

# Credit for Prior Learning

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# Credit Earned by Examination Score

## Specific Course Credit

Irvine Valley College may grant credit by examination to a student for previous experience, training, or instruction equivalent to a specific course offered by the college- provided it is a course for which the student has not received prior high school or college credit, has not attempted credit by examination, and has never enrolled. The course should be one whose content, in the opinion of the department and the instructor assigned, lends itself to testing by examination.

Credit by examination may be granted only for a course listed in the college catalog and only to a student who is registered in the South Orange County Community College District and is in good standing. A student may not receive credit by examination for any course which is a prerequisite to a course for which the student has already received credit. A minimum 2.0 grade point average in at least 12 units completed at Irvine Valley College is required to attempt credit by examination. Units earned through credit by examination will not be counted in determining the 12 semester units required in residence for graduation.

The procedures for securing permission to obtain Credit by Examination for a specific course are as follows:

1. The student submits a Credit by Examination petition form to the Office of Admissions and Records, where eligibility will be determined. Petitions are available at the Office of Admissions and Records.
2. The student contacts an instructor who teaches the course for which Credit by Examination is requested. If it is the judgment of the instructor that the course content can be tested by examination and that the student possesses sufficient background, previous training and/or skills to attempt the examination, the instructor signs the form.
3. The student, following policies and procedures developed within the school, obtains the approval of the appropriate instructional dean.
4. Following approval from the dean, the request is forwarded to the Vice President for Instruction for final approval. (The Vice President for Instruction will forward the approved petition to the Office of Admissions and Records.)
5. The initiating instructor prepares, administers, and grades the examination. The instructor must forward the grade to the Office of Admissions and Records.
6. A grade of Pass ("P") or No Pass ("NP") will be assigned, and the course will be identified as "Credit by Examination" on the student's transcript.
7. The student will pay for the course for which Credit by Exam is obtained.

# Credit Earned by Examination Score

## General Education and Associate Degree Credit Earned by Examination Score

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) tests, College Level Examination Program (CLEP) tests, and International Baccalaureate (IB) tests on the basis of their scores.

AP test credit may be applied toward Irvine Valley College associate degree (major and general education) requirements, as well as IGETC and CSU General Education requirements. CLEP test credit may be applied toward IVC and CSU General Education requirements but not IGETC requirements. IB credits may be applied to both CSU General Education and IGETC requirements.

The charts in the subsequent sections identify specific tests, minimum scores, general education or course credit application, and limitations, if any.

## Credit Earned by Examination Score

A chart showing Advanced Placement (AP) examination score credits for IVC, CSU GE and UC credit is below. Please review the following notes.

### Advanced Placement (AP) Examination: IVC Associate Degree and General Education Credit

Students may earn associate degree and general education credit for Advanced Placement (AP) Tests with scores of 3, 4, or 5. Advanced Placement Examinations are noted in the chart below with the specific course credit listed or with the notation "AP credit not accepted." AP exams not included in the chart do not have an IVC course for which credit is granted. Listed are minimum scores to earn AP credits.

Students must have the College Board send AP exam results to the IVC Admissions Office for use on the associate degree or general education pattern. **Course credit and units granted at Irvine Valley College may differ from course credit and units granted by a transfer institution.**

**Associate Degrees:** Students should be aware that AP test credit is determined by comparing the content covered in an exam to the content covered in an equivalent IVC course. Credit by Advanced Placement exam is noted on the student's transcript.

### Advanced Placement (AP) Examination: CSU GE-Breadth Credit

The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

- A minimum score of 3 is required for AP credits to be granted.
- If a student passes more than one AP exam in calculus or computer science, only one exam may be applied to the baccalaureate.
- If a student passes more than one AP exam in physics, only six units may be applied to the baccalaureate, and only four units may be applied to the CSUGE certification.

## Advanced Placement (AP) Examination: IGETC Credit

- A score of 3, 4, or 5 is required to grant credit for IGETC certification.
- An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.
- Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.
- Students should consult a counselor for the UC policy concerning AP credit.
- AP exams in Biology, Chemistry, or Physics 1 allow California community college campuses to apply 4 semester or 5 quarter units to IGETC certification.
- AP exams in Environmental Science, Physics C: Mechanics and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification; therefore, students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.
- AP exams may be used in either area regardless of where the certifying California community college's discipline is located.

## Advanced Placement (AP) Credit by Examination: Combined Chart

AP Exam	IVC GE	IVC Course	IVC Units Granted	CSU GE	CSU Units Granted	IGETC	UC Units Granted
Art History	Area 7	Score 3: ARTH 25	3	Area C1 or C2 3 units	6	Area 3A or 3B 3 units	5.3 units
Biology	Area 3	Score 4: BIO 1/1H	4	Area B2 and B3 4 units	6	Area 5B and 5C 4 units	5.3 units
Calculus AB	Area 2	Score of 3: MATH 2	10	Area B4 3 units	3 units (Only one Calculus or Computer)	Area 2A 3 units	2.7 units (5.3 units maximum combined)

AP Exam	IVC GE	IVC Course	IVC Units Granted	CSU GE	CSU Units Granted	IGETC	UC Units Granted
		Score of 4: MATH 2 and 3A/3AH			Science exam may be applied toward CSU degree)		credit for both Calculus exams)
Calculus BC	Area 2	Score of 3: MATH 2  Score of 4: MATH 3A/3AH and MATH 3B/3BH	10	Area B4  3 units	6 units  (Only one Calculus or Computer Science exam may be applied toward CSU degree)	Area 2A  8 units	8 units maximum for both exams
Calculus BC/AB Subscore	Area 2	Score of 3: MATH 3A/3AH	5	Area B4  3 units	3 units  (Only one Calculus or Computer Science exam may be applied toward CSU degree)	Area 2A  3 units	2.7 units (5.3 units maximum combined credit for both Calculus exams)
Chemistry	Area 3	Score of 3: CHEM 3	4	Area B1 and B3  4 units (6 GE units if taken prior to Fall 09)	6 units	5A and 5C  4 units	5.3 units
Chinese Language and Culture	Area 6 or 7	Score of 3: CHI 3	5	Area C2  3 units	6	Area 3B and 6A  3 units	5.3 units
Computer Science	N/A	Score of 3: CS 38	3	N/A	3	N/A	1.3 units  (2.7 units maximum

AP Exam	IVC GE	IVC Course	IVC Units Granted	CSU GE	CSU Units Granted	IGETC	UC Units Granted
							combined credit for both CMPR exams)
Computer Science AB	N/A	Score of 3: CS 37 Score of 4: CS 37 and CS 41	6	N/A	6	N/A	2.7 units (2.7 units maximum combined credit for both CMPR exams)
Computer Science Principles	N/A	No Course	3	N/A	6	N/A	5.3 units
Economics - Macroeconomics	Area 4	Score of 3: ECON 20/ 20H Score of 5: ECON 2/2H	3	Area D 3 units	3	Area 4 3 units	2.7 units
Economics - Microeconomics	Area 4	Score of 3: ECON 20/ 20H Score of 5: ECON 1/1H	3	Area D 3 units	3	Area 4 3 units	2.7 units
English - Language and Composition	Area 1A	No Course	4	Area A2 3 units	6	Area 1A 3 units	5.3 units (5.3 units maximum combined credit for both English exams)

AP Exam	IVC GE	IVC Course	IVC Units Granted	CSU GE	CSU Units Granted	IGETC	UC Units Granted
English - Literature and Composition	Area 6	Score of 4: LIT 1	3	Area A2 and C2 6 units	6	Area 1A or 3B 3 units	5.3 units (5.3 units maximum combined credit for both English exams)
Environmental Science	Area 3	Score of 4: ENV 1	4	Area B1 and B3 4 units (Either B2 or B3 if taken prior to Fall 09)	4	Area 5A and 5C 3 units	2.7 units
French Language and Culture	Area 7	Score of 3: FR3 Score of 4: FR4	5	Area C2 3 units (6 GE units if taken prior to Fall 09)	6	Area 3B and 6A 3 units	5.3 units
French Literature	N/A	N/A	N/A	Area C2 3 units (Applicable only if taken prior to Fall 09)	6	Area 3B and 6A 3 units	5.3 units
German Language and Culture	Area 7	No Course	3	Area C2 3 units (6 GE units if taken prior to Fall 09)	6	Area 3B and 6A 3 units	5.3 units
Government and Politics - Comparative	Area 4	Score of 3: PS 12/12H	3	Area D 3 units	3	Area 4 3 units	2.7 units
Government and Politics - U.S.	Area 4 or 8	Score of 3: PS 1/1H	3	Area D and US 2 3 units	3	Area 4 and US 2	2.7 units

AP Exam	IVC GE	IVC Course	IVC Units Granted	CSU GE	CSU Units Granted	IGETC	UC Units Granted
						3 units	
History - European	Area 6	Score of 4: HIST 10 or HIST 11	3	Area C2 or D 3 units	6	3B or 4 3 units	5.3 units
History - U.S.	Area 6 or 8	Score of 4: HIST 20 or HIST 21	3	Area C2 or D and US 1 3 units	6	Area 3B or 4 and US 1 3 units	5.3 units
History - World	Area 5 and 6	Score of 4: HIST 1/1H or HIST 2	3	Area C2 or D 3 units	6	Area 3B or 4 3 units	5.3 units
Human Geography	Area 4 and 5	Score of 3: GEOG 2	3	Area D 3 units	3	Area 4 3 units	2.7 units
Italian Language and Culture	Area 7	No Course	3	Area C2 3 units	6	Area 3B and 6A 3 units	5.3 units
Japanese Language and Culture	Area 6 or 7	Score of 3: JA 3 or JA 21	5	Area C2 3 units	6	Area 3B and 6A 3 units	5.3 units
Latin	Area 7	No Course	3	Area C2 3 units	6	Area 3B and 6A 3 units	5.3 units
Latin - Literature	Area 6	No Course	3	Area C2 3 units (Applicable only)	6	Area 3B and 6A	2.7 units

AP Exam	IVC GE	IVC Course	IVC Units Granted	CSU GE	CSU Units Granted	IGETC	UC Units Granted
				if taken prior to Fall 09)		3 units	
Latin - Vergil	Area 7	No Course	3	Area C2 3 units (Applicable if taken prior to Fall 12)	3		
Music Theory	Area 7	Score of 4: MUS 1/ 1H and MUS 3	7	Area C1 3 units (Applicable only if taken prior to Fall 09)	6 (Applicable only if taken prior to Fall 09)	N/A	5.3 units
Physics 1 - Algebra-Based	Area 3	Score of 3: PHYS 2A	4	Area B1 and B3 4 units	4	Area 5A and 5C 4 units	5.3 units (5.3 units maximum credit for all Physics exams)
Physics 2 - Algebra-Based	Area 3	No Course	4	Area B1 and B3 4 units	4	Area 5A and 5C 4 units	5.3 units (5.3 units maximum credit for all Physics exams)
Physics B	Area 3	Score of 3: PHYS 2A	4	Area B1 and B3 4 units (6 GE units prior to Fall 09) (4 GE units between 09-13)	6	Area 5A and 5C 4 units	5.3 units (5.3 units maximum credit for all Physics exams)



AP Exam	IVC GE	IVC Course	IVC Units Granted	CSU GE	CSU Units Granted	IGETC	UC Units Granted
Physics C - Mechanics	Area 3	Score of 3: PHYS 4A	4	Area B1 and B3 4 units	4	Area 5A and 5C 3 units	2.7 units (5.3 units maximum credit for all Physics exams)
Physics C - Electricity/Magnetism	Area 3	Score of 3: PHYS 4A	4	Area B1 and B3 4 units	4	Area 5A and 5C 3 units	2.7 units (5.3 units maximum credit for all Physics exams)
Psychology	Area 4	Score of 4: PSYC 1/1H	3	Area D 3 units	3	Area 4 3 units	2.7 units
Spanish Language and Culture	Area 7	Score of 3: SPAN 3 Score of 4: SPAN 4	5	Area C2 3 units (6 GE units if taken prior to Spring 14)	6	Area 3B and 6A 3 units	5.3 units
Spanish Literature and Culture	Area 6 or 7	Score of 3: SPAN 3	5	Area C2 3 units (6 GE units if taken prior to Spring 13)	6	Area 3B and 6A 3 units	5.3 units
Statistics	Area 2	Score of 3: MATH 10	3	Area B4 3 units	3	Area 2A 3 units	2.7 units

AP Exam	IVC GE	IVC Course	IVC Units Granted	CSU GE	CSU Units Granted	IGETC	UC Units Granted
Studio Art - 2D Design	Area 7	Score of 3: ART 40	3	N/A	3	N/A	5.3 units
Studio Art - 3D Design	Area 7	Score of 3: ART 41	3	N/A	3	N/A	5.3 units
Studio Art - Drawing	Area 7	Score of 3: ART 80	3	N/A	3	N/A	5.3 units

## Credit Earned by Examination Score

### College Level Examination Program (CLEP): IVC Associate Degree and General Education Credit

The South Orange County Community College District recognizes the College Level Examination Program (CLEP) in accordance with the guidelines below.

#### *General Examination*

A student, by successfully completing the General Examination (25th percentile or higher), may earn up to 12 ungraded units applicable to the associate degree as follows:

CLEP GENERAL EXAM	IVC ASSOCIATE DEGREE CREDIT	UNITS
<b>English</b>	No credit	0
<b>Humanities</b>	Humanities and Fine Arts	3
<b>Mathematics</b>	Mathematics	3
<b>Social Science</b>	Social Science	3

<b>Natural Science</b>	Natural Science (non-laboratory)	3
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No credit will be given for CLEP in any area in which the student has earned college credit prior to completion of the CLEP examination.

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#### *Subject Examination*

Each academic school of the college may recognize the Subject Examination if a single examination measures the competency associated with the successful completion of a specific Irvine Valley College course. Generally, however, specific course credit by examination will be attained through the Specific Course Credit policy.

Credit for CLEP is awarded upon completion of 12 units in residence at Irvine Valley College. Additional information regarding the College Level Examination Program may be obtained from the Office of Admissions and Records.

Credit granted on the basis of CLEP does not necessarily transfer to other colleges. Students planning to use CLEP credit for college transfer purposes will need to consult the transfer institution regarding its policy pertaining to the CLEP program.

## **College Level Examination Program (CLEP): CSU GE-Breadth Credit**

- A minimum score of 50 is required for CLEP credits to be granted, except French Level II (59), German Level II (60), and Spanish Level II (63).
- If a student passes more than one CLEP test in the same language other than English (e.g. two tests in French), only one test may be applied to the baccalaureate. A passing score of 50 is considered "Level I" and earns six units of baccalaureate. The higher score is considered "Level II" and earns additional credit and placement in Area C2 of CSUGE, as noted.

<b>CLEP TEST</b>	<b>CSU GE AREA</b>	<b>Minimum Semester Units Earned</b>
<b>American Government</b>	D8 3 sem. units	3
<b>American Literature</b>	C2 3 sem. units	3
<b>Analyzing &amp; Interpreting Literature</b>	C2 3 sem. units	3
<b>Biology</b>	B2 3 sem. units	3
<b>Calculus</b>	B4 3 sem. units	3

<b>Chemistry</b>	B1 3 sem. units	3
<b>College Algebra</b>	B4 3 sem. units	3
<b>College Algebra- Trigonometry</b>	B4 3 sem. units	3
<b>College Mathematics</b>	N/A	0
<b>English Composition (no essay)</b>	N/A	0
<b>English Composition (with essay)</b>	N/A	0
<b>English Literature</b>	C2 3 sem. units <i>Removed Fall 2011</i>	3
<b>Financial Accounting</b>	N/A	3
<b>French Level I</b>	N/A	6
<b>French Level II</b>	C2 3 sem. units	9 (12 units if passed prior to Fall 2015)
<b>Freshman College Composition</b>	N/A	0
<b>German Level I</b>	N/A	6
<b>German Level II</b>	C2 3 sem. units	9 (12 units if passed prior to Fall 2015)
<b>History, U.S. I</b>	D6 (& US1) 3 sem. units	3
<b>History, U.S. II</b>	D6 (& US1) 3 sem. units	3

<b>Human Growth and Development</b>	E 3 sem. units	3
<b>Humanities</b>	C2 3 sem. units	3
<b>Information Systems and Computer Application</b>	N/A	3
<b>Intro to Educational Psychology</b>	N/A	3
<b>Introductory Business Law</b>	N/A	3
<b>Introductory Psychology</b>	D9 3 sem. units	3
<b>Introductory Sociology</b>	D0 3 sem. units	3
<b>Natural Sciences</b>	B1 or B2 3 sem. units	3
<b>Pre-Calculus</b>	B4 3 sem. units	3
<b>Principles of Accounting</b>	N/A	3
<b>Principles of Macroeconomics</b>	D2 3 sem. units	3
<b>Principles of Management</b>	N/A	3
<b>Principles of Marketing</b>	N/A	3
<b>Principles of Microeconomics</b>	D2 3 sem. units	3
<b>Social Sciences and History</b>	N/A	0
<b>Spanish Level I</b>	N/A	6

<b>Spanish Level II</b>	C2 3 sem. units	9 (12 units if passed prior to Fall 2015)
<b>Trigonometry</b>	B4 3 sem. units <i>(Removed Fall 2006)</i>	3
<b>Western Civilization I</b>	C2 or D6 3 sem. units	3
<b>Western Civilization II</b>	D6 3 sem. units	3

**College Level Examination (CLEP): IGETC Credit**

CLEP cannot be used to fulfill IGETC requirements.

## Credit Earned by Examination Score

### International Baccalaureate (IB): CSU GE-Breadth Credit

- The IB curriculum offers language at various levels for native and non-native speakers.
- Language B courses are offered at the intermediate level for non-natives.
- Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.
- Higher Level exams are noted "HL" in the chart below.

<b>INTERNATIONAL BACCALAUREATE</b>	<b>PASSING SCORE</b>	<b>CSU GE AREA</b>	<b>Minimum Semester Units Earned</b>
<b>Biology HL</b>	5	B2 3 semester units	6
<b>Chemistry HL</b>	5	B1 3 semester units	6
<b>Economics HL</b>	5	D2 3 semester units	6
<b>Geography HL</b>	5	D5 3 semester units	6

<b>History (any region) HL</b>	5	C2 or D6 3 semester units	6
<b>Language A Literature HL</b>	4	C2 3 semester units	6
<b>Language A Language and Literature HL</b>	4	C2 3 semester units	6
<b>Language A1 (any language) HL</b>	4	C2 3 semester units <i>Removed Fall 2013</i>	6
<b>Language A2 (any language) HL</b>	4	C2 3 semester units <i>Removed Fall 2013</i>	6
<b>Language B (any language) HL</b>	4	N/A	6
<b>Mathematics HL</b>	4	B4 3 semester units	6
<b>Physics HL</b>	5	B1 3 semester units	6
<b>Psychology HL</b>	5	D9 3 semester units	3
<b>Theater HL</b>	4	C1 3 semester units	6

## International Baccalaureate (IB): IGETC Credit

- A score of 5, 6, or 7 on Higher Level (HL) exams is required to grant credit for IGETC certification.
- An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.
- Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.
- Students should consult a counselor for the UC policy concerning IB credit.

<b>INTERNATIONAL BACCALAUREATE</b>	<b>IGETC AREA</b>
<b>IB Biology HL</b>	5B (no Lab)
<b>IB Chemistry HL</b>	5A (no Lab)
<b>IB Economics HL</b>	4
<b>IB Geography HL</b>	4
<b>IB History (any region) HL</b>	3B or 4
<b>IB Language A: Literature (any language, except English) HL</b>	3B and 6A
<b>IB Language A2: Language and Literature (any language, except English) HL</b>	3B and 6A
<b>IB Language A1: Literature (any language) HL</b>	3B
<b>IB Language A2: Language and Literature (any language) HL</b>	3B
<b>IB Language B (any language) HL</b>	6A
<b>IB Mathematics HL</b>	2A
<b>IB Physics HL</b>	5A (no Lab)
<b>IB Psychology HL</b>	4
<b>IB Theater HL</b>	3A

IB exams may be used in either area regardless of where the certifying California community college's discipline is located.

## **Credit from Other Institutions**

### **Tech Prep Articulation**

Irvine Valley College maintains faculty-approved formal course and program articulation agreements with the Irvine Unified School District, Tustin Unified School District, Saddleback Valley Unified School District, and Coastline Regional Occupational Program (ROP). Tech Prep articulation agreements permit students to qualify for college credit on a credit-by-exam basis for



selected high school or Regional Occupational Program (ROP) coursework completed with a grade of "B" or better, upon approval by the respective IVC instructor. Approved credit will be granted a grade of "P" ("Pass"). Students may petition the Irvine Valley College Office of Admissions and Records to receive college credit after completing at least three units of coursework in residence at IVC with a minimum GPA of 2.0. The three units of residency must be fulfilled within five years from the date the student graduated from high school in order to receive credit for articulated courses. Students should consult an IVC counselor for information about articulation and transfer agreements, including Tech Prep, Advanced Placement, the Intersegmental General Education Transfer Curriculum, and the California State University General Education List.

## **Credit from Saddleback College**

Students of the South Orange County Community College District may receive full transfer credit for all courses taken at either Irvine Valley College or Saddleback College. However, the colleges' curriculum, articulation agreements, and accreditation are distinct, and separate transcripts are issued at each college. Students who have questions or problems concerning course equivalencies between Saddleback College and Irvine Valley College should contact the Counseling Center prior to registration. Questions regarding student transcripts should be directed to the registrar in the Office of Admissions and Records.

## **Transfer Credit**

Irvine Valley College grants credit for college units earned at regionally accredited institutions of higher education. No more than four units may be awarded for sectarian courses. Students must arrange to have all transcripts to be evaluated for transfer credit sent to the Office of Admissions and Records as early as possible to determine if coursework can be used to satisfy prerequisites or equivalencies. Applications for degrees or transfer certifications cannot be processed without all official transcripts on file from all colleges from which coursework is intended for transfer credit. Questions regarding specific courses for which a student is seeking transfer credit should be addressed to the Counseling Center or Transfer Center at Irvine Valley College.

## **Transfer Credit from Foreign Institutions**

Students seeking evaluation of foreign coursework must provide a transcript evaluated by an accredited evaluation and translation service (see the Counseling Center or International Student Center for referrals). Students must turn in the official evaluation to the Office of Admissions and Records for inclusion in their record and then set up an appointment with the Counseling Center so that their transfer work may be evaluated. Coursework from foreign institutions cannot be used for CSU or IGETC certification except to validate the foreign language requirement. Students may refer to the charts for International Baccalaureate (IB): CSU GE-Breadth Credit and International Baccalaureate (IB): IGETC Credit for details.

## **Military Service Credit**

Irvine Valley College will award a student six semester units of general elective credit for a minimum of one year of active, honorable military service. In addition, the college will award appropriate credit for work completed successfully in military service schools, beyond basic training, not to exceed 15 semester units, according to the recommendations of the American Council of Education as stipulated in the Guide to the Evaluation of Educational Experiences in the Armed Services and with the approval of the specific department or school from which the units are to be awarded. Credit will be granted after completion of 12 units in residence and upon application to the Office of Admissions and Records. The American Association of Community and Junior Colleges has designated the South Orange County Community College District as a Servicemen's Opportunity College. In order to meet the unique educational demands of active duty service personnel and their dependents, Irvine Valley College provides the following services: contract for degree; special counseling services; special tutorial services; and special service-oriented entrance, residence, transfer, and credit requirements. Interested students should contact the Counseling Center.

## **Cooperative Work Experience (CWE)**

Cooperative Work Experience (CWE) is a method of education that combines work experience gained by students on the job with regular academic instruction integral to the community college curriculum. Based on the principle that individuals may develop most effectively through an educational pattern that incorporates experiences beyond the campus, these structured work activities in business, industry, government and human services are designed to enrich the student's college studies and enhance the student's development. Interested students should enroll in their program's 167 or 168 course, where available. Students should consult with their CWE coordinator to ensure that they enroll in the appropriate unit value of their course. Students must work 60 hours in an unpaid or 75 hours in a paid position for each unit of college credit they earn.

**Students are required to have a paid or volunteer position to enroll in Cooperative Work Experience.** Placement assistance may be found in the Career Center, but placement is not guaranteed.

## **Independent Study**

Independent study provides an option when a student's special needs preclude regular enrollment and attendance in courses outlined in the catalog, or when it becomes necessary to meet the particular curricular needs of one or more students. A petition must be approved both by the instructor who will supervise the contract study and by an appropriate administrator. The student, an instructor, and the appropriate administrator prepare a learning contract that specifies the learning content, as well as the methodology of study and means and criteria for evaluation.