



## CTE TRANSITIONS CREDIT BY EXAM AGREEMENT

**San Diego College of Continuing Education**  
*AUTO 600 Quick Service Lube, Pre-delivery Inspection Technician*  
*AUTO 601 Automotive Introductory and Safety*

&

**San Diego Miramar College**  
*AUTO 153G Introduction to Automotive Technology (3 units)*

**2021-2023**

### AGREEMENT SUMMARY

A student who completes the San Diego College of Continuing Education courses, **AUTO 600 and AUTO 601**, at any of the SDCCD Continuing Education sites and meets the San Diego Community College District defined performance and competency criteria outlined in this agreement, will be granted 3 units of college credit at **San Diego Miramar College** for **AUTO 153G**. The student will receive college credits upon successful completion of the CTE Transitions Credit by Exam requirements.

<b>SDCCE Course Number:</b>	AUTO 600
<b>SDCCE Course Name:</b>	Quick Service Lube, Pre-delivery Inspection Technician
<b>College Course Number:</b>	AUTO 153G
<b>College Course Name:</b>	Introduction to Automotive Technology
<b>SDCCD College:</b>	San Diego Miramar College
<b>Units:</b>	3 college units
<b>College Approved Credit by Exam Method:</b>	Completion of Miramar College final exam for AUTO 53 with a minimum grade of 'B' (80%) or better.
<b>Testing location/proctor:</b>	Testing by SDCCE faculty at SDCCE location.
<b>Industry Sector:</b>	Transportation
<b>SDCCE Program Area:</b>	Automotive
<b>College Program Area:</b>	Automotive
<b>Agreement Effective Dates:</b>	Fall 2021 through Summer 2023

Table 1.

## **PURPOSE OF AGREEMENT**

CTE Transitions Credit by Exam is an early college credit model based on course to course agreements that connect existing career education Continuing Education pathways to Career Education degrees and certificates at San Diego City, Mesa, and Miramar College through a credit by exam process. The purpose of CTE Transitions Credit by Exam course to course agreements is to accelerate college career education degree or certificate completion.

The process of developing an agreement connects college faculty to Continuing Education faculty and supports pathway alignment from Continuing Education career education pathways into college career education programs.

Agreement Development:

- Builds faculty to faculty partnerships
- Supports curricular updates, modernization, and alignment
- Increases Continuing Education student awareness of occupational pathways and opportunities at the community colleges
- Encourages the collaborative development of additional student opportunities to engage with the community colleges and explore careers

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

- Earn SDCCD college credit (and in some instances, university transferable credit)
- Waive fees for college course(s) completed through the 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

## **EXAMINATION DEVELOPMENT AND ADMINISTRATION**

**Development:** Faculty from both institutions and programs will exchange course outlines and curricula including required tests, written assignments, extended projects, and any other curriculum and assessments necessary to determine the equivalency of the established student learning outcomes regarding the knowledge, skills, and abilities required by the credit by exam process.

**Methods of Examination:** As outlined in California's Education Code of Regulations (5 CA ADC § 55050), the determination to offer credit by examination rests solely on the discretion of the discipline faculty. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college.

- The college faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record.
- Methods of examination will reflect mastery of the course content for each college course listed in this agreement. The college faculty approved credit by exam methods of assessment for this agreement are indicated on page one (Table 1) of this document.
- The approved method(s) of examination will be integrated into the Continuing Education course curriculum.
- Copies of the approved methods of examination are to be held on file at the SDCCD District Office, College's Office of the Vice President of Instruction, and at Continuing Education's Vice President of Instruction Office.
- Continuing Education faculty will integrate the approved method(s) of examination into their course.

### **Requirements and Certification of Credits**

In order for a student to receive college credit through CTE Transitions Credit by Exam, an active agreement with a college must be in place for a course at the time a Continuing Education student is enrolled in that course.

The Continuing Education **student** must:

1. Enroll in a currently approved CTE Transitions Credit by Exam SDCCE course or program at SDCCE (see list of approved courses below under Active Agreements)
2. Earn an "A" or "B" in the course
3. Earn an "A" or "B" on the approved final assessment within the course
4. Complete an online college application for City, Mesa, or Miramar College
5. After completing the course and final assessment with qualifying grades ("A" or "B"), complete the online student acceptance of college credit form. This form will be emailed to you upon confirmation of your qualifying grades.
6. In addition to meeting these requirements, your SDCCE instructor must complete an online Certification Form to SDCCE Student Services. This form provides confirmation of your final course grade and final assessment grade.

The Continuing Education **faculty/counselor** must:

1. Provide CTE Transitions Program Credit by Exam information to your students within your class syllabus and during the first week of class. Ensure the students are aware they may be eligible for college credit.
2. Fully integrate the college approved final exam or portfolio process into your course. Administer the approved final exam or portfolio to all students participating in the course.
3. Grade all students participating in the course (final exam/portfolio grade and overall course grade)
4. Complete the SDCCE Certification form for all eligible student.

After review and approval, Continuing Education Credit by Exam Certification forms are forwarded to the District Career Education and Workforce Development Department for processing.

CTE Transitions Credit by Exam Agreements are available for career education courses only. The college course must be active at the time of enrollment. SDCCD credit cannot be offered for college courses that are not active.

Students may not repeat a course for credit via credit by exam.

**CAREER PATHWAYS**

The San Diego Community College District course(s) listed within this agreement is required for the following programs:

<b>College Course: AUTO 153G</b>			
<b>COLLEGE</b>	<b>CERTIFICATE OF PERFORMANCE*</b>	<b>CERTIFICATE OF ACHIEVEMENT*</b>	<b>ASSOCIATE OF SCIENCE DEGREE**</b>
Miramar College	Independent Business Ownership	Entrepreneurship	Entrepreneurship

\*Please refer to the college catalog for a complete listing of course requirements for certificate and degree programs.

\*\*Associate Degree requirements include general education courses in addition to the major prep requirements. Please refer to the college catalog for a complete listing of course requirements for certificate and degree programs.