Process Change Summary

This document provides a summary of the major changes to the SDCCE Credit by Exam Process and includes draft talking points for SDCCE to consider when communicating updates to stakeholders

SDCCE Credit by Exam Process Revisions

SDCCE Student Services and Instructional Services, with support from District Student Services, Career Education and Workforce Development, and IT, have been working to refine the SDCCE Credit by Exam process. Process revisions were informed by students, faculty, and staff and focused on removing barriers for students, integrating processes into campus solutions, decreasing administrative burden, and improving the faculty experience. The new "opt-in-model" and changes to final assessment grade entry and record keeping were approved in fall 2021. Throughout the spring semester, the behind the scenes elements were developed.

- Revised student processes and requirements went live with fall registration
- Changes to faculty final assessment grade entry will took effect for all fall 2022 sections tied to active credit by exam agreements

Summary of Key Changes beginning Fall 2022:

1. **New Icon for Increased visibility of opportunity to receive credit through the credit by exam process** – New course coding has enabled SDCCE to promote sections that provide credit by exam opportunities. As of fall registration, all sections tied to active credit by exam agreements are indicated with an icon on the online schedule. Information for students on the opportunity, requirements, and agreement details are built into the icon and course details section of the online schedule
   - SDCCE Instructional Services and Student Services is working to expand awareness through promotion of these opportunities on the website and in program materials (in process)
2. **Students no longer have to take the extra step to request college credit** – the new opt-in model removes this previously required step from the process.
   - By enrolling in the course, the student acknowledges that if they meet the eligibility requirements they want to receive the credit
   - This is communicated within the online schedule and through an auto email at time of enrollment
   - An "opt out" form is available in the auto email at time of enrollment for those who choose not to participate
   - Students are still required to complete a credit college application (CCCapply) and meet overall course grade (B or higher) and final assessment grade (B or higher) requirements. Beginning Fall 2023, students must meet the overall course grade of "C" or higher and a final assessment grade of "B" or higher
   - An updated student flyer is available

3. **Faculty no longer have to enter grades in the external Instructor Certification Process** – this external form increased faculty work-load, was cumbersome to use, and required extensive behind the scenes administrative management.
   o Starting with fall 2022 sections tied to active credit by exam agreements – faculty will now enter the final assessment grades for all students in a new final assessment grade roster within campus solutions – right next to their attendance grade roster (new tab)
   o Job aids (including videos and screen shots) are available
   o Training is available
4. **Increased support for completing the Credit College Application (CCCApply) is available**
   o Credit college outreach offices have provided phone numbers and online resources to support SDCCE students in completing the application
   o Outreach staff are available to join program orientations and classrooms to support students in completing the application
   o SDCCE students are encouraged to select the noncredit to credit transitions academic goal within the application – this will reduce the number of emails they receive and provide opportunities to tailor communication to them
   o The My To Do List in the student portal will be activated for grade eligible students who do yet have a credit college application on file
   o The auto email at time of registration is tailored to whether or not the student has an active application on file (if they do not have an active application on file, the email includes a reminder to complete this task and provides support resources)
      ▪ A copy of the current auto email at time of enrollment is available for SDCCE faculty and staff to view
5. **Improved student communication**
   o Students will receive improved communication at key stages in the process:
      ▪ Time of enrollment
      ▪ Grade eligibility (students who meet the overall course grade and final assessment grade requirements)
      ▪ When grades have been transcribed
   o SDCCE SS will also be in communication with students through the process as they verify eligibility and help students address any requirements not yet met.
   o SDCCE Credit by Exam email – SDCCE SS is committed to supporting students through the process. All inquiries can be directed to the new sdccecreditbyexam@sdccd.edu email address.
   o SDCCE Student Services and Instructional Services recommends credit by exam process requirements are included in program orientations, syllabi, and program materials. Faculty and staff are encouraged to connect students to SDCCE SS office.

Resources and reference materials available to SDCCE staff, faculty, and Deans:
- Summary of changes

- [2024-25 Student Flyer](#)
- [SDCCE Credit by Exam Overview](#)
- [Process Flow Chart](#)
- [Key Points of Contact](#)

Commented [CJ1]: Once the 24-25 documents have been approved, they will be linked here