

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: S 2.1
Procedure Title: Transfer Course Equivalency
Relevant Board Policy:
Originating Unit: Academic Advising and Enrollment Management
Maintenance Unit: Vice President of Student Success
Vice President of Academic Success

- I. Purpose:
To delineate a thorough and efficient set of steps for granting equivalencies on incoming transcripts that have gone through initial evaluation by the Center for Student Information, CSI.
- II. Procedure Statement:
- A. Parameters: Justification and Intent (Equivalency).
1. Equivalency Parameters: Learning outcomes and the credit hours for the two courses are the same.
- AND/ OR
2. Compatible according to the Texas Common Course Numbering System or other approved equivalency systems.
- III. Process:
- A. Equivalency Process I: Course Equivalency request after initial CSI review
1. Admissions and Records and/or Certified Advisor receives a second request from the student asking for another evaluation to determine equivalency of missing transfer coursework.
 2. Admissions and Records and/or Certified Advisor ensures transcript in question is scanned into the students' record.
 3. Admissions and Records and/or Certified Advisor will submit a footprint to CSI requesting general re-evaluation of all transfer work from former institutions, ensuring the work order number is listed in student record (SPACMNT).
 4. Should equivalency be granted, CSI will inform respective staff who submitted request and post credit to Banner which will reflect in Alamo GPS.
 5. Should equivalency not be granted, proceed to section B below.
- B. Equivalency Process II: Equivalency not granted after second review
1. Should additional equivalencies not be granted, the student will be referred to visit with their respective Certified Advisor for thorough discussion of course review.
 2. Certified Advisor conducts research for possible equivalencies from other institutions and will submit a completed course equivalency form with evidence to their Advising Team Lead.
 3. The Advising Team Lead will sign and submit the equivalency form, with respective documents to the Department Chair for review.
 4. The Department Chair then forwards the request to faculty in the discipline area for equivalency evaluation and decision.

5. Once a decision is made by the faculty member the equivalency form is sent to the Department Chair and Academic Dean for review.
6. Upon completion, the equivalency is then emailed to the Graduation Team and Team Lead with appropriate signatures, from the office of the Dean.
7. The Graduation Team will print the equivalency form and post a comment in SPACMNT.
8. The Graduation Team will scan the form into the student's record and submit a separate footprint to CSI with attached documents.
9. Once a decision from student's primary institution is received an override is initiated by CSI to have it immediately posted to students' record.
10. CSI will post credit to Banner, which will reflect in Alamo GPS.

Attachments:

- A. [Course Equivalency Form](#)
- B. [Graduation Application](#)

Created: January 6, 2021

Approved: January 28, 2021

Approved: (signed: Beth Tanner)
Beth Tanner, Vice President for Academic Success

Approved: (signed: Gilberto Becerra)
Gilberto Becerra, Vice President of Student Success

Approved: (signed: Katherine Doss)
Katherine Doss, Vice President of College Services

Approved: (signed: Dr. Robert Garza)
Dr. Robert Garza, President