

SAN DIEGO COLLEGE OF CONTINUING EDUCATION

CAREER TECHNICAL EDUCATION (CTE)

TRANSITIONS CREDIT BY EXAM

SDCCE TO COLLEGE COURSE TO COURSE ARTICULATION

The San Diego College of Continuing Education (SDCCE) Career Technical Education (CTE) Transitions Credit by Exam process provides SDCCE students with opportunities to accelerate college degree completion.

Through the CTE Transitions Credit by Exam process, SDCCE students are able to earn college credit by successfully completing specific SDCCE courses that are tied to active CTE Transitions Credit by Exam Agreements between SDCCE and San Diego City, Mesa, or Miramar College. These agreements better ensure that a student does not have to repeat the same content in a community college course that they already learned at SDCCE.

- Students earn SDCCD college credit (and in some instances, university transferable credit)
- Fees are waived for college course(s) completed through the credit by exam process
- College credit may be used to meet degree or certificate requirements and enables the student to advance to the next level college course for which the course(s) completed through the CTE Transitions Credit by Exam process count as prerequisites

In order for students to receive college credit, an active agreement must be in place between SDCCE and San Diego City, Mesa, or Miramar College at the time the student is enrolled in the SDCCE course.

SDCCE STUDENT REQUIREMENTS:

To receive college credit through CTE Transitions Credit by Exam, you must:

1. Enroll in a currently approved CTE Transitions Credit by Exam SDCCE course at SDCCE
2. Complete an online **College Application** for City, Mesa, or Miramar College
3. Earn an "A" or "B" in the course
4. Earn an "A" or "B" on the approved final assessment within the course
5. After completing the course and final assessment with qualifying grades ("A" or "B"), complete the online **Acknowledgement of College Credit /College Request Form** (student acceptance of college credit **must be submitted within 2 full academic semesters**, i.e. Fall/Spring or Spring/Fall)
 - a. This form will be emailed to you upon confirmation of your qualifying grades
 - b. Confirmation of qualifying grades is completed by your SDCCE instructor through the online SDCCE Instructor Certification Form at the end of the term. This form provides confirmation of your final course grade and final assessment grade and is provided to SDCCE Student Services

2021-2022 CURRENT SDCCE PROGRAMS

The following SDCCE programs provide opportunities for college credit:

- ★ Auto
- ★ Business Information Worker
- ★ Child Development
- ★ Culinary
- ★ Clothing & Textiles
- ★ Digital Media & Programming
- ★ Electronic Technician
- ★ Front End Web Developer
- ★ Health Unit Coordinator – Medical Terminology
- ★ HVAC - Mechanical Technician
- ★ Networking

STUDENT INQUIRIES

- SDCCE students are encouraged to meet with their counselor to explore CTE Transitions Credit by Exam opportunities. Student may also contact SDCCE Student Services: sdcecreditbyexam@sdccd.edu or review CTE Agreements at <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/workforce-and-economic-development/cte-transitions-credit-by-exam/sdce-to-college.aspx>

IMPORTANT INFORMATION

- Receiving college credit through the CTE Transitions Credit by Exam process is free
- All college financial holds or records issues must be cleared before the posting of college credit
- SDCCE students do not need to be residents to receive college credit through the CTE Transitions Credit by Exam process. However, filing a college application does require residency determination
- Students cannot receive college credit through the CTE Transitions Credit by Exam process for a college course they have already taken
- Students must complete the **Acknowledgement of College Credit /College Request Form** (note; you will automatically receive an email with this attachment once the instructor has completed the Certification form)
- The grade earned on the final assessment will be the grade transcribed on the student's college transcript. For example: if the student receives an "A" in the course and a "B" on the final assessment, then the student's college transcript will show a "B" for the college course
- Posting of college credit on a student's college records may take up to a semester from the date the form is submitted by the instructor for processing

Reminder: SDCCE students are only eligible to receive early college credit through the CTE Transitions Credit by Exam process if they have earned a grade of "A" or "B" on both the overall course grade and final approved assessment (exam/portfolio).

Frequently Asked Questions (FAQs)

- **When will my college grade get posted?**
 - Posting of college credit on a student's college records may take up to a semester from the date the form is submitted by the instructor for processing
- **How will I know if I qualify?**
 - See Student Requirements listed above
- **How do I submit a college application?**
 - Using your Student Portal, click on City, Mesa or Miramar icon and follow directions to apply
- **Which college should I apply to?**
 - You can ask your counselor which college/s your course/s will transition to or you can visit to see the CTE Agreements for your program: <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/workforce-and-economic-development/cte-transitions-credit-by-exam/sdce-to-college.aspx>
- **How long to do I have to accept the college credit?**
 - Student **must submit** the **Acknowledgement of College Credit /College Request Form** to accept college credits within **two full semesters i.e** Fall/Spring or Spring/Fall.
 - Students will receive the **Acknowledgement of College Credit /College Request Form** automatically via email after the faculty has submitted the **Instructor Certification form**.