                United States Military Institutions

Acceptance of transfer credit for education completed during military service will be in accordance with the associate/baccalaureate credit recommendations contained in “A Guide to the Evaluation of Educational Experiences in the Armed Services” published by the American Council on Education (ACE). Students must submit documentation of educational experiences during military service. Acceptable documents include but are not limited to: AARTS or SMART Transcript; DD-214; DD-295; NAV/PERS 1070/604; DD-2586; National Guard Bureau (NGB) Form 22E; Coast Guard Institute; and the Community College of the Air Force (CCAF).

4019.4                Foreign Institutions

Acceptance of transfer credit from foreign schools shall be subject to the student obtaining, at his or her own expense, a transcript evaluation from a Credentials Evaluation Service as designated by the Dean of Admissions and Records.

4019.5      Acceptable Credit

- A. Only lower division credit will generally be accepted. An upper division course will only be accepted if the specific course is substantially the same as the corresponding course at Long Beach City College.
- B. Second party credits will not be accepted. Example: School A, whose credits we would normally accept, has itself accepted credits from School B. Long Beach City College will not accept credits from School B through School A, but only directly from School B if otherwise acceptable.
- C. Credits from other schools which are equivalent to one or more of our course offerings, or which may be used in lieu of one or more of our course offerings, may be applied to our degree and certificate requirements as if the coursework were taken here. If not equivalent, transfer credits may only be used for elective credit toward our degree and/or certificates.
- D. Where equivalency of transfer credits is questionable, the Records Office shall solicit the assistance of the College and Schools Articulation Office and the appropriate Instructional Dean or Department Head in determining whether or not a transfer credit is equivalent to our coursework.
- E. Credit for six units, three in Physical Education and three in Health Education, will be granted to any student who supplies proper proof of at least one year of active duty service in the armed forces of the United States.
- F. No credit will be granted for seminars or other instruction conducted by private or public agencies even though the academic level can be shown to be equal to ours. Students in these situations may apply for credit by examination.

4019.6      General Education Certification

- A. Credits from other institutions that are regionally accredited may be used toward lower division general education requirements for the California State University breadth and the University of California Intersegmental General Education Transfer Curriculum (IGETC) for General Education (GE) Certification. Courses used for this purpose are those that are currently approved by the CSU and/or UC system for general education credit.

1. Subject area placement for the CSU is determined based on where the credit was used for general education from the institution in which the course was completed.
  2. Subject area placement for the UC is determined based on how, and if, the course was used at any community college in California.
- B. A minimum of 12 semester units (18 quarter units) of general education must be completed in residence for CSU GE Breadth Certification.

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