MAKING CONNECTIONS

College & High School/ROP Course Articulation and Credit by Exam Handbook REVIEW
What are articulated high school/ROP courses?

An articulated high school course is one in which a determination has been made that a course offered at the secondary level is comparable to a specific community college course.
Articulated high school courses can be applied to Chabot College requirements, but cannot (per Title 5 Code) be granted college credit, unless the student or course has also qualified under the “Credit by Exam” process.
Credit by Exam means that a student has satisfactorily passed an exam approved or conducted by Chabot College with oversight by the Chabot College discipline faculty.
Creating Articulation Agreements

- Can be initiated by high school/ROP or Chabot Faculty

However the most productive method is for all parties to collaborate on the requests.
1. Discipline faculty meet to review and compare course outlines and competencies.

2. Complete the two CTE Course Articulation Agreement Forms (either NEW or Renewal)

3. Complete the Articulation “Credit by Exam” Review form.

4. Submit completed forms to the Articulation Office.
While the course content review is just one aspect of setting up a CTE Articulation agreement, Chabot faculty need to review whether the exam process and the exam itself is at the same level of rigor as the Chabot comparable college class.

Demonstrations of mastery (typically a final exam or project) can have many approaches.
Many of these articulated courses transfer; meeting CSU/GE and IGETC and major requirements.

The assumption by the transfer schools is the CBE was completed at Chabot College and meets the same rigor as expected of “A” or “B” grades earned by Chabot College students. That the CBE was administered (or had oversight) by a Chabot College faculty member.
FORMS: New CTE Articulation

Note: Forms for renewing CTE Articulation Agreements will have “ARTICULATION RENEWAL FORM” at the top.

The process is essentially the same.
FORMS: CTE Course Articulation Agreement

CTE Course Articulation Agreement Between Chabot College and

Name of Community College Partner (CCP)

Title of CCP Course: ____________________________ number of units: __________

Date of Agreement: ________________

HS/ROP/CCP Course Grade Required to Receive College Credit (Standard is 0.6 or better)

TYPE OF ARTICULATION AGREEMENT: [ ] Non-Credit [ ] Credit by Exam (registration verification required)

TERMS AND CONDITIONS

In support of the basic principles that no student should be required to repeat instruction for competencies learned and that students shall be allowed to reach their desired education and career goals in an efficient sequence of incremental achievements, the following terms and conditions are agreed upon and approved:

1. This agreement is valid for ___ or ___ years from the above date.

2. Consultation has occurred between High School/ROP/CCP instructors and Chabot faculty in the appropriate discipline, including review of the final exams administered for the class and both support this agreement.

3. In order for students to receive articulated credit, the student must: (1) meet the minimum grade specified in the agreement; (2) apply to Chabot College; and (3) the college must receive the application for articulated credit from the HS/ROP/CCP within 6 months of completing the course or no more than 1 year after completing high school.

4. Each student enrolling in Chabot College shall meet the matriculation requirements in English and Mathematics held for all entering students.

5. Student transcripts will reflect the grade they received from CCP (minus grades are not posted on Chabot transcript) and will note that the college credit was received through Credit by Examination (CBE) if provided the appropriate box is check off above.

CTE Articulation Agreement Approval Signatures

<table>
<thead>
<tr>
<th>High School/ROP Signatures</th>
<th>Chabot College Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Date</td>
<td>Discipline faculty Date</td>
</tr>
<tr>
<td>CTE Director Date</td>
<td>Discipline Dean Date</td>
</tr>
<tr>
<td>Title Date</td>
<td>Articulation Officer Date</td>
</tr>
<tr>
<td>Principal/Superintendent Date</td>
<td>VP Academic Services Date</td>
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</tbody>
</table>
# CHABOT COLLEGE
## HIGH SCHOOL/ROP AND COMMUNITY COLLEGE
### ARTICULATION "CREDIT-BY-EXAM" REVIEW

<table>
<thead>
<tr>
<th>CHABOT COLLEGE COURSE NAME &amp; NUMBER</th>
<th>HS/ROP COURSE NAME AND NUMBER</th>
</tr>
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<tbody>
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</table>

1. WHAT METHODS OF COMPETENCY WILL BE USED AS THE "CREDIT-BY-EXAMINATION" METHOD?
   - [ ] WRITTEN EXAM
   - [ ] QUIZZES
   - [ ] PORTFOLIO
   - [ ] LAB
   - [ ] PROJECT
   - [ ] HANDS-ON-Demonstration
   - [ ] OTHER: (PLEASE PROVIDE MORE INFORMATION):

   ________________________________

   IF USING A WRITTEN EXAM PLEASE ATTACH A COPY OF THE EXAM AND ANSWER KEY, IF USING ANOTHER METHOD, ATTACH COPY OF INSTRUCTIONS AND DESCRIPTION, AND IF POSSIBLE EXAMPLES.

2. PLEASE DESCRIBE THE EXAM PROCEDURES
   A. WHO WILL ADMINISTER THE EXAM?
      - [ ] HS/ROP TEACHER
      - [ ] HS/ROP COUNSELOR
      - [ ] CHABOT FACULTY
      - [ ] CHABOT STAFF

3. WHERE WILL THE EXAM BE TAKEN?
   - [ ] HS/ROP
   - [ ] CHABOT COLLEGE
   - [ ] OTHER LOCATION:

4. DOES THE COMPLETED CREDIT-BY-EXAM NEED TO BE REVIEWED BY CHABOT DEAN/FACULTY PRIOR TO CREDIT BEING AWARDED?
   - [ ] YES
   - [ ] NO

I have reviewed samples of the final exam for the above class and the grading criteria. I verify that the final exam with a grade of 80 or above is indicative of meeting mastery in subject matter and is comparable, in rigor and comprehensiveness, to the final exam given for this class at Chabot College.

Chabot Discipline Faculty: ____________________ Date: ________________

PLEASE NOTE STUDENT MUST EARN AN 80 OR ABOVE ON THE CREDIT-BY-EXAM TO EARN ARTICULATED CREDIT.
REQUEST FOR CTE-ARTICULATED COURSE CREDIT
STUDENT Application for Articulated Credit FORM

Check the appropriate box:
☐ The courses listed below appear in the list of Credit By Examination Articulated Courses for my school. I need to receive course credit at Chabot College for these courses.
☐ The courses listed below appear in the list of Non-Credit Articulated Courses for my school. I need to receive course credit at Chabot College.

High School/ROP/Adult School:
Print Name: ___________________________
Last First Middle
Social Security Number
Address: ___________________________
Number and Street
Telephone Number
City Zip Code Date of Birth

Are you currently enrolled at Chabot College? ☐ Yes, Yes, No (I am, you will need to print out & complete a Chabot College Application form and attach to this form)

In order for students to receive articulation credit by exam, the student must (1) meet the minimum grade specified in the articulation agreement, (2) apply to Chabot College, (3) request the ROP center to send the "Student Application for Articulated Credit" form to Chabot, (4) submit the completed form to Chabot College along with a check for the cost of the exam. Students must pass the exam within 3 months of completing course or no more than 2 years of completing high school.

Student Signature: ___________________________
Date: ___________________________

REQUESTED COURSE ARTICULATED CREDIT

<table>
<thead>
<tr>
<th>Date of Completion</th>
<th>HSR/ROP/CDFP Name</th>
<th>Chabot College Course Title</th>
<th>Grade Earned in Course</th>
<th>Units</th>
</tr>
</thead>
</table>

RECOMMENDATION FOR ARTICULATED CREDIT

I recommend that the student named on this form receive course articulation credit from Chabot College and have verified grades and date of completion for each course listed.

HS/ROP/ Instructor Signature: ___________________________
Date: ___________________________

Principal/Superintendent/Director: ___________________________
Date: ___________________________
To view agreements and find forms: www.chabotcollege.edu/CTEBRIDGE

CHABOT COLLEGE Course Outlines: www.curricunet.com/chabot

Go to Search, menu on the left at the bottom. Select Courses. Bubble in the “active” bubble. Using the drop down menu locate the discipline. Find the Chabot College course. To print select the WR or pdf icon.