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Attachment #04

CHAPTER 6: **Educational Program**
BOARD POLICY NO. 6.18 (BP 4235)

BOARD POLICY
San Mateo County Community College District

Subject: 6.18 Credit by Examination
Revision Date: 6/10
Policy Reference: Title 5 Section 55050

The Board shall adopt and publish procedures pertaining to credit by examination in accordance with the provisions of Title 5, Section 55050.

1. The Board may grant credit to any student who satisfactorily passes an examination approved or conducted by appropriate authorities of the College. Such credit may be granted only to a student who is registered at the College and in good standing and only for a course listed in the College Catalog.

2. Faculty will determine which courses are eligible for credit by examination. The list of such courses will be maintained by District administration and be made available across the District.

3. The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the course outline of record. The faculty may accept an examination conducted at a location other than the College for this purpose.

4. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted.

5. A student may challenge a course for credit by examination only one time.

6. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

7. Grading shall be according to the regular grading system. Students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

8. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be earned by courses for which credit has been earned by examination.

9. Units for which credit is given shall not be counted in determining the twelve (12) semester hours of credit in residence required for an associate degree.

10. The District may charge a student a fee for administering an examination provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

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Attachment #05

BOARD POLICY
San Mateo County Community College District

Subject: BP 6.24 Articulation
Revision Date: 5/10
Policy References: Title 5, Section 51022(b); Education Code section 66720-66744; ACCJC Accreditation Standard II.A.10

In order to assure students the opportunity to move seamlessly from one educational institution to the next level, the Colleges will establish procedures that provide appropriate articulation of the District's educational programs with local high schools and with the various California State University campuses and University of California campuses.