

## SDCCD to College CTE Transitions Credit by Exam, Fall 2023 Process Overview

### Start of term:



SDCCE Programs with courses tied to CTE Transitions Credit by Exam are encouraged to promote completion of the CCCApply Application in the beginning of the term for the term the student is currently enrolled.

Support for completing the application is available via City, Mesa, and Miramar College Outreach Coordinators.

Programs are encouraged to incorporate this requirement, the full credit by exam process, and college credit opportunity within their Program Orientations, Program webpage/materials, and course syllabi.

### STEP 1:

SDCCE provides an orientation to inform students of the CTE Transitions Credit by Exam process and college application requirements.



### STEP 2:

SDCCE Student registers for SDCCE CTE Transitions Credit by exam course.

SDCCE courses tied to current CTE Transitions Credit by Exam agreements are identified within the online schedule. Students can hover over the C icon to learn more about the process. Students can search the online schedule for courses that offer credit by exam opportunities.

By enrolling in the course, the student acknowledges that if they meet eligibility requirements they would like to earn college credit by enrolling in this course.



### STEP 3:

At time of enrollment, SDCCE STUDENT receives an auto email outlining requirements.

The email is tailored to whether or not they have an active credit college application on file. Students that do not have an active college application at the time of registration will receive additional information in this email to complete their application.

The email includes a link to the Opt-out of College Credit Form. If a student does not want college credit, they must complete the Opt-out of College Credit Form.

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## End of Term:



SDCCE STUDENT receives a "C" or higher in the course (overall course grade) and a "B" or higher on the approved final assessment of CTE Transitions Credit by Exam eligible SDCCE course.

The Approved final assessment is provided within the course (not taken separately; not taken after course).

### STEP 4:

**SDCCE FACULTY submits student's grades into PeopleSoft within one week of the class end date.**

In addition to submitting the overall course grade, the faculty must submit the final assessment grade for all students within the CE Attendance/Grade Roster



### Step 5:

#### Grade eligible students

Students that meet all eligibility requirements will be placed on a transcription query that is routed to District SS for transcription

If a student is grade eligible and missing 1 or more requirements they will receive an automated email tailored to what action items are needed in order to receive credit.

Students missing a credit college application – a "My To Do List" item will appear in their MySDCCD portal  
Students who are grade eligible but opted out, will be given an opportunity to opt back in. Students have 2 semesters, not including summer, to submit a request to receive credit.



### Step 6:

#### College credit is transcribed to approved students

District Student Services transcribes the final assessment grade to the students credit college transcript.

Once grades are transcribed, the student will receive an auto email confirming transcription

SDCCE SS will keep track of students who are missing eligibility requirements.