

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
CREDIT BY EXAM AGREEMENT**

**San Diego Continuing Education  
HLTH 612 Medical Terminology**

&

**San Diego Mesa College  
MEDA 110 Medical Terminology**

**2019-2021**

**AGREEMENT SUMMARY**

A student who completes the San Diego Continuing Education HLTH 612, Medical Terminology course 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 up to 3 units of college credit at San Diego Mesa College for MEDA 110 Medical Terminology. The student will receive the college credit(s) upon successful completion of CTE Transitions Credit by Exam certification process. Students may not repeat a course for credit via Credit by Exam.

**Medical Terminology**

SDCE Course Number	SDCE Course Name	SDCCD Course Number	SDCCD Course Name	Units	Location	College Approved Credit by Exam Method
HLTH 612	Medical Terminology	MEDA 110	Medical Terminology	3	Mesa	Completion of final exam approved by college faculty with grade of B or better.*Exam will be administered at SDCE.

*The above table is a compilation of the San Diego Continuing Education HLTH 612 course that is approved for credit by exam to the MEDA 110 course at San Diego Mesa College. Students requesting college credit by exam should refer to the section on the Associate Degree Requirements in an SDCCD catalog for further information regarding major requirements, district requirements, and general education requirements.*

**PURPOSE OF AGREEMENT**

Through this articulation agreement in the field of Medical Assisting, Continuing Education and college faculty will coordinate instruction and student learning outcomes to ensure each articulated student's transition from Continuing Education to San Diego Mesa College occurs without unnecessary duplication of effort or loss of credit.

Outlined below are additional reasons for establishing this articulation agreement:

1. Successful completion of the Continuing Education course identified in this agreement is recognized as an integral part of educational preparation in Medical Assisting and related majors.
2. Students may apply the units acquired in the Continuing Education course/program toward Associate Degree requirements.
3. The process of coordinating and refining curricula in the articulated courses will result in an updated, more effective instructional program.
4. San Diego Community College District will benefit by retaining students who have attained proficiency in core competencies and demonstrated an interest in and commitment to the field of Medical Assisting.
5. Continuing Education students will recognize the value of their instruction and fieldwork as part of their total career and life skills preparation.
  1. Students become more aware of career opportunities and job requirements available in Medical Assisting, and other related fields.

**IMPLEMENTATION PLAN**

Continuing Education and San Diego Community College District will implement the Continuing Education Credit by Exam Agreement using the plan specified below:

- A. Faculty from both 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 for articulation through the Credit by Exam process.

- B. In order for a student to receive San Diego Community College District credit for San Diego Continuing Education's HLTH 612, the **Student** must:
- Complete the course/program identified in this agreement with a grade of "B" or better,
  - Complete the college faculty approved final exam with a grade of "B" or better,
  - Complete the SDCCD on-line college application and the Continuing Education Credit by Exam Certification form,
  - Submit the paperwork to the Continuing Education instructor/counselor.
- C. **San Diego Continuing Education instructor/counselor** must:
- Assign course grade, date, and sign Continuing Education Credit by Exam Certification form in the packet, and
  - Send the packet to the Continuing Education Instructional Services Office, ECC, Room 104.
  - After review and approval, the forms will be forwarded to the District Career Education and Workforce Development Department for processing.
- D. To apply for and receive San Diego Community College District credit the student shall complete the agreed upon minimum curriculum competencies as stated in the course outline for the agreed upon courses and pass the high school course and college faculty approved exam with a grade of "B" or better. The course outlines can be viewed at [www.sdccdcurricu.net/sdccd2/search/course/](http://www.sdccdcurricu.net/sdccd2/search/course/). For technical assistance, contact the CTE Transitions office at (619) 388-6572.

**DEVELOPMENT AND ADMINISTRATION OF EXAMINATION**

The nature and content of the examination shall be determined solely by the college faculty in the discipline who normally teach the course for which credit is to be granted. The college faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record.

A separate examination shall be conducted for each course for which credit is to be granted .

The college faculty approved Credit by Exam methods of assessment for this agreement are indicated on page one of this document and in the Implementation Plan below. Methods of examination will reflect mastery of the course content for each college course listed in this agreement. The student must earn a letter grade of B or better on the faculty approved Credit by Exam method of examination in order to be awarded college credit.

**CAREER PATHWAYS**

The San Diego Community College District course listed within this agreement (MEDA 110) is required for the following programs:

**Medical Terminology**

<b>CERTIFICATE OF PERFORMANCE*</b>	<b>CERTIFICATE OF ACHIEVEMENT*</b>	<b>ASSOCIATE OF SCIENCE DEGREE**</b>	<b>COLLEGE</b>
	Coding Specialist; Medical Assisting	Medical Assisting; Radiologic Technology	Mesa

\*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.

**CERTIFICATION OF CREDITS**

In order for a student to receive San Diego Community College District credit for San Diego Continuing Education's HLTH 612 course, the **Student** must:

- Complete the course/program identified in this agreement with a grade of "B" or better,
- Complete the college faculty approved final exam with a grade of "B" or better,
- Complete the SDCCD on-line college application and the Continuing Education Credit by Exam Certification form,
- Submit the paperwork to the Continuing Education instructor/counselor.

**San Diego Continuing Education instructor/counselor** must:

- Assign course grade, date, and sign Continuing Education Credit by Exam Certification form in the packet, and
- Send the packet to the Continuing Education Instructional Services Office, ECC, Room 113.
- After review and approval, the forms will be forwarded to the District Career Education and Workforce Development Department for processing.