



ARTICLE 4300 **STUDENT PROGRESS AND GRADUATION**

AR 4314.1 **Credit by Examination – High School Articulation**

For purposes of this section, the term “High School Articulation” means a high school or adult education course or courses that the faculty in the appropriate Career Technical Education discipline at Santa Monica College, using policies and procedures approved by the curriculum committee established pursuant to Title 5 section §55002, have determined to be comparable to a specific community college course.

1. Before taking the high school (H.S) articulated class - credit by examination
 - a. A list of approved H.S. articulations shall be available from the SMC Tech Prep office.
 - b. In order to receive credit, a student must achieve the designated requirements outlined in the H.S. articulation agreement established by the SMC department, high school faculty and Tech Prep program.
 - c. The H.S. articulation credit by examination includes written, oral, or skill tests- or a combination of all three as determined appropriate by the department that has established the H.S. articulation.
 - d. Prior to receiving H.S. articulation credit, a student must complete the SMC application resulting in an identification number, be in good academic standing at Santa Monica College and successfully complete the credit by exam requirements.
 - e. Each H.S. articulated class may be challenged by exam only once.

2. Obtaining credit for the high school articulated class - after completing the credit by examination
 - a. A maximum of 18 units of credit by exam may be attempted at Santa Monica College. A maximum of 15 units of credit by exam may be completed at Santa Monica College.
 - b. A student must submit the required paperwork to the SMC Tech Prep office within 90 days of the completion of the high school articulated course.
 - c. Once records are verified and eligibility determined, the student will receive appropriate units for the H.S. articulated class. No grade will be given and the units will be posted on the transcript with a “credit by exam” notation.
 - d. Credit awarded through an H.S. articulation credit by exam may be used to satisfy SMC graduation requirements toward the Associate of Arts degree, Certificate of Achievement, and Departmental Certificate requirements if the equivalent SMC course meets the requirement. However, credit may not be transferable to a four-year college and university.
 - e. High school articulation credits will not apply toward financial aid nor can they be used to satisfy the 12 unit residency requirement for graduation.

Approved: 11/2/10