

The Registrar or his/her designee communicates to the counselor that the student's record was annotated and academic renewal process completed. The counselor informs the student of process completion.

The transfer status of academic renewal actions are determined based on the policy of the college to which a student transfers.

Credit for Prior Learning

Credit for Prior Learning (Quick Path)

West Hills College Lemoore offers students several options to earn course credit for prior learning or experience toward a degree or certificate. Options such as Credit by Examination, AP Tests, and CLEP Tests allow students to earn course credit as an alternative to enrolling in a traditional semester-length course. Below is a list of the non-traditional options for earning course credit and the conditions that students must meet.

Credit by Examination Policy

Credit for Prior Learning may be obtained by one of the following methods:

Credit by satisfactory completion of an institutional examination administered by the college in lieu of completion of an active course listed in the current college catalog.

Achievement of a score of 3 or higher on an Advanced Placement (AP) Examination administered by the College Board.

Achievement of a score at the 50th percentile or above on a College Level Examination Program (CLEP) examination administered by the College Board.

Achievement of a score of 5 or above on a high level International Baccalaureate (IB) examination administered by the International Baccalaureate.

Credit by satisfactory completion of portfolio assessment administered by the college in lieu of completion of an active course listed in the current college catalog.

Credit for military service, training, and experience as recommended by the American Council on Education (ACE) Directory.

Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

Determination of Eligibility to Receive Credit for Prior Learning

The student must be currently registered at the college.

The student must not be subject to academic probation or dismissal.

The student has been advised that the alternative methods for awarding credit may or may not transfer to another institution.

Credits awarded through the alternative methods do not apply toward residency requirements for graduation.

Credits acquired are not applicable to meeting unit load requirements.

The student's academic record will clearly indicate the credit was earned through the specific alternative method.

No duplication of credit will be allowed for students who complete any courses equivalent to those covered by the examination.

Credits acquired by assessment shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Credit by Institutional Examination Administered by the College

To request Credit by Institutional Examination Please complete the Credit for Prior Learning Request Form with the office of Student Services - Requests for Credit by Institutional Exam must be submitting one week before the respective course's Census date.

Examinations may be given only by full time faculty who currently teach the course and who agree to perform the assessment. In the event the course is being taught completely by adjunct faculty, the Vice President of Educational Services will identify which adjunct faculty agrees to give the examination.

If no faculty is available, the request for Credit by Institutional Examination will be denied.

A separate examination shall be conducted for each course for which credit is to be granted.

A maximum of 15 units may be earned through the institutional examination process.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

The student may not have previously taken the course and received a grade other than a "W".

The student may not be enrolled in the course to be challenged.

The student must pay for the administration of the institutional examination equal to the per unit enrollment fee of the course for which they are seeking credit.

The student completes the examination that faculty determines adequately measures mastery of the course content as set forth in the outline of record.

A grade will be recorded in accordance with the official District grading policy.

Credit by Portfolio Assessment

West Hills College Lemoore will grant credit for satisfactory completion of portfolio assessment administered by the college in lieu of completion of an active course listed in the current college catalog. Credit may be granted under the following circumstances:

The student must be currently registered at the college.

The student must not be subject to academic probation or dismissal.

Portfolio assessment may be performed by full time faculty who currently teach the course and who agree to perform the assessment. In the event that the course is being taught completely by adjunct faculty, the Vice President of Educational Services will identify which adjunct faculty agrees to perform the assessment.

If no faculty is available, request for Credit by Portfolio Assessment may be denied; however, every effort will be made to provide portfolio assessment when requested.

A separate portfolio assessment shall be conducted for each course for which credit is to be granted.

The student may request portfolio assessment for a single course only once within the District.

A maximum of 15 units may be earned through Credit by Portfolio Assessment.

The student will meet with a counselor to request portfolio assessment.

The student will enroll in Portfolio Development (IS 051) when requesting portfolio assessment for the first time.

The student will assemble a portfolio that articulates, documents, and verifies their college level learning, knowledge, or skills acquired through experience.

The student will pay for the assessment of their portfolio.

The faculty shall determine that portfolio assessment adequately measures mastery of the course content as set forth in the outline of record.

If the faculty member determines that the college level learning demonstrated in the portfolio is equal to a grade of "C" or better, credit will be awarded. If the knowledge is judged to be insufficient, the faculty member will deny credit.

Grades of "Pass" and "No Pass" will be assigned to credit earned through portfolio assessment.

Advanced Placement Examinations

West Hills College Lemoore will grant unit credit to those students who participate in the Advanced Placement Examinations offered by the College Examination Board. Students will receive unit credit, not a letter grade, with scores of 3 or higher for purposes of general education requirements, graduation and/or advanced placement into West Hills College Lemoore courses. In order to receive credit, a student must be currently enrolled at West Hills College Lemoore.

Students must submit their requests and have their official copy of The College Board test scores forwarded to the West Hills College Lemoore Office of Admissions and Records.

Requests should be made prior to registration, or as soon as possible during the first semester of attendance.

No duplication of credit will be allowed for students who complete or will complete any courses equivalent to those covered by the examination.

Students should understand that some transfer institutions do not allow and/or limit credit by examination.

Please refer to the [Advance Placement Conversion Table](#) which illustrates what WHCCD will award students for successful completion of an AP exam. It also displays what credit WHCCD will award toward the certification of CSU GE Breadth and IGETC. This does not guarantee or imply the CSU or UC institutions will accept or award credit in the same manner.

CLEP (College Level Examination Program)

General education credit will be granted to students who successfully completed a College Level Examination Program (CLEP) examination with a score in the 50th percentile or above.

Credit may be granted under the following circumstances:

The student has official CLEP examination score reports mailed from the College Board or submits them on official Joint Services Transcripts.

The student achieved the minimum acceptable score on the CLEP examination as recommended by the California Community College General Education CLEP examination score equivalency list from the Academic Senate of the California Community Colleges.

Grades and grade points will not be assigned to college credits earned through CLEP examinations.

International Baccalaureate

The colleges of the District will grant credit for successfully completing high level International Baccalaureate (IB) examinations, where a score of 5, 6, or 7 has been earned. Standard level examinations are not granted credit.

Credit may be granted under the following circumstances:

The student has official IB transcripts mailed from the International Baccalaureate.

The student achieved the minimum acceptable score on the IB examination as recommended by the California Community College General Education IB score equivalency list.

Grades and grade points will not be assigned to college credits earned through IB examinations.

Credit for Military Service/Training

A student who is currently Active Duty or a Veteran that has been honorably discharged may petition and be awarded credit. As recommended the American Council on Education (ACE) 'Guide to the Evaluation of Educational Experiences in the Armed Forces' will be followed:

West Hills College Lemoore will award equivalent college course credit for Military Service training as recommended by the ACE Directory.

A maximum of twenty seven (27) semester units of elective degree credit may be awarded for those service schools that the ACE Directory recommends for specific lower division credit, but for which West Hills College Lemoore does not offer a specific equivalent.

In addition, three (3) semester units for Health Education 35 will be awarded. A petition for HE 35 must be completed.

The student must submit an official Joint Services Transcript (JST) for evaluation

All units granted by West Hills College Lemoore will be placed officially on the current transcript of the student. (See also section on Veterans for additional information).

Grades and grade points will not be assigned to college credits granted through military experience, except through portfolio assessment.

An evaluation of all the student's prior credits (military, transfer, exams) in relation to the students declared major should be applied for before or completion of two semesters.

Department of Defense Voluntary Education Partnership Memorandum of Understanding

West Hills College Lemoore actively supports the philosophy and concepts of this designation as established by the American Association of Community Colleges West Hills College Lemoore actively supports the Department-of-Defense-Voluntary-Education-Partnership-Memorandum-of Understanding philosophy and concepts of this designation as established by the American Association of Community Colleges. West Hills College Lemoore acts in accordance with the DOD principles and criteria. Our dedication ensures the following:

Reducing barriers to access and completion such as minimum residency requirements

Considering American Council on Education (ACE) recommended military training evaluations for award of course credits

Providing each matriculating Service member with a Student Education Plan that specifies which transfer courses and prior learning credits have been awarded and which courses will be needed to complete a selected degree.

Residency requirements are 12 units of completed coursework.

Service members, spouses and their dependents share in the educational opportunities, programs and services available to the general public.

Service members, spouses and their dependents can continue their education through the online program.

Service members, spouses and their dependents may transfer credits from another accredited college.

Credit for Articulated High School Courses

Credit shall be granted to high school students who earn a grade of 'A' or 'B' in the articulated high school courses and shall be clearly noted as credit by examination on the college transcript.

Any student who successfully completed a high school course that was articulated under the terms of a previous agreement and that meets the requirement outlined above shall be permitted to apply the credit so earned according to the terms of the previous agreement, under the catalog rights at the time the course was taken.

Courses for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

Transfer of College Units to High School

A high school non-graduate student may request credit for high school requirements. The student should understand that high school graduation is not a requirement for admission to West Hills College Lemoore for persons eighteen years of age or older. The student should check with their high school regarding the transfer of college units to the high school for graduation before enrolling in college courses.

Transfer Credits Accepted from other Institutions

Students may transfer credits completed at another regionally accredited institutions to fulfill prerequisite, general education, major, and/or elective unit requirements for the Associate Degree or Certificate Programs offered at West Hills Community College District. Incoming transfer credits will only be accepted from institutions accredited by one of the following accrediting bodies:

- Middle States Commission on Higher Education (MSCHE)
- New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools The Higher Learning Commission (NCA-HLC)
- Southern Association of Colleges and Schools (SACS) Commission on Colleges
- Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)
- Western Association of Schools and Colleges
- Senior College and University Commission (WASC-SCUC)

To be eligible for transfer credit, students must have all official transcripts sent to the Admissions & Records at the prospective campus of attendance and complete the "Request for Transcript Evaluation" form. Staff will review transcripts and post credits as appropriate to the student's academic record. Transcripts submitted become permanent property of West Hills College and cannot be returned to student or released elsewhere.

Acceptance of Upper Division Coursework

West Hills College Lemoore will accept coursework completed at the upper division level under the following conditions:

- The course must have been completed at a regionally accredited (e.g. WASC) college or university.
- The course must be deemed comparable to West Hills College Lemoore course by the faculty in the discipline, or an appropriate designee, or an articulation agreement. Upper division courses or more advanced courses may be used in lieu of lower division course competencies.
- A maximum of 12 upper division units will be allowed.
- The upper division course may be used to satisfy a West Hills College Lemoore major requirement, an associate degree general education requirement, or a prerequisite.
- Courses will be accepted for subject credit only. Upper division courses will not be used to certify CSU GE or IGETC requirements. Students will still need 60 lower division transfer units to be eligible for admission to the CSU or UC.
- Grades earned will be calculated in the same manner as those transferred from another college or university

Students Rights and Responsibilities

- [Code of Conduct](#)
- [Check Your Student Email](#)
- [Drug Abuse Policy](#)
- [Affirmative Action](#)
- [Administrative Provisions for Changes or Waivers](#)
- [Family Educational Rights and Privacy Act of 1974](#)
- [Sexual Harassment Policy](#)
- [Student Grievance Procedure](#)
- [Policies Prohibiting Discrimination in Education](#)
- [Off Campus Meetings and Field Trips](#)

Code of Conduct

West Hills College Lemoore exists to educate individuals in its community. All other considerations are secondary. The college will not infringe on anyone's constitutional rights and the right to dissent and to protest will be supported. However, the right to dissent and to protest must not be confused as a right to disrupt operation of the institution. No individual or group can be permitted to infringe on the rights of others to secure an education.

This general policy will apply to any student who deliberately prevents, physically or verbally:

- Students from pursuing their authorized curricular or co-curricular interests.
- Faculty and administrators from fulfilling their professional responsibilities.
- Classified employees from fulfilling their prescribed duties.
- Authorized guests from carrying out the presentations for which they were invited.
- The safety of persons, or the security of college property.

In line with the above policy, the following are guidelines for acceptable student conduct. A student enrolling in West Hills College Lemoore assumes an obligation to behave in a manner compatible with the college's function as an educational institution. Any student or applicant may be disciplined for any one or more of the following causes, when the discipline is related to college activity or