



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION
Career Education & Workforce Development
Instructional Services Division

CTE Transitions Credit by Exam Agreement Development SDCE to San Diego City, Mesa, and Miramar colleges

Process Overview

Step 1: SDCE and College Faculty share, review, and discuss existing courses or new proposed courses to explore alignment. College faculty review and approve SDCE 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, SDCE 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 institutions. SDCCD Career Education and Workforce Development Department coordinates this process, drafts the agreements, and circulates it to the AOs. The agreement is then circulated for signatures by faculty, deans, AOs, etc.

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

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

Required components:

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

Step 3: Once in place, students who complete the course with an A or a B and receive an A or B on the college faculty approved final exam within the course are eligible to petition for college credit.

SDCE faculty teaching the course agree to grade the students and provide a final course grade and a final exam grade.

Step 4: SDCE faculty teaching the course provide SDCE's VPIs office with the student information directly following the close of the course (or sequence of courses).



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Step 5: The VPIs office then sends this information to SDCCD Career Education and Workforce Development Department's CTE Transitions Program. The CTE Transitions program reviews the information and sends the approved information to Student Services.

Step 6: Student Services assigns the credit to their transcripts. It is the final exam grade that will appear on the student's transcript.

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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