

CHABOT COLLEGE & HIGH SCHOOL/ROP



COURSE ARTICULATION AND  
CREDIT BY EXAM HANDBOOK  
REVIEW

# HIGH SCHOOL/ROP ARTICULATION & CBE PROCESS

- What are articulated high school/ROP courses?

A course in which a determination has been made that a course offered at the secondary level is comparable to a specific community college course.

# CREDIT BY EXAM (CBE)

- 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.

# WHAT DOES CBE MEAN?

- When a student has satisfactorily passed an exam approved or administered by Chabot College with oversight by the Chabot College discipline faculty.

# CREATING ARTICULATION AGREEMENTS

- Can be initiated by high school/ROP or Chabot Faculty
- \*The most productive method is for all parties to collaborate on the requests

# NOTES ABOUT FINAL EXAMS

- Course content review is only one aspect of the CTE Articulation, so Chabot faculty need to review whether the exam process and the exam itself is at the same academic level as the comparable college course.
- Demonstrating a level of mastery can have several approaches such as a final exam or project.
- Note: A student must receive at least an **80%** to receive credit by exam.

# CBE FOR TRANSFERRABLE COURSES

- Many of these articulated courses transfer: CSU/GE, IGETC, major requirements
- Transfer School assumes:
  - The student completed the CBE at Chabot and meets the same level of rigor as “A” or “B” grades earned by Chabot students
  - The CBE was administered, or had oversight, by a Chabot College faculty member

# IN YOUR PACKET

- Handbook
- New CTE Articulation
- Renew CTE Articulation
- Final Exam Review – “Credit by Exam”
- Multiple Sites Course Content Articulation
- Student Application For Articulated Credit & Checklist

*\*All (fillable) forms are available for download from the Chabot CTE website*





**CHABOT**  
**COLLEGE**

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

2016-2017

Created by Jane Church &  
Yvonne Wu-Craig  
Updated by: Nancy Soto,  
Director TAACCCT

# HANDBOOK



### REQUEST FOR CTE-ARTICULATED COURSE CREDIT STUDENT Application for Articulated Credit FORM

Check the appropriate box:

*(Important: If you are applying for both categories, you must submit two requests)*

- The courses listed below appear in the list of Credit By Examination Articulated Courses for my school. I want 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 will NOT 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, W# \_\_\_\_\_  
 No- (if no, you will need to print out & complete a Chabot College Application form and attach to this form)

In order for students to receive articulated credit-by-exam, the student must: (1) meet the minimum grade specified in formal articulation agreement; (3) apply to Chabot College; (4) \*Request the ROP center to send their transcripts to Chabot. \*Students must submit application for articulated credit within 6 months of completing course or no more than 1 year after completing high school.  
 Note: Chabot transcripts will reflect earned grade in course from HS/ROP/CCP and will be noted on transcript as Credit by Examination (CBE) unless otherwise noted in official articulation agreement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### REQUESTED COURSE ARTICULATED CREDIT

| Date of Completion | HS/ROP/CCP Name | Chabot College Course Title | Grade Earned in Course | Units | Date of Graduation |
|--------------------|-----------------|-----------------------------|------------------------|-------|--------------------|
|                    |                 |                             |                        |       |                    |
|                    |                 |                             |                        |       |                    |
|                    |                 |                             |                        |       |                    |
|                    |                 |                             |                        |       |                    |

#### 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: \_\_\_\_\_

Send Form To: Nancy Soto, Director TAMCCCT, Chabot College 23333 Hesperian Blvd, Hayward, CA 94543

|   |                        |                   |   |                 |             |
|---|------------------------|-------------------|---|-----------------|-------------|
| [OFFICE USE ONLY: CTE ARTICULATION OFFICER] |                        |                   | [OFFICE USE ONLY: ADMISSIONS & RECORDS] |                 |             |
| CC Received: _____                          | CC Verification: _____ | Sent to AR: _____ | Posted on PRG: _____                    | AR Staff: _____ | Date: _____ |
| NOTES: _____                                |                        |                   |   |                 |             |

# STUDENT APPLICATION FOR ARTICULATED CREDIT & CHECKLIST



# HS/ROP/CCP NEW CTE ARTICULATION

REQUEST FOR ARTICULATED CREDIT FORM

NOTE: This form is for the purpose of articulating new courses, or previously articulated courses which have revised curriculum (both at Chabot or from HS/ROP/CCP). If you are seeking renewal of a previously approved articulated course and there has been no change to your course or Chabot's course since the previous articulation agreement, then please submit an Articulation Renewal Application which can be found at [http://www.chabotcollege.edu/TechPrepinfo\\_con.asp](http://www.chabotcollege.edu/TechPrepinfo_con.asp).

High School/ROP/CCP: \_\_\_\_\_ Contact Name: \_\_\_\_\_

High School/ROP/CCP Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

High School/ROP/CCP Course Title: \_\_\_\_\_ CBED CODE: \_\_\_\_\_

High School/ROP/CCP Course Description: \_\_\_\_\_

College Course Title: \_\_\_\_\_

College Course Description: \_\_\_\_\_

College Units: \_\_\_\_\_ HS/ROP/CCP Credits: # Hours: \_\_\_\_\_

College Prerequisite(s): \_\_\_\_\_ HS/ROP/CCP Prerequisite(s): \_\_\_\_\_

HS/ROP/CCP Course Grade Required to Receive College Credit: \_\_\_\_\_ (Standard is grade B or better)

Check appropriate as to type of articulated credit you are requesting:

Credit by Exam OR  Noncredit

Required Course Content for Articulation: \_\_\_\_\_

At the conclusion of this course, the student should be able to: \_\_\_\_\_

Competencies and Skills Attained: \_\_\_\_\_

Measurement Methods (include any industry certification or licensure): \_\_\_\_\_

Textbooks or Other Support Materials (including Software): \_\_\_\_\_

Did you use a statewide template in developing your course curriculum or outline:  Yes  No

Templates can be found at: <http://www.statewidepathways.org/showtemplates.php>

### Required Attachments

1. HS/ROP/CCP Course Outline

2. HS/ROP/CCP Course Final Examination

3. Chabot College Course Outline To view Chabot Course Outlines, please visit:

[www.curricunet.com/chabot](http://www.curricunet.com/chabot) See menu at left under: Search>Courses. Bubble in "ACTIVE" bubble

CHABOT FACULTY: I have reviewed the request for renewal of articulated credit and:

Approve  Not Approve Reason for non-approval: \_\_\_\_\_

\_\_\_\_\_  
Print Name Signature Date

(Office use only)

CC Received: CC Approved: Added to CC Database: Added to Statewide Pathways Database:

Reviewed 3/14/16



## CTE Articulation Agreement

New  
 Renewal

Between Chabot College and \_\_\_\_\_

Name of Community College Partner (CCP)

Title of Chabot Course: \_\_\_\_\_ # of Units: \_\_\_\_\_

Title of CCP Course: \_\_\_\_\_ # of Units/Hrs: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year

HS/ROP/CCP Course Grade Required to Receive College Credit: \_\_\_\_\_ (Standard is B or better)

TYPE OF ARTICULATED CREDIT:  Credit by Exam  Noncredit

### 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:

- This agreement is valid for  1  2 years  3 years or  \_\_\_\_\_ years from above date. Agreements may be discontinued prior to expiration date for the following reasons: 1. Chabot no longer offers the course; 2. By determination of the Chabot discipline faculty.
- Consultation has occurred between High School/ROP/CCP instructors and Chabot faculty in the appropriate discipline, including review of final exams administered for the class and both support this agreement.
- In order for students to receive articulated credit, the student must: (1) meet the minimum grade specified in agreement; (2) have a Chabot College application on file during the same time the ROP course is completed; and (3) the college must receive the application for articulated credit from the HS/ROP/CCP within 6 months of completing course or no more than 1 year after completing high school.
- Each student enrolling in Chabot College shall meet the matriculation requirements in English and Mathematics held for all entering students.
- Student transcripts will reflect grade they received from CCP (minus grades are not posted on Chabot transcripts) and will note that the college credit was received through Credit by Examination (CBE) provided the appropriate box is checked off above.

### Agreement Approval Signatures

#### High School/ROP Signatures

\_\_\_\_\_  
Instructor Date

\_\_\_\_\_  
CTE Director Date

\_\_\_\_\_  
Principal/Superintendent Date

\_\_\_\_\_  
Title Date

#### Chabot College Signatures

\_\_\_\_\_  
Faculty Date

\_\_\_\_\_  
Dean Date

\_\_\_\_\_  
VP Academic Services Date

\_\_\_\_\_  
CTE Articulation Date

Reviewed 3/14/16

# NEW CTE ARTICULATION



# HS/ROP/CCP RENEW CTE ARTICULATION REQUEST FOR RENEWING ARTICULATED CREDIT FORM

NOTE: This form is for the purpose of articulating new courses, or previously articulated courses which have revised curriculum (both at Chabot or from HS/ROP/CCP). If you are seeking renewal of a previously approved articulated course and there has been no change to your course or Chabot's course since the previous articulation agreement, then please submit an Articulation Renewal Application which can be found at [http://www.chabotcollege.edu/TechPrep/ropps\\_cov.asp](http://www.chabotcollege.edu/TechPrep/ropps_cov.asp).

High School/ROP/CCP: \_\_\_\_\_ Contact Name: \_\_\_\_\_

High School/ROP/CCP Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

High School/ROP/CCP Course Title: \_\_\_\_\_ CBED CODE: \_\_\_\_\_

High School/ROP/CCP Course Description: \_\_\_\_\_

College Course Title: \_\_\_\_\_

College Course Description: \_\_\_\_\_

College Units: \_\_\_\_\_ HS/ROP/CCP Credits: # Hours: \_\_\_\_\_

College Prerequisite(s): \_\_\_\_\_ HS/ROP/CCP Prerequisite(s): \_\_\_\_\_

HS/ROP/CCP Course Grade Required to Receive College Credit: \_\_\_\_\_ (Standard is grade B or better)

Check appropriate as to type of articulated credit you are requesting:

Credit by Exam OR  Noncredit

Required Course Content for Articulation: \_\_\_\_\_

At the conclusion of this course, the student should be able to: \_\_\_\_\_

Competencies and Skills Attained: \_\_\_\_\_

Measurement Methods (include any industry certification or licensure): \_\_\_\_\_

Textbooks or Other Support Materials (including Software): \_\_\_\_\_

Did you use a statewide template in developing your course curriculum or outline:  Yes  No  
Templates can be found at: <http://www.statewidepathways.org/showtemplate.php>

### Required Attachments

1. HS/ROP/CCP Course Outline

2. HS/ROP/CCP Course Final Examination

3. Chabot College Course Outline To view Chabot Course Outlines, please visit:

[www.curricUNET.com/chabot](http://www.curricUNET.com/chabot) See menu at left under: Search>Courses. Bubble in "ACTIVE" bubble

CHABOT FACULTY: I have reviewed the request for renewal of articulated credit and

Approve  Not Approve Reason for non-approval: \_\_\_\_\_

\_\_\_\_\_  
Title Signature Date

(Office use only)

CC Reviewed CC Approved Add to CC Database Add to Statewide Pathways Database

Updated 3/14/16



## CTE Articulation Agreement

New  
 Renewal

Between Chabot College and

\_\_\_\_\_  
Name of Community College Partner (CCP)

Title of Chabot Course: \_\_\_\_\_ # of Units: \_\_\_\_\_

Title of CCP Course: \_\_\_\_\_ # of Units/Hrs: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_  
month day year

HS/ROP/CCP Course Grade Required to Receive College Credit: \_\_\_\_\_ (Standard is B or better)

TYPE OF ARTICULATED CREDIT:  Credit by Exam  Noncredit

### 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:

- This agreement is valid for [  ] 1 years [  ] or 2 years or [  ] \_\_\_\_\_ years from above date. Agreements may be discontinued prior to expiration date for the following reasons: 1. Chabot no longer offers the course; 2. By determination of the Chabot discipline faculty.
- Consultation has occurred between High School/ROP/CCP instructors and Chabot faculty in the appropriate discipline, including review of final exams administered for the class and both support this agreement.
- In order for students to receive articulated credit, the student must: (1) meet the minimum grade specified in agreement; (2) have a Chabot College application on file during the same time the ROP course is completed; and (3) the college must receive the application for articulated credit from the HS/ROP/CCP within 6 months of completing course or no more than 1 year after completing high school. Each student enrolling in Chabot College shall meet the matriculation requirements in English and Mathematics held for all entering students.
- Student transcripts will reflect grade they received from CCP (minus grades are not posted on Chabot transcripts) and will note that the college credit was received through Credit by Examination (CBE) provided the appropriate box is checked off above.

### Agreement Approval Signatures

| High School/ROP Signatures        |               | Chabot College Signatures     |               |
|-----------------------------------|---------------|-------------------------------|---------------|
| _____<br>Instructor               | _____<br>Date | _____<br>Faculty              | _____<br>Date |
| _____<br>CTE Director             | _____<br>Date | _____<br>Dean                 | _____<br>Date |
| _____<br>Principal/Superintendent | _____<br>Date | _____<br>VP Academic Services | _____<br>Date |
| _____<br>Title                    | _____<br>Date | _____<br>CTE Articulation     | _____<br>Date |

Updated 3/14/16

# RENEW CTE ARTICULATION





**HS/ROP/CCP APPLICATION FOR CTE ARTICULATION WITH CHABOT COLLEGE for COURSE CONTENT AT MULTIPLE SCHOOL SITES**

To articulate one course at multiple sites, Chabot requires only one complete application packet (with course content, exam, syllabus, etc.), and Request for Articulated Credit forms (New/Renew) only for each additional site. Include this sheet and mark a check on each school the course materials applies to.

*By checking off more than one site, you are confirming that the curriculum content at the multiple sites is EXACT and is open for review at any time by Chabot faculty. It also indicates, when applicable, that the lab and lab equipment/materials are also present at all sites noted below. If a course content and required materials are not equal the articulation will be discontinued by Chabot College effective immediately.*

Articulated High School/ROP Course: \_\_\_\_\_  
Course Title

Articulated Chabot Course: \_\_\_\_\_  
Course Title

- Eden Area ROP
- Castro Valley
- Mission Valley ROP
- San Leandro
- Tri-Valley ROP
- San Lorenzo
- Hayward
- Arroyo
- Livermore
- Mt. Eden
- Tennyson

Submitted by: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
HS/ROP: print name

Verification for course content equal at sites checked: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Chabot Faculty: print name

What you will be handing in:

1. One set of course contents packet
2. Request for Articulated Credit forms, New/Renew (one per site)
3. One Multiple Course Content sheet, check mark on appropriate sites

# MULTIPLE SITES COURSE CONTENT ARTICULATION

# ARTICULATION APPLICATIONS

1. High School/ROP submits Application for New or Renew CTE course
  - Include all materials: Syllabus, Final Exam, Course Content, etc.
  - If one course can be articulated for multiple schools, submit the “Multiple Site Course Content Articulation” form. Specific instructions are on that sheet.
2. Student completes Application for CTE Articulation
3. High School/ROP submits CBE Final Exam Review Form if doing Credit by Exam

# THE ARTICULATION REVIEW PROCESS

1. Once applications with all materials are received from High School/ROP (signed off by HS/ROP faculty), Chabot Discipline Faculty meets to review the outlines and competencies.
2. Forms are reviewed for completeness and signatures are added from appropriate faculty, Dean, and VP.
3. High Schools/ROPs will receive notification from Chabot for:
  - a. **Approval** of Course Articulation
  - b. **Denial** of Course Articulation
  - c. **Expiration** of Course Articulation





QUESTIONS?

A white, scalloped-edged shape, resembling a seal or a decorative frame, is centered on a teal background. The shape has a wavy, irregular border. Inside this shape, the words "THANK YOU!" are written in a dark blue, bold, sans-serif font.

**THANK YOU!**