

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: I 13.0  
Procedure Title: Substitute Credit for Career and Technical Education Programs  
Relevant Board Policy:  
Originating Unit: Dean of Career and Technical Education Programs  
Maintenance Unit: Dean of Career and Technical Education Programs

I. Purpose: To outline the process for awarding substitute credit for Career and Technical Education students enrolled in certificate and AAS programs.

II. Procedure Statement:

- A. The lead instructor in the program concerned will, upon request of the student, review student college transcripts, formal training records, and, for U.S. Military active duty, discharged or retired members, the American Council on Education Guide to Academic Credit for military job specialties. If, in the professional judgment of the instructor, the documentation presented is appropriate for substitution of course work in the Career and Technical Education program, he/she will recommend substitution in writing to the appropriate chair.
- B. If the chair concurs, the written request will be forwarded to the Dean of Career & Technical Education for review and if deemed appropriate, he/she will approve.
- C. If the Dean of Career and Technical Education approves the substitution, the written request will be forwarded to the Dean of Student Services, who will ensure that all approved course substitutions are posted to the student's official records.

Issued: January 8, 2001

Approved: (signed: Enrique Solis)  
President

Updated: September 30, 2010

Dean of Career & Technical  
Education