



Procedure to Receive College Credit for High School Articulated Courses

For a student to receive college credit for High School/Adult/ROP level coursework, the course must have been articulated for credit, and the student must pass a subject matter examination equivalent to the midterm and final examination on the content of the articulated college course with a competency of 80% (grade B) or higher of all assigned measures.

1. The student must request and complete a MPC Credit by Proficiency Examination for Articulated Courses Form (4 piece NCR form) from the High School/Adult/ROP Office or the course instructor after successful completion of the course.
2. The CTE Coordinator will collect the completed forms and take them to be signed by MPC Administration. After obtaining signatures the CTE Coordinator will give one copy to Admissions & Records, keep one copy, and return two copies to the student's school (one for student and one to be kept on file with the student's school).
3. A student wishing to apply his/her credit by proficiency examination units toward their college career must be aware of the value of the units they have completed. Units may be applied as a prerequisite or toward a degree. Students must notify MPC of their intent within three years of completion.

Prerequisite

Students wishing to use their units to satisfy a prerequisite must complete the form for prerequisite clearance through the Counseling Office. Counselors may find the completed MPC Credit by Proficiency Examination for Articulated Courses Form from the student or in the student's Laserfiche file.

Toward a Certificate/Degree

Students wishing to use their units toward a graduation petition (or college career) must notify Admissions & Records of their intent. Students who qualify to use their units must have completed 6 or more units at MPC, with a 2.0 GPA or better. Students are recommended to notify Admissions & Records as soon as these conditions are met, in order to have documentation placed on their official MPC transcripts.

Note: A maximum of 30 units of college credit may be awarded through any combination of examinations administered through Credit by Proficiency Examination, Credit by Examination, Advanced Placement and CLEP.

(The 4-part NCR MPC Credit by Proficiency Examination for Articulated Courses Form included in this packet is available from the High School/Adult/ROP instructor, or may be requested from the MPC CTE Coordinator, Alison Shelling ashelling@mpc.edu)