



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3900.4 - CREDIT AVAILABLE FOR STANDARDIZED TESTING PROGRAMS

This procedure implements Board of Trustees Policy *BP 3900 Academic Credit for Non-Traditional Education* regarding the awarding of academic credit from standardized testing programs.

1. FUNCTION

- a. Academic credit for standardized testing programs may be granted through the College Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES) examination programs, International Baccalaureate (IB), and/or Advanced Placement Tests (APT) when the following conditions have been met:
 - 1) The examination is reviewed by faculty and approved by the Curriculum Instructional Council;
 - 2) Credit for DANTES/CLEP is awarded for a minimum score as published in the college catalog;
 - 3) Credit for Advanced Placement Tests on the approved list are awarded as published in the college catalog; and
 - 4) Credit for International Baccalaureate may be awarded for each Higher Level subject examination passed with a score as published in the college catalog.

2. APPLYING FOR CREDIT FOR STANDARDIZED TESTING PROGRAMS

- a. Student submits a Request for Transcript Evaluation form to the College Evaluations Office.
- b. The College Evaluations Office verifies that:
 - 1) The student is currently enrolled in a college of the District;
 - 2) The request falls within the limitations of this policy and procedure; and
 - 3) All official transcripts are on file.
- c. Once Verified, the College Evaluations Office forwards the official score report and Request for Transcript Evaluation to the District Evaluations Office.
- d. The District Evaluator:
 - 1) Determines the units to be awarded, as published in the college catalog; and

- 2) Forwards the original documents indicating the units awarded to the District Records Office.
- e. The District Records Office:
- 1) Records the units to student's permanent academic record;
 - 2) Images all documents for permanent storage; and
 - 3) Returns the documents to the District Evaluator to record the coursework to the student's permanent academic record.

3. LIMITATIONS

- a. Credit will be granted within limitations in the college catalog. Departmental approval is required to satisfy requirements in the student's major where credit is not on the approved list.
- c. The units granted may not be used to satisfy the graduation in residence requirement.
- d. The units granted will not be counted in the student's current study load.
- e. A cumulative maximum of 30 units may be granted for credit in standardized tests.
- f. Credit for standardized tests will not be granted if it duplicates any other credit awarded to the student.
- g. Processing fees will not be applicable.
- h. Only unit credit is granted. No grades will be recorded. The limitations of the pass/no pass policy shall be waived for credit awarded from standardized tests.
- i. Duplicate credit will not be awarded for non-traditional education sources and completed coursework.

Approved by
the Chancellor: August 28, 2013

Supersedes: Procedure 3900.4 - 6/25/87, 5/04/81, 10/14/98, 11/29/00, 5/18/07, 04/13/10