

**LOS ANGELES COMMUNITY COLLEGES
PERSONNEL GUIDE**

B313
POINTS
Study

Non-Accredited Institution

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Point Credit for Study in Non-Accredited Institutions

1. **Definition.** Study in a non-accredited school is considered to be specialized professional study in schools of advanced standing other than accredited colleges and universities, including foreign schools. Accredited schools are those accredited by an accrediting agency listed in the American Council on Education publication "Accredited Higher Institutions."

2. **Standards.** Salary point credit may be earned for study in a non-accredited school providing that the following standards have been met:
 - a. The study must be in the field in which the employee is rendering service.
 - b. The study shall be of a quality and advanced nature comparable to that undertaken in accredited colleges and universities.
 - c. Approval must be requested and granted prior to commencement of the study.
 - d. The study must be completed within one year from the starting date. (Should an employee desire to continue the study at the end of the year period, a new approval request must be filed and a new approval obtained.) If the study is to be carried out during a leave of absence, approval is contingent upon approval for the leave or leave extension under leave rules.

3. **Point Allowance**
 - a. Point allowance for study completed in colleges located in foreign countries which have standards equivalent to accredited U. S. colleges and universities will be on the same basis as is done for study completed in U. S. accredited institutions.
 - b. For approved study satisfactorily completed, one point is allowed for the equivalent of one semester unit or one and one-half quarter units as defined by the University of California. For schools where comparable units are not granted, points will be allowed on the following basis:
 - (1) Preparation Type: One point for each 16 hours of instruction which has a requirement of 2 or more hours of outside preparation for each hour of class instruction.

(2) Non-Preparation Type: One point for each 48 hours of instruction of which has a requirement of less than 2 hours of outside preparation for each hour of class instruction.

c. Point credit is not allowed for:

(1) Courses in Adult Education schools or schools of equivalent level.

b (2) Audit or non-credit college or university courses.

(3) Study in schools that do not have a campus, established courses, central administration, an established faculty, definite schedule of instruction, and issuance of evidence of satisfactory completion.

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4. **Application Procedure**

a. Submit request for approval on a Request for Approval of Point Credit Activity (Form C242), at least two weeks prior to commencement of study. File the request with the Office of Personnel Operations, with required statement attached. The statement should include the following: (1) subject or title of study, (2) inclusive dates of study, (3) total hours of class attendance, (4) name and address of school, and (5) a statement of the relationship of the study to assignment of the applicant.

b. Requests will be approved or denied for study by a Chancellor's Committee. This decision will be sent to the applicant on the receipt portion of Form C242. In addition, for requests that have been approved, Form C158 will be included for use when the study has been completed.

5. **Completion of the Study.** At the conclusion of the study an Application for Point Credit for Specialized Study in an Advanced School Other Than an Accredited College (Form C158), is to be completed and submitted to the Office of Personnel Operations with verifying transcripts or official records attached. The-verifying transcripts or records must be official printed records, bearing official school seal and/or signature of responsible official.