



## Regional Best Practices for Articulation with Credit by Exam

*Draft updated 1/14/16*

1. Pre-Agreement Roles and Responsibilities
  - a. High school submits course outline, syllabus, and final exam to college/district CTE Transitions office
  - b. CTE Transitions Coordinator facilitates communication between the high school instructor and college faculty member
  - c. College faculty reviews and approves criteria for credit
    - i. Credit-by-Exam is designed or approved by college faculty
    - ii. Articulated high school course is “determined to be comparable to a specific community college course”<sup>1</sup>
2. Pre-Agreement Requirements
  - a. Programs of Study will be created to align with current labor market information and high school and community college funding and accountability measures
    - i. They will be posted on district websites
  - b. CC CTE Deans and Transitions staff will work with HS CTE Admin to plan articulation calendar for each year to pursue and renew articulation agreements
  - c. Data sharing agreements in place between high school and community college (ex. Cal Pass MOU)
3. Agreements will be
  - a. Developed with reference to the Statewide Pathways templates:  
[www.statewidepathways.org/showtemplates.php](http://www.statewidepathways.org/showtemplates.php)
  - b. Signed by all required parties in accordance to district policy<sup>2</sup>
  - c. Renewed on a two-year cycle, unless there are curriculum changes before the renewal date
4. Post-Course Roles and Responsibilities
  - a. High school student enrolls in the CTE data management system (CATEMA)
  - b. High school student completes all criteria for credit as outlined in agreement
  - c. High school instructor enters student grades into CATEMA and submits to the college district at the end of the course
  - d. Student and parent/guardian (if required) is informed about the impact of the credit on their post-secondary educational plan
  - e. Student submits request for credit to be posted on college transcript with parent consent if required

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<sup>1</sup> Title 5 California Code of Regulations 55051

<sup>2</sup> It should be noted that some colleges will only accept Credit-by-Exam in accordance to Title 5 and a consensus among college faculty

5. Receiving College Credit

- a. College district office records letter grade on the student's academic record
- b. Student must claim credit within one year of high school graduation, based on district policy
- c. All courses will be notated as Credit-by Exam on college transcript

6. Transferability of Articulated Credit

- a. Transferable credit will be processed through the colleges' evaluation office with transcript
- b. Data fields in the data management system will be set-up and used consistently across the region by CTE Transitions staff to ensure data for MP6<sup>3</sup> and MP6A<sup>4</sup> are gathered and can be uploaded into LaunchBoard appropriately

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<sup>3</sup> Completed a CTE articulated course

<sup>4</sup> Successfully completed a CTE dual enrollment course or credit by exam, with receipt of transcribed credits