

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CONTINUING EDUCATION

CREDIT-BY-EXAM PROGRAM

Introduction

The goal of the Continuing Education (CE) Credit by Exam Program is to develop and maintain agreements between the college campuses and CE that allow students to earn college credit by successfully completing Continuing Education Career Technical Education (CTE) courses.

Successful completion of the approved course(s) entitles you to:

- ◆ Earn SDCCD college credit (and in some instances, university transferable credit)
- ◆ Waive fees for college course(s) completed through the CE Credit-by-Exam Program
- ◆ Use the course to meet degree or certificate requirements
- ◆ Advance to the next level of college classes for which this course serves as a prerequisite

Requirements for the program:

- ◆ Enroll in an approved articulated CE course or program at your CE campus
- ◆ Complete a SDCCD college application online
- ◆ Complete the CE Credit-by-Exam application with your instructor
- ◆ Earn a grade of "B" or better in the CE course and on a college-approved final exam

Application for College Credit:

- ◆ Credit-by-Exam application must be turned in to the CE Instructional Services Office no later than two weeks after course completion and/or after completing the last course required in an articulated CE CTE program.
- ◆ Articulated credit must be applied for immediately following completion of the course and/or after completing the last course required in an articulated CE CTE program.
- ◆ Articulated credit cannot be issued for CE courses or programs previously taken.

Important Student Information:

- ◆ The list of articulated credit-by-exam courses may change from year to year; agreements are effective in the Fall semester of each academic year.
- ◆ Filing a college application requires residency determination.
- ◆ All financial holds or records issues must be cleared before the posting of college credit.
- ◆ Students cannot receive CE articulated college credit for a college course they have already taken.



SAN DIEGO CONTINUING EDUCATION CREDIT-BY-EXAM CERTIFICATION

The purpose of this Credit by Exam agreement is to facilitate a smooth transition for students from CE certification programs to the San Diego Community College District's certificate and associate degree programs.

The following student has successfully met the requirements necessary for receiving college credit at the San Diego Community District Colleges (City, Mesa, Miramar). Please complete all information requested below.

_____/_____/_____
Nast *Hltw* BIRTHDATE CSID #
STUDENT NAME

STUDENT HOME ADDRESS CITY STATE ZIP CODE

STUDENT HOME PHONE # CE CAMPUS

HAVE YOU SUBMITTED AN SDCCD APPLICATION FOR ADMISSION ON-LINE? Yes No

College Site	College Course and Number	Units	CE Course	Final Grade	Date Completed

INSTRUCTOR NAME (*print and sign*) PHONE EXT. DATE

VICE PRESIDENT (*print and sign*) PHONE EXT. DATE

Based on the following Credit-by-Exam agreement guidelines, credit will be granted according to the following:

- Articulated student must earn a grade of B or better in the course and on the final exam to earn college credit
- Articulated student must have a Credit-By-Exam Certification Application on file in the CE Instructional Services Office.
- Credit-by-exam form must be submitted no later than two weeks after completing the articulated course or program.
- Articulated student must complete college admissions process and have a college application on file. (No additional fees are required for articulated courses).
- Credit for approved courses will appear on the SDCCD transcript after official CE grades are posted
- Courses will apply towards completion of the SDCCD certificate or associate degree program and in some cases used as transfer credit

SD Continuing Education

SDCCD Student Services

SDCCD CTE Transitions Office