



## Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

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### AP 4055 – CTE Transitions High School Articulation and Credit by Examination

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**Approved by Leadership: June 2014**

Students may receive credit for articulated courses taken in high school in accordance with the following procedures:

**Development of Articulation Agreements:** The high school/ROP instructor submits the following:

1. Course outline, objectives, competencies
2. Methods of instruction/strategies
3. End of Course Assessment

Butte College faculty members will compare competencies from the high school/ROP curriculum to the college course competencies. If it is determined that the competencies are equivalent, the articulation agreement may be drafted.

There are two types of CTE Transition agreements established in California administrative regulation (Title 5):

High School Course Articulation (55753.5) or Credit by Examination (55753).

A. **High School Course Articulation:** Faculty from area secondary schools and Butte College faculty in the appropriate discipline may determine a secondary course to be comparable to a Butte College course. If articulated, high school courses may be accepted in lieu of comparable Butte College courses to partially satisfy:

1. Requirements for a certificate program, including the total units required for the certificate; or,
2. The major or area of emphasis requirements in a degree program;
3. Credit awarded will be annotated as high school articulation (not credit by examination)

B. **Credit by Examination:**

1. Butte College faculty in the discipline who teach the course for which credit is to be granted shall determine the nature and content of the examination to ensure it adequately measures mastery of course content as set forth in the outline of record. The secondary final exam may be approved by faculty and used for this purpose.
2. The examination may be administered by high school faculty for this purpose.

3. Butte College faculty in the discipline who teach the course for which credit is to be granted shall determine the grading scale high school teachers will utilize (e.g., 70% to 80% = "C").
4. The students' academic record shall be annotated to reflect that credit was earned by credit by examination.
5. Except through credit by examination, as defined in section 55753 of Title 5, high school courses may not be used to satisfy:
  - a. The requirement of section 55063 that students complete at least 60 semester or 90 quarter units in order to receive an associate degree; or,
  - b. Any general education requirement for the associate degree established by the district.

**C. Credit for Classes:** The articulation of high school credits process shall be as follows:

1. Students must pass each articulated course with a grade of 'B' or higher.
2. CTE Transitions staff will collect articulated student data. Partner secondary faculty and their students are solely responsible for submitting the student data.

Student's transcripts will be clearly annotated that the units are received through credit by examination and will include a letter grade for the course.