

## ADMINISTRATIVE PROCEDURES

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**Chapter 4      Academic Affairs****4235****AP 4235      Credit by Examination**

**NOTE:** This procedure is **legally advised** if the Board has approved a policy to allow credit by examination.

The purpose of Credit by Examination is to provide students who have previously acquired knowledge and/or skills the opportunity to receive college credit for these achievements through an appropriate examination and may be awarded credit.

Monterey Peninsula College faculty in the discipline of the course will determine if the option for Credit by Examination shall be available by indicating approval in the official course outline of record.

A maximum of 30 units may be earned through credit by examination. Credit granted by examination does not apply toward the 12-unit residency requirement. The student's academic record will indicate that the credit was earned by examination.

A registered student who has completed at least six units at Monterey Peninsula College may petition to receive college credit by comprehensive examination for a course on the approved Credit by Exam list available through the Admissions and Records Office. The student must have been enrolled during a prior term, be in good standing, enrolled in at least one other course during the semester/session the exam is administered, and pay appropriate unit fees for the course. The units and grade earned will be recorded on the student's permanent record.

Credit by Examination may be obtained by one of the following methods:

- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.

Determination of Eligibility to Take the Examination:

- The student must be currently registered in the college and in good standing,
- The course is listed in the college catalog,
- Credits acquired by examination are not applicable to meeting such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

See Board Policy BP 4235 - Credit by Examination

**References:**    *Education Code Section 79500;*  
                      *Title 5 Sections 55050 and 55052*



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**President's Cabinet Approved: TBD**