

An earned grade may be changed by the professor **within one year** if an error has occurred. **Grades cannot be changed on the basis of a student completing class work subsequent to the assignment of the final grade.**

## Examination Credit

Credit units earned through the Advanced Placement Test (AP), College Level Examination Program (CLEP), Credit by Examination (CBE), or the International Baccalaureate Examination (IB) do not satisfy unit load requirements for enrollment status for programs such as financial aid, athletics, veterans benefits, or for graduation residency requirements.

Skyline College accepts the following types of test scores:

Advanced Placement Test (AP): Please see the [Advanced Placement Exam Credit Policy chart](#) to determine use of test scores.

College Level Examination Program (CLEP): Credit may be used to meet requirements for an Associate Degree. A maximum of 15 units can be earned 3 units for each of the tests within the five examination areas: English Composition, Social Sciences and History, Humanities, Natural Sciences, and College Mathematics. Upon receipt of official examination results, CLEP units will be posted to a student's Skyline College transcript by the Office of Concurrent Enrollments and Records. Should students transfer to a university, CLEP credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding CLEP credit. CLEP Credit cannot be applied to IGETC.

Credit by Examination (CBE): A currently enrolled student in good standing may be permitted to take a test for credit for courses, if qualified, 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, 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. A student may complete any course through Credit by Examination procedures only once.

To pursue the Credit by Examination option, obtain a Credit by Examination form from the Office of Concurrent Enrollments and Records. The Office of Concurrent Enrollments 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.

International Baccalaureate Examination (IB): See the International Baccalaureate Examination Credit Policy chart on pages 23-24 to determine use of test scores.

## Transcript Evaluation Service

San Mateo County Community College District, Transcript Evaluation Service (TES) and Degree Works™ work together to present SMCCCD students, counselors, and Admissions and Records Offices with an evaluation of how coursework completed outside the SMCCCD can be applied to SMCCCD certificates, associate degrees, bachelor's degrees, CSU GE certification and IGETC certification.

Students with external coursework should submit official transcripts from previous schools to the Admissions and Records Office of their home campus (Cañada College, College of San Mateo or Skyline College). The transcript evaluation is then requested *by the student* through their WebSMART account. The evaluation will post to Degree Works™ and serves as the official response from the district.

Students requesting the service must:

- Be currently enrolled in a class in a San Mateo County Community College District college
- Must have previously completed 6 units in the SMCCCD, or are currently enrolled in 6 units or, have a combination of previously completed and current enrollment that adds to at least 6 units
- Submit all official transcripts to the Admissions and Records Office of your home institution
- Plan to complete a certificate, associate degree, bachelor's degree, CSU GE certification or IGETC certification within the SMCCCD
- Update student information on WebSMART with current and accurate educational goal

NOTE: Students who have completed all their coursework within the SMCCCD will *not* need to request the services of TES.

More information can be found at the District [Transcript Evaluation website](#).