

## **Policies and Procedures for a College Credit via Credit by Examination for Articulated Courses**

### **COLLEGE CREDIT (*Credit by Examination*)**

**For a student to receive college credit for Secondary/Adult/ROP level coursework, the course must have been articulated for credit, and the student must pass a subject matter proficiency examination equivalent to the midterm and final examinations on the content of the articulated college course.**

- 1. The student must request an MPC Credit by Proficiency Examination form\* (4-part NCR) from the Secondary/ROP/Adult School office or the course instructor.**
- 2. A student wishing to apply his/her credit by examination units must bring a copy of the signed “Credit by Proficiency Examination” form received at the completion of the articulated course at the secondary/ROP/Adult level to the Admissions and Records office at Monterey Peninsula College.**
- 3. The registrar will establish a section of the course for which the student is receiving credit using a course/section number that will not generate FTES.**
- 4. The comment section will state that the course was completed through an articulation agreement between MPC and the Secondary/ROP/Adult School.**
- 5. Credit by Examination fees will be waived for students who present a Credit by Proficiency Examination form signed by the Secondary/ROP/Adult School teacher.**
- 6. The student must have previously completed a minimum of 6.0 units with a 2.0 GPA at Monterey Peninsula College before receiving the credits on his/her transcript.**
- 7. Credit obtained through the Credit by Examination process will not be counted in determining the required residence units, currently 12.0 units, for certificates and degrees.**
- 8. A maximum of 30 units of college credit may be awarded through any combination of examinations administered through Credit by Examination, Advanced Placement, and CLEP.**

**\* Student may photo copy 4 copies of the completed MPC Credit by Proficiency Examination form included in this package (4-part NCR on file with the High School)**