

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

GUIDELINE NO. 49
September 29, 2008

SUBJECT: CONVERSION OF COMMUNITY COLLEGE UNITS TO ADULT
HIGH SCHOOL CREDIT

- I. Introduction
- II. Revised Notification Process
- III. Policy
- IV. Exceptions

I. INTRODUCTION

This guideline replaces Bulletin No. 8 issued on August 26, 1988. The content and the title have been updated to reflect current Division policies and procedures.

II. REVISED NOTIFICATION PROCESS

Counselors are no longer required to notify community colleges of their intent to apply units earned at the college level toward a high school diploma.

III. POLICY

- A. Counselors may grant 10 semester units of adult high school credit for 3 semester units of college credit, or 5 adult high school credits for 2 semester units of college credit.
- B. College credits granted on a quarter basis should be converted to adult semester units on the following basis. Quarter credits X 2 -3. (Example: 3 quarter credits X 2 = 6 - 3 = 3 semester credits.)
- C. A student who wishes to have units converted should request authorization from the adult school before taking the college course.

IV. EXCEPTIONS

Though the recommendations call for prior arrangement before taking college courses, principals may exercise individual judgment in cases where community college work has already been completed.

Guideline No. 49
September 29, 2008

-2-

Division of Adult
and Career Education

For assistance, please contact Marsha Easterday, Supervisor, Adult Secondary Education, at (213) 241-3738 or by email at marsha.easterday@lausd.net.

APPROVED:  Ed Morris, Assistant Superintendent

DISTRIBUTION: All Schools and Offices, Division of Adult and Career Education