

# *San Diego Community College District*

Procedure  
3900.5

August 11, 1994

## **CREDIT AVAILABLE FOR COURSES COMPLETED THROUGH PROGRAM ON NON-COLLEGIATE SPONSORED INSTRUCTION (PONSI)**

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This procedure implements District [Policy 3900](#) regarding the awarding of academic credit from non-traditional education sources.

### FUNCTION

1. Academic credit for PONSI courses may be granted upon analysis of the following:
  - a. Original documentation of courses completed which contain the following information (photocopies will not be accepted).
    - 1) Location of the school/program.
    - 2) Inclusive dates of the course.
    - 3) Length and content of the course.
    - 4) Full title of the course.
  - b. Course description(s) in the following research guides.
    - 1) College Credit Recommendations - The Director of the National Program on Non-collegiate Sponsored Instruction by the Board of Regents of the University of the State of New York, the State Education Department, Albany, NY 12230;
    - 2) The National Guide to Educational Credit for Training Programs by American Council on Education published by Macmillan & Company, 866 3rd Avenue, New York, NY 10022.

### APPLYING FOR CREDIT THROUGH PONSI

1. Student files [Application for Credit through PONSI](#) in the College Evaluations office.
2. College Evaluations office:
  - a. Verifies that the request falls within the limitations of the procedure;
  - b. Verifies that the student is currently enrolled in a college of the district;
  - c. Performs the research necessary to determine units of credit to be awarded. If credit is to be granted in the major, forwards documents to the department for approval;
  - d. Sends approved application to the District Records office;
  - e. Sends copy of approved application to the student.

3. District Records office posts units to student's academic record and returns original documents to the college for inclusion in the student's folder.

#### LIMITATIONS

1. Credit granted may not be used to meet the California American Institutions requirement.
2. Credit granted may not be used to meet the English composition requirement.
3. Credit granted may not be used to meet major requirements without department approval.
4. Only unit credit is granted. No grades will be recorded.

Note: The limitations of the credit/no credit policy shall be waived in this instance.

5. The credit granted may not be used to satisfy the graduation in residence requirement.
6. Credits granted will not be counted in the student's current study load.
7. Processing fees are not applicable.
8. Credit will not be granted if it duplicates any other credit granted the student.

#### SUPERSEDES:

Procedure 3900.5, 6/25/87

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