

San Diego Community College District

Procedure
3900.4

November 29, 2000

CREDIT AVAILABLE FOR STANDARDIZED TESTING PROGRAMS

This procedure implements District [Policy 3900](#) regarding the awarding of academic credit from standardized testing programs.

I. 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, and/or Advanced Placement Tests (APT) when the following conditions have been met:
 - 1. The subject examination is listed in the American Council on Education "Guide to Credit by Examination."
 - 2. The overall standard score is 500 or above; subtest is at the 50th percentile or higher.
 - 3. Credit for Advanced Placement Tests on the approved list is only awarded for a score of 3 (qualified), 4 (well qualified), or 5 (extremely well qualified).
 - 4. Credit for International Baccalaureate will be granted for each International Baccalaureate Higher Level subject examination passed with a score of four or better.

II. APPLYING FOR CREDIT FOR STANDARDIZED TESTING PROGRAMS

- . Student submits official test scores to the college Evaluations office
- A. The college Evaluations office:
 - 1. Verifies that the student is currently enrolled in a college of the district.
 - 2. Verifies that the request falls within the limitations of this policy.
 - 3. Determines the units to be awarded based on the following:
 - a. Guide to Education Credit by Examination published by the American Council on Education.
 - b. The Master Equivalency/Articulation List developed and approved by the Instructional Services Council.
 - 4. Verifies that all official transcripts are on file.
 - 5. Sends the original documents, along with units awarded, to District Records office.
- B. The District Records office posts units to student's academic record and returns original documents to the college for inclusion in the student's folder.

III. LIMITATIONS

- A. Departmental approval is required to satisfy requirements in the student's major.
NOTE: The limitations of the credit/no credit policy shall be waived in this instance.

- B. Tests cannot be used to meet:
 - 1. California/American Institutions requirement.
 - 2. Laboratory requirements.
 - 3. English composition requirements (except for APT).
- 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. Full credit will not be granted in subject areas where a student has completed equivalent courses. Subsequent credit for a completed college course(s) will not affect units previously granted for the CLEP General Test in the same subject area.
- F. A cumulative maximum of 30 units may be granted in the area of CLEP/DANTES general and subject examinations and in Advanced Placement Tests and International Baccalaureate examinations.
- G. Credit for standardized tests will not be granted if it duplicates any other credit awarded to the student.
- H. Processing fees will not be applicable.

SUPERSEDES:

Procedure 3900.4, 6/25/87, 5/4/81, 10/14/98