



CTE Transitions Credit by Exam

High School to San Diego City, Mesa, and Miramar colleges

Process Overview

Agreement Development

Step 1: San Diego Unified High School and SDCCD college Faculty share, review, and discuss existing courses or new proposed courses to explore alignment. College faculty review and approve SDUSD courses for CTE Transitions Credit by Exam and either review and approve existing final exams or design and provide a final exam (or portfolio review) that is incorporated into the course (and taken as part of the course). SDCCD Career Education and Workforce Development Department coordinates this process.

- Required elements to facilitate discussions: Before meaningful conversations can occur, SDUSD course outline, syllabus showing hours assigned to topics/activities, and final exam with grading rubric is needed.

Step 2: Working in conjunction with college deans, faculty, and AO's, an agreement is drafted between SDUSD and the college(s). SDCCD Career Education and Workforce Development Department coordinates this process, drafts the agreements, and circulates it to the SDCCD college AOs and SDUSD teachers and principals at each high school where the course is going to be offered. The agreement is then circulated for signatures by faculty, deans, AOs, teachers, principals, etc.

Agreements may have unique components – for example: requirements that college faculty proctor the final exam or portfolio review.

The agreement stipulates grading, student requirements, and any specialized information desired by college faculty.

Agreements are made for two years unless college faculty request a one year contract.

Required components:

- Course outline
- Syllabus showing hours assigned to topics/activities
- Final exam
- Final exam grading rubric

Implementing an Agreement:

Once in place, a list of all SDUSD faculty teaching the course must be provided and held on file by the SDCCD Career Education and Workforce Development Department.

SDUSD faculty teaching courses included in active CTE Transitions Program Credit by Exam agreements are given access to CATEMA. CATEMA is a statewide software



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designed to manage CTE Transition Programs for high school students and provides a roster for all participants by course.

At the end of each course, SDUSD teachers enter the final exam grade and final course grade into CATEMA.

Awarding College Credit:

Students who complete both sections of the course with an A or a B and receive an A or B on the college faculty approved final exam are eligible to petition for college credit.

Eligibility Requirements for High School Students and Required Steps for Receiving Credit:

Step 1: Enroll in an approved CTE Transitions class at your high school.

Step 2: Successfully create a CATEMA profile and select the approved CTE Transitions class(es) that you are enrolled in.

Step 3: Earn a grade of 'A' or 'B' in each section of an approved CTE Transitions class and on the final exam(s) and/or project(s).

Step 4: Successfully complete an SDCCD college application online (must be completed within 18 months of high school graduation).

Step 5: Submit CTE Transitions Program Student Petition for College Credit form and official high school transcript to CTE Transitions Office (must be completed within 18 months of high school graduation). This form gives permission to SDCCD to review the student's information and award credit.

NOTE: Steps 4 and 5 must be completed within 18 months of high school graduation. Credit cannot be awarded if Steps 4 and 5 are completed outside this 18 month window.

Once the CTE Transitions Program office receives the student petition and required materials, then the information is reviewed. Approved petitions are sent to Student Services.

Student Services then assigns the credit to their transcripts. It is the final exam grade that will appear on the student's college transcript. Transcript grade information is communicated with the SDUSD Registrar and added by the SDUSD Registrar to the student's high school transcript.



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Student Inquiries

CTE Transitions Program high school students are managed by the SDUSD College and Career Technical Education Office.

Once a grade is added to a student's transcript, all student inquiries related to the grade are addressed by SDCCD Student Services.

SDCCD College faculty and staff should refer all student inquiries to the SDCCD Career Education and Workforce Development Department. This department will collect the pertinent information from the student and connect the student to District Student Services. Detailed procedures on specific inquiries are available.

Staff and Faculty Support

SDCCD Career Education and Workforce Development Department manages the CTE Transitions Program and is responsible for supporting the agreement development, implementation, and maintenance processes.

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