



# CTE Transitions

## San Diego Continuing Education

### Credit by Exam Certification Form

The goal of the CTE Transitions Credit by Exam Program between SDCE and San Diego City, Mesa, and Miramar College is to provide SDCE career education students with opportunities to accelerate college degree completion through the development and maintenance of agreements that allow students to earn college credit by successfully completing approved career education courses and/or programs at SDCE.

Successful completion of the approved course(s) entitles you to:

- Earn SDCCD college credit (and in some instances, university transferable credit)
- Waive fees for college course(s) completed through the credit by exam program
- Use the course to meet degree or certificate requirements
- Advance to the next level of college classes for which this course serves as a prerequisite

In order for a student to receive college credit, an active agreement must be in place between San Diego Continuing Education and SDCCD at the time the student was enrolled in the SDCE course.

#### **REQUIREMENTS FOR THE PROGRAM:**

1. Enroll in an approved CTE Transitions Program Credit by Exam SDCE course or program at your SDCE campus
2. Successfully complete an SDCCD college application online. **IMPORTANT:** Please do not submit more than one SDCCD online application.
3. Complete the SDCE Credit by Exam Certification Form with your instructor within four weeks of course completion
4. Earn a grade of "B" or better in the SDCE course and on a college approved end of course exam

#### **APPLICATION FOR COLLEGE CREDIT:**

Your Credit by Exam Certification Application must be turned in to the SDCE Instructional Services Office within four weeks of course completion and/or after completing the last course required in an articulated SDCE program

Articulated credit must be applied for immediately following completion of the course and/or after completing the last course required in an articulated SDCE CE program

Articulated credit cannot be issued for SDCE courses or programs previously taken

#### **IMPORTANT INFORMATION**

- The list of articulated credit by exam courses may change from year to year
- Agreements are effective in the Fall semester of each academic year
- Filing a college application requires residency determination
- All financial holds or records issues must be cleared before the posting of college credit
- Students cannot receive SDCE articulated college credit for a college course they have already taken

# CTE Transitions

## San Diego Continuing Education Credit by Exam Certification Form



The following student has successfully met the requirements necessary for receiving college credit at the San Diego Community District Colleges (City, Mesa, Miramar). Please complete all information requested below.

\_\_\_\_\_  
*Last*                      *First*                         /    /                         \_\_\_\_\_  
**BIRTHDATE**                                      **CSID #**  
**STUDENT NAME**

\_\_\_\_\_  
**STUDENT HOME ADDRESS**                      **CITY**                      **STATE**                      **ZIP CODE**

\_\_\_\_\_  
**STUDENT HOME PHONE #**                                      \_\_\_\_\_ **CE CAMPUS**

**HAS THE STUDENT SUBMITTED AN SDCCD APPLICATION FOR ADMISSION ONLINE?** Yes  No

SDCE Course	College Course and Number	Units	College Site	Exam Grade	Course Grade	Date Completed	Term to Apply Credit

\_\_\_\_\_  
**INSTRUCTOR NAME** (*print and sign*)                      **PHONE**                      **EXT.**                      **DATE**

\_\_\_\_\_  
**VICE PRESIDENT** (*print and sign*)                      **PHONE**                      **EXT.**                      **DATE**

**Based on the following SDCE Credit by Exam agreement guidelines, credit will be granted according to the following:**

- Articulated student must earn a grade of B or better in the course and on the final exam to earn college credit
- Articulated student must have a Credit By Exam Certification Application on file in the SDCE Instructional Services Office.
- Credit by exam form must be submitted no later than four weeks after completing the articulated course or program.
- Articulated student must complete college admissions process and have a college application on file. (No additional fees are required for articulated courses).

SD Continuing Education

SDCCD Student Services

SDCCD CTE Transitions Office