

Community College Administrative Procedure

Alternative Methods of Awarding College Credit for Secondary Courses

Alternative methods of awarding Course-to-Course College Credit by Agreement

The Academic Senate Curriculum Committee will develop guidance pursuant to section 55002 (Standards & Criteria for Courses) to support faculty, in the appropriate discipline, to determine secondary course comparability to a specific community college course. [Suggested resources: The Academic Senate for California Community Colleges authored Alternate Methods for the Awarding of College Credit: Credit by Examination for Articulated High School Courses (adopted spring 2013). Available at <http://www.asccc.org/sites/default/files/AlternativeMethodsForAwardingOfCollegeCredit.pdf>

The college will publicize the courses (by number and title) eligible for review of comparability with secondary courses. A published list will increase awareness and opportunity for discipline dialogue important to the development of Course-to-Course College Credit by Agreements with Unified School Districts (USD).

[department/title] will serve as the college liaison to provide technical assistance upon request and receive LEA requests for review of secondary course comparability. Requests are to include a synopsis or statement of comparability from the secondary instructor correlated to the college's course outline of record. Upon receipt the request will be forwarded to the faculty in the appropriate discipline for review in accordance with curriculum committee guidance.

After faculty in the appropriate discipline review and approve course comparability the discipline dean and college liaison will guide the college and secondary school representatives through the finalization of the Course-to-Course College Credit by Agreement. The college and the USD must assign a primary point of contact to oversee the agreement and timely implementation thereof. The college primary point of contact serves as the bridge to fulfillment of college credit by examination and USD primary point of contact certifies eligibility for each secondary student request for college credit.

Each agreement must be signed by a) faculty, dean and vice president of academic affairs and b) USD instructor, principal, and administrator with educational program oversight. Copies of each fully executed agreement will be filed with:

- Academic Senate/Curriculum Committee,
- Dean of Admission and Records/Registrar
- Articulation Officer
- Division Dean (of the course/discipline) and/or Academic Affairs

Credit by examination for the secondary course will result in notation on a secondary student's academic record/transcript when the implementation of the agreement complies with Title 5 specifications for Credit by Examination and student adherence to applicable timelines.

- The nature and content of the examination was determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee. When the faculty determined the assessment used to validate credit by examination adequately measured mastery of the course content as set forth in the outline of record. Faculty may accept an examination conducted at a location other than the community college for this purpose.
- When a separate examination was conducted for each course for which credit is to be granted.
- When grading was in accordance with the regular grading system approved by the governing board including a “pass-no pass” option when that option was ordinarily available for the course.
- When secondary student applies to the college and has a student identification number.
- When notation of the academic record/transcript reflects a grade of “pass” or “C” grade or higher including annotation to reflect credit was earned by examination.
- Credit by examination units shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

At minimum the Course-to-Course College Credit by Agreement should include:

1. a) college (*name*) and b) USD (*name*);
2. a) (*insert name/title & contact information of who*) will serve (*the college*) as primary point of contact to implement the agreement* and b) (*insert name/title & contact information of who*) will serve (*the USD*) as primary point of contact to implement the agreement* - (*authority to deliver);
3. Effective dates of the agreement (*start/end date*);
4. a) (*insert name/title & contact information*) division dean and b) (*insert name/title & contact information*) USD school site administrator & address;
5. a) (*insert*) college course (number/title) and b) (*insert*) secondary course (number/title);
6. a) (*insert name/title & contact information*) college faculty/discipline approved course for credit by examination and b. (*insert name/title & contact information*) secondary instructor teaching course;
7. (*insert college/faculty assessment specifics*) will be the assessment/Credit by Examination method and grading will be “C” or higher / “pass-no pass” / (*insert other*) option (*important for a clear standard be established to determine secondary student eligibility for notation on their academic record*);
8. Step-by-step information for student claim of earned credit;
9. List of each semester term students will be enrolled in HS course throughout the duration of the agreement and include (general) month/year CBE will be assessed, date HS student must have college ID; name of who will make the assessment determination, and when determination will be made (within 30 days from course completion);
10. Deadline by which college receives claim/request from secondary student who is eligible for college credit by examination (maximum 60 days from course completion);
11. Credit by examination fee (if any-recommend secondary students not be charged a fee);
and

12. Termination and renewal clauses, i.e., termination clause-conditions under which the agreement will be cancelled due to changes in curriculum, mutual termination, and process through which agreement will be renewed.

Note: Title 5, 55051 (d) puts only one limitation on the number of credits a student can earn through CBE (...must have 12 units in residence to earn their associate degree). Assuming all secondary students earn course credit via the CBE mechanism – there is no need to insert additional restrictions. If desire to add additional requirements see #13 below.

13. Maximum number of Credit by Examination units to be earned (overall) by the secondary student.