

POLICIES AND PROCEDURES GENERAL EDUCATION CREDIT FROM FOUR YEAR INSTITUTIONS

Background: Many persons returning to community colleges for specific job preparation or job advancement already possess a baccalaureate degree. Almost without exception they have completed between 30 to 60 units of general education. Because the university has granted the degree, the Mission College academic community wishes to acknowledge the accomplishment of the degree holder by honoring the completion of the various general education patterns that students will have completed.

I. Policies Presently in Place That Address this Topic

A. Academic Senate Resolutions:

None presently in place.

B. ACE contract language:

None applicable.

II. Existing Policies/Procedures

Presently in the Mission College catalog there are procedures that indicate that “Courses completed at other accredited colleges and universities may be transferable towards a degree or certificate at Mission College.” Evaluation of those transcripts by the college staff is done on a course by course basis and the student is expected to meet the general education pattern established and in place at that time at Mission College.

III. Proposed Policy on Associate Degree General Education

Mission College will accept “as completed” the required units and proficiencies of General Education needed for an Associate in Arts or Associate in Science degree from a four year institution under the following parameters:

1. The student has completed all of the requirements and has been granted a baccalaureate degree from a regionally accredited university in the United States.
2. The student presents official transcripts that verify completion of the baccalaureate degree.

IV. Procedures

1. It is the student’s responsibility to request that official transcripts be sent directly to the Records Office at Mission College.
2. It is the student’s responsibility to complete a “Transcript Evaluation Request/Document Service” form obtained from the Counseling Office. This form must be completed and the appropriate fees paid before transcripts will be evaluated.
3. For purposes of satisfying graduation requirements, transcripts of prior college work must be on file by the second week of the semester in which such degree requirements will be satisfied.
4. The overall grade point average of the university work must be a 2.00 level or better.

5. Courses required in respective majors pertinent to the desired Mission College degree must be completed.
6. The student must earn a minimum grade point average of 2.00 in the work completed only at Mission College.

Adopted MCAS 3/11/99