

COLLEGE OF THE CANYONS
School of Personal and Professional Learning – Learning Parity Exemption

STEP 1 - TO BE COMPLETED BY STUDENT

Last	First	Middle	ID Number
Street Address			COC Email
City	State	Zip	Phone Number
Course(s) currently enrolled in _____			Term _____

I hereby request a "P" grade in place of the course below in accordance with the rules governing Learning Parity Exemption:

Course Name /Section #/ Term

Student Signature _____ Date _____

(Attach supporting documentation of the completed course, workshop, training, or relevant work experience)

STEP 2 – SEND TO NONCREDIT FACULTY
(Area below completed by Noncredit Faculty Director)

Print Discipline Expert Name (when applicable) _____

Faculty Director Signature: _____ Date : _____

Notes _____

Accept/Post "P" grade: Decline Learning Parity Exemption: Resubmit:

STEP 3 – TO BE COMPLETED BY
NONCREDIT ENROLLMENT SERVICES

Staff, Noncredit Enrollment Services Date Received

Notes: _____

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AP 4238 References: Education Code § 84760.5; Title 5 § 55151, et seq.

1. Overview

The District has discretion to exempt a student from the student’s obligation to complete up to fifty percent of the District-identified courses, otherwise required by the District for the award of a noncredit certificate, offered as part of a Career Development and College Preparation Program, when the student has demonstrated sufficient mastery of the course content delineated in the approved course outline of record (“Learning Parity Exemption” or “LPE”).

2. Permissible Assessment Methods

When evaluating a student’s LPE request, the authorized evaluator may use one or more assessment(s) listed below (for the sole purpose of determining whether to exempt the student from the obligation to take a class; not for assigning a grade of any type).

- Academic transcripts.
- Student-created portfolios.
- Documentary evidence of completion of professional development and/or continuing education courses.
- Industry-recognized certificates.
- Documentary evidence of satisfactory completion of similar noncredit course(s) from another college/university.
- Documentary evidence of satisfactory completion of credit course(s) that are mirrored with, or very similar to, noncredit course(s).
- Satisfactory completion of an examination or assessment.

3. The District may grant an LPE request only if the student:

- Is a District student enrolled in at least one noncredit and/or credit course in the same term as the request is presented, unless the LPE request would exempt a student from the prerequisite course that is the first course in the noncredit certificate.
- Is in good standing or has no standing.
- Requests a LPE only from a noncredit course that must otherwise be completed to earn a noncredit certificate, offered as part of a Career Development and College Preparation Program, listed in the District’s operative course catalog at the time the request is presented.
- Has satisfied the prerequisites and other enrollment requirements for the noncredit course from which student seeks to be exempted.

4. Process for Requesting a LPE

A student requesting a LPE must submit a signed and completed LPE Request Form to the Faculty Director either in person or via email for evaluation and approval. The Faculty Director, or any faculty member appointed to temporarily fulfill the Faculty Director’s duties in the Faculty Director’s absence, shall transmit all approved LPE Request Forms to the Noncredit Enrollment Services Office for administrative processing of the exemption. The Office of Noncredit Enrollment Services shall direct all student inquiries regarding the LPE process, including completion of the LPE Request Form, to the Faculty Director or any faculty member duly appointed to temporarily fulfill the Faculty Director’s duties in the Faculty Director’s absence, or, if those persons are unavailable, to the Dean of the School of Personal and Professional Learning.