

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 8
August 26, 1988

SUBJECT: CONVERSION OF JUNIOR COLLEGE UNITS TO ADULT SCHOOL CREDIT

- I. Policy
- II. Authority for Conversion
- III. Exceptions

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. POLICY

- A. Principals may convert units 3 to 10, or 2 to 5, but not for remedial college subjects.
- B. A student who wishes to have units converted should request this before taking the college course.
- C. Upon graduation from an adult school, a student who has converted community college units into adult school credits will have such college units disallowed. The adult school is to send a letter to the registrar of the college involved giving name of students, course title, course number, and units per course which have been converted.

II. AUTHORITY FOR CONVERSION

- A. The letter to college should cite the following authority:
"Section 1630 (C) Administrative Code, Title V."
- B. The intent of Section 1630 (C), Title V, is to prevent the application of credits toward both the high school diploma and the associate degree. The completion of courses required for college graduation should be allowed, although without credit.

III. 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.

For assistance, please telephone Tom Trotter, Supervisor, Adult Counseling and Guidance, at (213)625-6662.

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