

## **CTE Transitions Course-to-Course Articulation Credit by Exam**

Course to course articulation credit by exam agreements may be developed with high school, the College of Continuing Education, and Adult Schools.

### **Agreement Development**

Agreement development includes course alignment and confirmation of the final assessment. Agreements are renewable made for two years, unless faculty request a one-year contract.

Working in conjunction with college deans, faculty, and articulation officers, an agreement is drafted between institutions. SDCCD Career Education and Workforce Development Department coordinates this process from the faculty review to the signing and implementation of the agreements. Final signed agreements and approved final assessments are held on file at the District and within each College's Instructional Services Office.

### **College Faculty Activities:**

#### **1. Meet with SDUSD or SDCCE to discuss curriculum alignment**

If, at any time, a college faculty member would like to meet with SDUSD or SDCCE regarding the course, District Career Education and Workforce Development Department will support the coordination of this meeting. Successful CTE Transitions Credit by Exam Agreements include additional opportunities for engagement and relationship building between all parties and their students.

#### **2. Review High School or Noncredit Course Outline(s)**

- a. Review high school or noncredit course curriculum and assessment
  - i. Course curriculum and existing assessment(s) will be provided to the faculty member by the SDCCD Career Education & Workforce Development Department
- b. Based on review:
  - i. Provide recommendation(s) for alignment to one or more current college courses
  - ii. Recommendations should be detailed and include notes on alignment, lack of alignment, or recommended adjustments that, if completed, would lead to alignment
- c. Provide recommendations to SDCCD Career Education & Workforce Development Department

Review of high school or noncredit curriculum does not guarantee alignment.

San Diego Unified School District (SDUSD) and San Diego College of Continuing Education (SDCCE) understand that the review may find that:

- there is alignment and an agreement can be developed

- alignment is possible if course adjustments and/or final assessment adjustments are made
- there is no alignment and recommend not moving forward

### **3. Review High School or noncredit course's current end of course assessment:**

- a. Does existing assessment adequately assess mastery of college course?
- b. If needed, provide a new assessment(s) or recommendations for updates to the existing assessment(s)
- c. If needed, provide an assessment grading rubric or answer key
- d. Creation and/or updates to the assessment may be done in partnership with SDCE or SDUSD or independently

The review may find that the high school or noncredit existing final assessment is adequate, that they need to use an existing college assessment instead, or that a new assessment needs to be developed.

Final assessments may include:

- A portfolio
- A hands-on assessment
- multiple choice, short answer, or written exam
- A combination of assessments

## **Moving Beyond an Agreement**

An agreement is just one component of a pathway partnership. College faculty are encouraged to consider outreach opportunities, events, and other activities to connect the high school or noncredit students to their programs and build seamless transitions into their programs.

## **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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The SDCCD CTE Transitions Program is supported by Perkins CTE Transitions funding.

## **Student Requirements**

In order to be eligible for credit, students must have an active college application on file and meet both the overall course grade requirement (C or higher) and the final assessment grade requirement (B or higher).

For details on specific process requirements, please explore the following links:

- [For San Diego Unified Students](#)
- [For all other High Schools \(non SDUSD schools\)](#)
- [For College of Continuing Education Students](#)