



Administrative Regulation
Chapter 4 – Academic Affairs

AR 4314.1 CREDIT BY EXAMINATION BASED ON 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 articulated class credit by exam
 - a. A list of approved high school articulations shall be available from the SMC Academic Affairs office.
 - b. In order to receive credit, a student must achieve the designated requirements outlined in the high school articulation agreement established by the SMC department, high school faculty and Academic Affairs.
 - c. The high school articulation credit by exam includes written, oral, or skill tests or a combination of all three as determined appropriate by the department that has established the high school articulation.
 - d. Prior to receiving high school articulation credit, a student must complete the SMC application, be in good academic standing at Santa Monica College and successfully complete the credit by exam requirements.
 - e. Each high school articulated class may be challenged by exam only once.

2. Obtaining credit for the high school articulated class after completing the credit by exam
 - 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 for credit by exam to the SMC Academic Affairs 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 high school articulated class. No grade will be given and the units will be posted on the transcript with a “credit by exam” notation.
 - d. Units awarded through a high school articulation credit by exam may be used to satisfy SMC 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 or university.
 - e. High school articulation units will not apply toward financial aid eligibility nor can they be used to satisfy the 12-unit residency requirement for graduation.

Title 5: section 55050

Approved: 11/2/10, 2/28/2017