

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 9
August 26, 1988

SUBJECT: TRANSFER OF CREDITS FROM JTPA AND SPECIALLY FUNDED PROGRAMS TO DISTRICT FUNDED ADULT SCHOOLS AND CENTERS

- I. Basic Concept of Adult Education Re: Course Credit
- II. Plan Reflecting Basic Concept
- III. Recommendations

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. BASIC CONCEPT OF ADULT EDUCATION COURSE CREDIT

One basic concept of adult education is that the adult student should be given course credit for certain learning experiences which can be evaluated in terms of high school diploma requirements. The establishment of specialized centers providing educational and training opportunities for adults has necessitated the formulation of a procedure by which learning experiences of the adult trainee can be evaluated for application toward the adult school diploma.

II. PLAN REFLECTING BASIC CONCEPT

- A. Recognizes the learning experiences of the trainee in the specially funded program.
- B. Reflects the philosophy that adult education includes not only vocational training but those aspects of education exemplified by the term "broad general education."
- C. Provides a procedure to facilitate the administrative routines inherent in the processes of credit transfer.

III. RECOMMENDATIONS

It is recommended that:

- A. Skills center principals and/or other specially funded program administrators shall recommend to the regular adult school or center that equivalent credit be granted to students for courses comparable to those described in the Catalog of Authorized Courses and the Guidelines for Specially Funded Credits.
- B. Adult schools and centers operating under procedures established by the Los Angeles Unified School District may accept the credit recommendations of specially funded program administrators.
- C. Course titles shall be derived from the current Catalog of Authorized Courses.
- D. Administrative details of credit transfer (records, grading systems transfer forms, etc.) shall be in accordance with procedures established by the Assistant Superintendent, Division of Adult and Occupational Education.
- E. Notwithstanding the number of semester periods of credit which shall have been transferred by JTPA or specially funded program administrator, candidates for the adult school diploma must meet all requirements established by regulations of the State and local governing boards.

In order to provide for the general education implied in the adult school diploma, it is recommended that candidates for diplomas should have educational experiences not only in the mandated areas of English, social studies, mathematics and science but should also have learning opportunities in elective fields.

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

APPROVED: **JAMES A. FIGUEROA, Assistant Superintendent**
Division of Adult and Occupational Education

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