



CHABOT

C O L L E G E

**College and High School/ROP Course
Articulation and
Credit by Exam Handbook**

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And
Credit by Exam Handbook**

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INTRODUCTION:

Chabot College has established procedures, in accordance with Title 5 regulations and according to CLPCCD Board Policy, to approve certain CTE (Career Technical Education) high school and ROP courses for "articulated" college credit.

This handbook will provide guidance, procedures and appropriate forms regarding the articulation of credit courses between Chabot College and the high school districts or Regional Occupational Programs (ROP) in the college's service area. Chabot College uses templates from the Statewide Career Pathways Project when developing articulation agreements. For more information about Statewide Career Pathways Project, visit:

<http://www.statewidepathways.org/index.html>

What are articulated high school and 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. In the Chabot College area, this determination is made by the discipline faculty from Chabot College in consultation with the high school (or ROP) (through a formal process approved by the Chabot College Curriculum Committee).

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 Examination process". This Handbook will primarily focus on establishing articulation based on "Credit by Exam" (CBE)

There are several advantages to pursuing articulated courses at the high school level. Students moving from high school to Chabot College will be much better prepared if the expectations of the college faculty are met through the preparation provided by high school teachers. Articulated courses can also meet certificate and major requirements for some degrees (primarily occupational) at Chabot. This enables students to go directly into the more advanced courses when they reach college. (Students still need to meet full unit requirements for these certificates and degrees.)

In the past, Chabot College allowed Articulation with local area High Schools and ROPs under agreements known as "2+2". If the High School and college faculty determined that 2 courses were comparable (based on course outlines) then students received college credit for this work. Changes in California Educational Code have now set a much higher standard for granting college credit for high school work, with key points of the new policy being:

- Credit for High School/ROP work can only be earned through the Colleges Credit By Examination Policy.
- The college curriculum committee must oversee the process.
- Articulation agreements must be periodically reviewed to ensure continued comparability of both the outline and the final exam. There is an initial expiration date of 3 or 5 years or _____, determined by the Chabot faculty. However Chabot faculty does reserve the right to cancel articulation agreements should course

content in the college change to the point the articulation is no longer aligned. Agreements can be discontinued should Chabot College no longer offer the course.

- **What does Credit By Examination or CBE mean?** Through the Credit by Examination process, high school students may receive credit at the college level for some articulated courses. "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.

The College faculty members who normally teach the college course must determine that the nature and content of the exam is comparable in content and rigor to the final exam of the Chabot course. Such credit may be granted only to a student who is registered at the college and in good standing (units are posted to the student's Chabot transcript) are applied upon approval of "Student Application for Articulated Credit" form, and only for a course listed in the Chabot College catalog. The student's Chabot transcript will be noted credit was earned by "Credit by Exam" (CBE). CBE units do not count towards the 12-unit residency requirement of the college. Credit by Exam for high school/ROP Articulated Courses is described in this Handbook. Additional information about "Credit by Exam" procedures for Chabot College students is outlined in the Chabot Catalog.

It is the intent for students receiving articulated CBE units to actively enroll at Chabot College and continue their education here. It is somewhat problematic for the student to have units posted to a college transcript, without attending the college. The result might be a student being unaware of the responsibility of having a college transcript and what those units actually mean. It is advisable the student personally participate and understand what it means (beyond submitting a Chabot application) to have units CBE units posted on the Chabot transcript. Students receiving CBE credit via CTE Articulation will still need to participate in the process required for all incoming students to Chabot which includes: Assessment, Orientation and Program Planning.

Information for High School/ROP Staff: How can high school students receive college credit?

Chabot College provides the following method for high school students to receive college credit towards transfer or degree/certificate completion:

HIGH SCHOOL/ROP Articulation – Credit by Exam (CBE). Chabot College awards college credit to high schools students who earn an “A” or “B” in career-related “articulated” high school/ROP courses. An articulated course is one in which the Chabot College faculty along in consultation with the high school teacher have “formally agreed” that the high school course outline, syllabus, textbook, midterm and final exam are comparable to those in a course of the same discipline at Chabot College. (California Ed Code section 55753.5)

Units will be posted to the Chabot College transcript within one semester after the student has successfully completed the high school/ROP course and upon receipt of the "Student Application for Articulated Credit" form. The "Student Application for Articulated Credit" form is completed by the high school/ROP officials and sent directly to the Chabot College Articulation Office (by mail or e-mail). Units earned through CBE will not count toward the 12- unit residency requirement. However approved classes can clear prerequisite requirements for higher level Chabot courses and would transfer to four year schools, based on Chabot College transfer and four year articulation processes.

In order to post approved CBE courses to the Chabot College transcripts, high school student will need to complete the online Chabot College application in order to obtain a Chabot College student identification number ("W number", which is automatically assigned with receipt of the application). Students using this process are not required to go through assessment, orientation and program planning, until they fully matriculate to Chabot.

Articulation Agreements: The process for establishing an articulation agreement for a high school or ROP course can be initiated by either community college faculty in the appropriate discipline, or the staff or teachers of the high school or ROP course. However, the most productive method is for all parties to collaborate on the requests. Periodic workshops and training opportunities will be provided to bring college and high school partners together for the purpose of continuing to develop and maintain articulation agreements

The Articulation Officer at Chabot College in conjunction with the Chabot CTE Collaborative Coordinator to maintain the connection with our high school partners. The articulation agreements are handled by the Articulation Office as well as the “Student Application for Articulated Credit” process.

ADVISING HIGH SCHOOL STUDENTS

Chabot College awards college credit to high school students who successfully complete a career-related “articulated” high school/ROP course. High School/ROP articulation units will be awarded and posted on the Chabot College transfer for the student within one semester after receipt of the “Student Application for Articulated Credit” from the high school. Grades of “A” or “B” are required to process the student form from the high school/ROP.

An essential part of the articulation of high school/ROP courses is the necessary advisement of students. **Students need to know all of the following:**

- Only currently approved courses can be articulated for credit by exam.
- Approved high school/ROP coursework must be completed with a “B” grade or better.
- Students must complete a Chabot College application in order to receive a student ID number.
- Articulated course credit must be requested by the high school/ROP teacher/counselor using the appropriate “Student Application for Articulated Credit” form. See appendix for copy which includes information on processing the form.

NOTE: These rules cannot be waived or modified in any way. Requests for Articulation will not be approved if the high school/ROP grade is less than a “B”, or if the articulation agreement is no longer in effect or the class is no longer being taught at Chabot at the time the student took the ROP course.

Also: Students need to be aware of what it means to generate a college transcript, because, in essence they will earn college units. Other colleges will request an official transcript from Chabot should the student enroll in another college, regardless if the student fully matriculated at Chabot after the high school/ROP course was posted.

COLLEGE AND HIGH SCHOOL/ROP COURSE ARTICULATION PROCESS

The following will walk you through elements to consider and the forms necessary to complete when establishing “articulation agreements” with career-related program/courses in the high schools/ROPs. While this process is certainly a partnership between programs and professional, Chabot discipline faculty are ultimately responsible to ensuring the integrity of Chabot curriculum.

CREDIT BY EXAM Review Concerns: Receiving college credit for high school/ROP is only achieved (per Title 5) via “Credit by Exam”. While the course content review is one aspect of setting up a CTE Articulation Agreement, Chabot faculty need to review whether the final exam process and final exam itself is at the same level of rigor as the comparable Chabot College class. That student’s expectations for the college course have been met and that the student is fully prepared to take the next course in the sequence (if applicable), or if the course transfers (or is part of CSU or UC GE), meets the same rigor as expected of “A” or “B” grades earned by Chabot College students. There is nothing on the Chabot transcript that indicated CBE was earned via high school/ROP articulation. The assumption by transfer schools is the CBE was completed at Chabot College and testing was administered by a Chabot faculty member. Community College faculty at many colleges are active participants in the final exam process.

Note about final exams: Demonstrations of course mastery (typically a final exam or project) can have many approaches. A written exam is only one approach. Business Plans, Skills demonstrations, presentations are others. Chabot faculty are encouraged fully familiarize themselves with the kind of “course mastery demonstrations” required for the student to achieve a grade of “B” or better. Chabot faculty are also encouraged to provide feedback to the high school/ROP instructor as Chabot faculty discuss course alignment and “student learning outcomes” and final exam expectations with the high school/ROP course.

The Process (forms are in the appendix):

1. Course content is reviewed: In aligning courses the overall question to be addressed is “- *at the end of the course, students should be able to,*” in terms of course content and student expectations. Typically the first step is to compare course outlines.
2. Chabot College faculty and high school/ROP teachers meet to review and compare course outlines and competencies for both courses suggested for articulation. Typically this involves sharing course outlines of the Chabot course with that of the high school/ROP course outline, sample tests, final text information, which is attached to the “CTE Course Articulation Agreement” form. The “Articulation “Credit-By-Exam” Review” form will assist in developing the appropriate “credit-by-exam” approach for the course, a key to determining if both courses equally measure mastery of content. The goal is to determine if completion of the high school/ROP course with a “B” or better adequately measures mastery of course content. What competency methods will show student competency comparable to the final exam of the Chabot College course? This is up to you to determine. Depending on the discipline/course being review, a visit to the classroom may be advisable.

Note: Chabot faculty reserve the right to cancel the articulation agreement, before the agreed upon expiration date, should Chabot course content change to the point that student learning outcomes are no longer aligned with the high school/ROP articulated course. Chabot faculty are encouraged to contact the appropriate high school or ROP instructor to discuss the necessity to cancel articulation for the course. Re-establishing articulation is possible based on a re-review and re-application for articulation.

3. The "Application for Articulated Credit" form and the "Review of Exam" form must be completed: both are mandatory. Completion of these forms will initiate the articulation process. Completed forms will be submitted to the Chabot College Articulation Office.
4. Appropriate Division Deans will have 30 days to review the documents. After making any necessary revisions, the final draft forms will be returned the Articulation Office.
5. Proposals are brought to the Chabot College Curriculum Committee as information items.
6. Final approval and signature by VP Academic Services.
7. Chabot College's Tech Prep web site will be revised to reflect the approved and active articulation agreements.

CTE ARTICULATION DOCUMENTS

Forms to Complete and Submit

1. Articulation "Credit-by-Exam" Review Form
2. Student Application for Articulated Credit Form
3. Student Articulation Application Checklist
4. New CTE Articulation Form
5. CTE Articulation Agreement (New/Renewal)

Will Receive from Chabot

1. Letter of Approval
2. Letter of Expiration
3. Letter of Denial