

Examination Credit

Credit for Prior Learning (CPL)

Credit for Prior Learning (CPL) may be earned for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, and institutional Credit by Examination (CBE). Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Defense Language Proficiency Test (DLPT)
- Satisfactory completion of an institutional examination, known as Credit by Examination (CBE), administered by the college faculty in lieu of completion of an active course listed in the current college catalog

Determination of Eligibility for Credit for Prior Learning (CPL)

- The student must be in good standing in the San Mateo County Community College District (SMCCCD)
- The student must be currently registered in the SMCCCD
- Students must have a current Student Education Plan (SEP) on file
- The course requesting CPL must be listed in a current SMCCCD Catalog
- The student is not currently enrolled in the course requesting CPL

Credits earned from Prior Learning do not satisfy unit load requirements for enrollment status for programs such as financial aid, athletics, veterans' benefits, or for graduation residency requirements. Credits earned from Prior Learning do not count toward determining the 12 semester hours of credits earned in residence as required for an associate degree.

External Exam Scores must be sent to your SMCCD College

Depending on your external exam, you may be able to send your official scores in multiple ways:

1. Select Skyline College, College of San Mateo or Canada College from the available institutions (Preferred)
2. Electronically to: transevaluation@smccd.edu
3. OR by Mail

Transcript Evaluation Services

C/O College of San Mateo
1700 W Hillsdale Blvd.
San Mateo, CA 94402

Please Note: Official electronic and mailed transcripts must be sent directly from your institution.

Defense Language Proficiency Test (DLPT)

San Mateo Community College District may award three semester units in CSU GE Breadth Subarea C2 utilizing the [American Council on Education \(ACE\) recommendations](#).

Students who completed a DLPT exam, can request an official [Defense Language Institute Foreign Language \(DLIFLC\) Transcripts](#).

Please Note: If you did not attend DLIFLC, but I took a foreign language test you can request ACE credit recommendations by completing a [DLIFLC FORM 420](#).

Credit by Examination (CBE)

A currently enrolled student in good standing may be permitted to take a test for credit in lieu of a course, because of previous training or instruction. By completing an examination approved by the faculty of the appropriate division, credit will be recorded. Testing is not allowed for a course for which credit has previously been granted or if credit has been earned in a more advanced course in the same sequence. Credit by Examination may not be used in order to improve a grade already received for a course. A maximum of 12.0 units toward an Associate Degree or 6 units toward a certificate may be earned through Credit by Examination, however, it may not be counted in determining the 12.0 semester units in residence. The student's academic record shall be annotated to reflect that credit was earned by examination. Credit by Examination can only be taken for a course once, regardless of outcome (Passed/Not-Passed of Letter Grade).

To pursue the Credit by Examination option, obtain a Credit by Examination form from Admissions and Records. Admissions and Records approves eligibility. The student must submit the approved form to the division offering the course. If the course is available using the Credit by Examination option, a faculty member will arrange for the examination(s) to be administered and graded. All grades issued upon completion of Credit by Examination will be used in the calculation of the student's grade point average and for determining scholarship awards.



External Exams

Credit units earned through the Advanced Placement Test (AP), College Level Examination Program (CLEP), or the International Baccalaureate Examination (IB).

Advanced Placement Test (AP)

The California Community College System, the California State University (CSU) System, and the University of California (UC) System all award credit for AP Exams. The San Mateo County Community College District (SMCCCD) grants credit toward its local Associate degrees and CSU General Education (GE) and Intersegmental General Education Transfer Curriculum (IGETC) certification patterns to students who attain scores of 3, 4, or 5 on the AP Exams of the College Board.

Students can earn a minimum of 3 semester units of credit for each AP exam satisfactorily passed. [The Advanced Placement Equivalency Guide](#) identifies how AP exam credit can be applied. Students should meet with a counselor for specific information regarding AP exam placement and credits awarded. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its AP credit policy.

To receive credit, students must submit their official AP scores to their SMCCD College. For information about obtaining a transcript, contact the College Board. Information is available on the web at <https://www.collegeboard.com>.

College Level Examination Program (CLEP)

The San Mateo County Community College District (SMCCCD) grants credit for successful completion of certain CLEP examinations to students who attain satisfactory scores. Access the [CLEP Equivalency Guide](#) to identify how CLEP credit can be applied. The University of California does not award units for CLEP. CLEP credits do not apply to IGETC requirements.

Students can earn a minimum of 3 semester units of credit for each exam satisfactorily passed. Students should meet with a counselor for specific information regarding CLEP placement and credits awarded. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its CLEP credit policy.

To receive credit, students must submit an official CLEP to their SMCCD College. For information about obtaining a transcript, contact the College Board. Information is available at <https://www.collegeboard.com>.

International Baccalaureate Examination (IB)

The San Mateo County Community College District (SMCCCD) grants credit for successful completion of certain IB examinations to students who attain satisfactory scores. The San Mateo County Community College District (SMCCCD) grants credit toward its local Associate degrees

and CSU General Education (GE) and Intersegmental General Education Transfer Curriculum (IGETC) certification patterns to students who attain scores of 4 or higher. Access the [IB Equivalency Guide](#) to identify how IB exam credit can be applied.

Students should meet with a counselor for specific information regarding IB exam placement and credits awarded. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its IB credit policy.

To receive credit, students must submit an official IB transcript to their SMCCD College. For information about obtaining a transcript, contact the International Baccalaureate. Information is available at [International Baccalaureate Organization website](#).

