



CE Transitions Program

CREDIT BY EXAM PROCESS FLOW CHART

San Diego Community College District | 3375 Camino Del Rio S. | San Diego, CA 92108 | Phone: 619.388.6572

NEW AGREEMENT DEVELOPMENT

High School or college faculty submit request for credit-by-exam to CE Transitions office along with current course outline

CE Transitions office convenes credit-by-exam review meeting and establishes the final assessment tool

CE Transitions office prepares credit-by-exam agreement document

CE Transitions office gathers original approval signatures from high school and college(s)

CE Transitions office records and activates credit-by-exam agreement

AGREEMENT RENEWAL

High School district representative sends current course outline, final assessment tool and CE instructor and principal list to the CE Transitions office

Electronic or hard copy renewal notice sent to college and high school faculty and staff for review

College and High School staff/faculty submit changes and/or renewal approval with original signature(s) to CE Transitions Office
**Curriculum changes require a meeting*

CE Transitions Office activates updated agreements for current academic year and posts on and CE Transitions master list and website

COLLEGE CREDIT REQUIREMENTS

- HIGH SCHOOL STUDENTS:**
- Create Account and/or enroll in CATEMA
 - Earn a grade of “A” or “B” in CE Transitions approved class and on the college approved final exam

NO LATER THAN 18 MONTHS FOLLOWING HIGH SCHOOL GRADUATION:

- Successfully complete a **SDCCD online application**
- Submit **Student Petition Form** to CE Transitions office
- Submit **official high school transcript** to CE Transitions office

HIGH SCHOOL INSTRUCTOR:
Create or update CATEMA Account

- Add High School course
- Assign grades and recommend credit
- Print, sign and date CATEMA roster in ink and send to CE Transitions office

AWARDING OF CREDIT

CE Transitions office verifies student’s SDCCD college application is on file, along with receipt of the Student Petition form and *official* high school transcript

Verified documents are forwarded to SDCCD Student Services office for processing and posted to SDCCD permanent academic transcript

Student requests official college transcript through SD City, Mesa or Miramar Admissions and Records office or through the SDCCD Student Services office