**mt. san jacinto college**

**secondary to post-secondary / rop**

**course articulation and credit-by-exam handbook**

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***PLEASE NOTE: All forms are available in electronic format and should be requested from the MSJC Career & Technical Education, Special Programs office by emailing Susanne Mata at*** [***smata@msjc.edu***](mailto:smata@msjc.edu)***.***

**introduction**

***What is High School Articulation?***

An articulated high school course is one in which a determination has been made that a course offered at the high school level is comparable to a specific community college course. High school students have the potential to earn college credits to use at the Community College, CSU, UC, or private college level by taking these high school classes.

***How do I establish an Articulation Agreement?***

The Mt. San Jacinto College District has established procedures, in accordance with Title 5 regulations, to approve certain High School Courses for Articulated Credit. This handbook will provide guidance, procedures, and samples of appropriate forms regarding the articulation of credit courses between Mt. San Jacinto College District and the High School Districts or Regional Occupational Programs (ROP) in the district’s service area.

**important dates & deadlines**

* ***Friday, September 30, 2016***
  + **Fall 2016** Articulation Proposal Deadline
* ***Wednesday, October 5, 2016***
  + **Fall 2016** Articulation Training Day
* ***Friday, December 16, 2016***
  + **Fall 2016** Deadline for High School Teachers to create CATEMA Account
* ***Friday, February 10, 2017***
  + **Spring 2017** Deadline for High School Students to complete MSJC Application
* ***Wednesday, February 15, 2017***
  + **Spring 2017** Administrators Breakfast & Counselor Training Day
* ***Friday, February 17, 2017***
  + **Spring 2017** Articulation Proposal Deadline
* ***Wednesday, March 15, 2017***
  + **Spring 2017** Articulation Training Day
* ***Friday, March 24, 2017***
  + **Spring 2017** Articulation Proposal Deadline
* ***Friday, April 28, 2017***
  + **Spring 2017** Deadline for High School Students to create CATEMA Account
* ***Friday, May 19, 2017***
  + **Spring 2017**  Renew/update Articulation Agreements for next Academic School Year

**Note**: High School Teachers with a new approved articulation agreement will have one (1) month from the approval date to create their CATEMA Account, and two (2) months for their students to complete the MSJC Application and create a CATEMA Account. Do not begin the process of having students complete the MSJC Application or create a CATEMA Account until an articulation agreement has been approved by MSJC.

MSJC Career & Technical Education, Special Programs Representatives are unable to make classroom visits, or give classroom presentations, until all students have a current CATEMA Account.

**information for high school / rop staff**

**how can high school students receive college credit?**

Mt. San Jacinto College (MSJC) provides the following method for high school students to receive college credit towards transfer or graduation:

**High School/ROP Articulation –** Tech Prep – Credit-by-Exam for High School Classes – The Tech Prep program awards college credit to high school students who earn an” A” or “B” in career-related “articulated” high school courses. An articulated course is one in which the high school teacher and the Mt. San Jacinto College faculty have “formally agreed” that the high school course outline, syllabus, textbook, midterm and/or final exam are comparable to those in a course of the same major at Mt. San Jacinto College and that the final exam score will be used as a credit-by-exam for the comparable Mt. San Jacinto College course. (California Education Code Section 55753.5) Students who pass the approved credit exam with a seventy (70) or above will earn credit for the course, indicated with a “P” on their transcript. In some instances, faculty at MSJC have deemed the course eligible for a letter grade; in these courses, students who pass the approved credit exam with an eighty (80) or above will earn the letter grade of “A” or “B,” depending on the faculty-determined grading scale, and a letter grade will be posted to their transcript.

**Articulation Agreements:** The process for establishing an articulation agreement for a high school or ROP course can be initiated by either the community college faculty in the appropriate discipline, or the staff of the high school or ROP course. However, the most productive method is for all parties to collaborate on the requests. The MSJC Career & Technical Education, Special Programs Office facilitates Articulation & Training Days twice a year to bring High School / ROP and College faculty together for the review of curriculum and development of articulation agreements.

Upon completion of the appropriate forms the MSJC Career & Technical Education, Special Programs Office will coordinate the review and approval of proposed agreements. Mt. San Jacinto College will maintain all articulation agreements and distribute copies as needed.

In order for students to receive articulated credit **Teachers** **must:**

* Create a **CATEMA** **Account**
* Maintain class roster in **CATEMA**
* Make recommendations for college credit in **CATEMA**

In order for students to receive articulated credit **Students must:**

* Complete a **MSJC** **Application** (will require Social Security Number)
  + *If students do not supply their Social Security Number when applying, or are a Dream Act/AB540 student, they will need to visit one of the college admissions offices with their parent or guardian and bring identification in order to obtain their MSJC ID Number*
* Create a **CATEMA** **Account**
  + *Students will need their MSJC ID Number in order to create a CATEMA Account*
* Earn at least an **“A”** or **“B”** in the course, and on the approved credit exam

***Students who do not have a CATEMA Account by the end of the current academic school year will not be able to receive their articulated credit.***

**college and high school/rop course articulation process**

1. First, the High School Teacher determines course alignment by comparing High School outlines and MSJC course content and outlines (located at [www.curricunet.com/MSJC](http://www.curricunet.com/MSJC)), and completing the *Course-to-Course Crosswalk* form. This form will assist high school teachers with comparing competency and skill requirement of the high school and MSJC courses, and will help answer the question – ***At the end of the course, students should be able to?***
2. High School/ROP Instructors and MSJC Faculty are encouraged to meet and review and/or compare course outlines and competencies for both courses suggested for articulation. The *Course Content & Standards* form will assist in developing the appropriate Credit-by-Exam approach for the course, and is 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 grade of “B” or better adequately measures mastery of course content, and will help answer the question - ***What proficiency methods will show student competency?***
3. If alignment is determined the High Teacher Instructor must complete and submit the *Course-to-Course Crosswalk* form and the *Course Content & Standards* form; both are mandatory. Completion of these forms will initiate the articulation process. The completed forms, as well as a copy of the High School Course Outline(s) and Standards, should be submitted to the MSJC Career & Technical Education, Special Programs Office by emailing Susanne Mata at [smata@msjc.edu](mailto:smata@msjc.edu).
4. The MSJC Career & Technical Education, Special Programs Office will prepare drafts and distribute copies to MSJCCD Department Chair(s) and subject-area faculty for review.
5. MSJC Department Chairs and Faculty will have 30 days to review the documents. If Articulation is recommended by the MSJC faculty, finalized forms will be submitted to the appropriate Dean of Instruction for approval.
6. Proposals are brought to the MSJC Career & Technical Education Advisory Committee and MSJCCD Curriculum Committee as information items for approval.
7. All forms, signed by the Dean of Instruction, are submitted to the Vice President of Instruction along with the *Articulation Cover Sheet* and *Credit-by-Exam Criteria* forms for review, approval, and recommendation. Once signed these forms will then be submitted to the Office of the MSJCCD President for a final signature.
8. Final executed copies go to the MSJCCD Office of Instruction (maintained in the MSJC Career & Technical Education, Special Programs Office) and the MSJCCD Articulation Office for maintenance in course files, as well as distribution to department chairpersons and faculty.
9. In addition, copies will be forwarded to the originating High School District, or the Regional Occupational Program Office, as applicable.
10. Requests for information or copies of existing articulation agreements should be directed to the MSJC Career & Technical Education, Special Programs Office by emailing Susanne Mata at [smata@msjc.edu](mailto:smata@msjc.edu).

**advising high school students**

Mt. San Jacinto College (MSJC) awards college credit to high school students who successfully pass a career-related “articulated” high school course and approved credit exam. Articulation credits will be awarded to the high school student’s Mt. San Jacinto College transcript within one semester after the high school student passes the articulated course. In order to receive college credit the high school student must meet the grade requirements, as well as complete and submit all required forms to the MSJC Career & Technical Education, Special Programs Office before the end of the academic year.

At the end of the semester students with “A” or “B” in the articulated course are eligible to take the approved credit exam. For most MSJC Career & Technical Education (CTE) Disciplines, the student will be eligible to receive a letter grade on their MSJC transcript. They must earn an “A” or “B” on the exam, and that grade will be noted on the MSJC transcript. For some Disciplines, the student will be eligible for a Pass/No Pass grade. In these instances the students must score a 70% (C) or higher on the credit exam. A “CR” will be added to the student’s transcript indicating that credit has been earned. At the time a new articulation agreement is created, the MSJC Department Chair/Faculty will indicate whether the course is grade eligible or “CR” eligible on the *Credit-by-Exam Criteria* form.

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**:

1. In order for a student to receive college credit an active articulation agreement must be in place between the student’s high school district and MSJC at the time the student was enrolled in the high school class
2. All approved High School/ROP coursework must be completed with a “B” grade or better
3. Students must complete a MSJC application in order to receive a student ID number (will require Social Security Number). Students are not required to complete assessment or new student orientation for articulation purposes. [www.msjc.edu/StudentServices/EnrollmentServices](http://www.msjc.edu/StudentServices/EnrollmentServices)
   * *If students do not supply their Social Security Number when applying, or are a Dream Act/AB540 student, they will need to visit one of the college admissions offices with their parent or guardian and bring identification in order to obtain their MSJC ID Number*
4. Students will need to create a CATEMA Account. [www.catema.com](http://www.catema.com)
   * *Students will need their MSJC ID Number in order to create a CATEMA Account*
5. Articulated course credit must be requested by the High School/ROP teacher or counselor in CATEMA before credit will be processed and awarded

**NOTE**: These rules cannot be waived or modified in any way.

Mt. San Jacinto College has materials and brochures available to assist High School / ROP teachers and counselors with student advisement. These materials include, but are not limited to, PowerPoint Presentations, Parent Letter(s), Frequently Asked Questions (FAQ’s), and Articulation Instructions for Students and Teachers. For more information you may visit our website at [www.msjc.edu](http://www.msjc.edu) or email Susanne Mata at [smata@msjc.edu](mailto:smata@msjc.edu).

**student process for receiving articulated credit**

**Process for Current High School / ROP Students:**

1. The student enrolls in the approved articulated course at their high school
2. The student then applies to Mt. San Jacinto College utilizing the online application found at:

[www.msjc.edu/StudentServices/EnrollmentServices](http://www.msjc.edu/StudentServices/EnrollmentServices) (must have Social Security Number)

* *If students do not supply their Social Security Number when applying, or are a Dream Act/AB540 student, they will need to visit one of the college admissions offices with their parent or guardian and bring identification in order to obtain their MSJC ID Number*

1. The High School teacher assists students in creating a student account in CATEMA (students will need their MSJC Student ID)
2. The student completes the articulated course with an “A” or “B”, ***and*** passes the approved end of course credit exam when offered
3. After the end of course credit exam is graded, the high school instructor will indicate each student’s grade in their CATEMA account
4. The Career Education Special Programs Coordinator verifies the status of the articulation agreement, reviews grade information in CATEMA, and submits a request to Enrollment Services so the appropriate credit can be posted to the student’s transcript
5. Credit for articulated courses will be granted by the Dean of Enrollment Services, or designee, after the request has been forwarded from the MSJC Career & Technical Education, Special Programs Office
6. An award letter is then sent to the student
7. If the articulated course is a prerequisite to other courses, student may request the Career Education Special Programs Coordinator provide verification to the Enrollment Services office for clearance

***PLEASE NOTE: Students are eligible for college credit for successfully passing an articulated course for up to three (3) years after completion. In order to receive college credit an active articulation agreement must be in place between the student’s high school district and MSJC at the time the student was enrolled in the high school class.***

# mt. san jacinto college

# secondary to post-secondary

# high school articulation for teachers

**step one:**

**determining course alignment & submitting an articulation request**

**Before beginning you *MUST* determine course alignment by following the directions below:**

* Review your HS/ROP Course Content and Outline and compare with equivalent MSJC Course Content and Outline (located at [www.curricunet.com/MSJC](http://www.curricunet.com/MSJC))
* Identify if HS/ROP Course aligns with MSJC Course
  + To assist with identifying course alignment complete the *Course-to-Course Crosswalk* to compare Competency & Skill Requirements
* Attend Articulation & Training Day to meet with MSJC Faculty (Fall & Spring dates available)
* Once alignment is determined email Susanne Mata at [smata@msjc.edu](mailto:smata@msjc.edu) for Articulation *Course-to-Course Crosswalk* and *Course Content and Standards* Documents

**When completing the *Course-to-Course Crosswalk* be sure to include the following information:**

* High School/ROP/District Name
* High School Instructor Name and Email
* HS/ROP/District Course Name & Number
* Mt. San Jacinto College Course Name & Number
* HS /ROP/ District Competency & Skill Requirements
* Aligning Mt. San Jacinto College Competency & Skill Requirements

**When completing the *Course Content & Standards* be sure to include the following information:**

* MSJC Course Name & Number
* HS/ROP Course Name & Number
* MSJC Prerequisites
* HS/ROP Prerequisites
* Advisories and/or Recommendations
* General Course Description
* Course content (Main & Sub Topics)
* Course Competencies & Skill Requirements
* Methods for End of Course Assessment
* Textbook(s) or other supporting materials (including software)
* Special equipment needed for instruction
* Other relevant information

**When finished submit the completed *Course-to-Course Crosswalk* and *Course Content & Standards* to Susanne Mata at** [**smata@msjc.edu**](mailto:smata@msjc.edu)**. Please make sure to include your High School Course Outline when submitting your Articulation request.**

**Please note the following information:**

* MJSC Articulation is Course-to-Course Alignment
* Courses are aligned if Competency & Skill requirements are the same
* Credit exams should adequately measure student’s mastery of the course content
* MSJC utilizes a Credit-by-Exam process
* Agreements will be reviewed periodically

# mt. san jacinto college

# secondary to post-secondary

# high school articulation for teachers

**step two:**

**setting up a teacher account in catema**

***If you have already created a CATEMA Account you may utilize the same login information. Do NOT set up a new CATEMA Account.***

**If you have not created a CATEMA Account please follow the directions below:**

* Go to [www.catema.com](http://www.catema.com)
* Select **Mt. San Jacinto College**
* Select **New Teacher** (tab at the top)
* Select **Create Account** from the drop down menu
* Fill in the **requested** information

**After you complete the steps above the CATEMA system will send an email notice of your new account to our MSJC Website Administrator for approval. You will be notified of your account approval by email, or by phone if no email address is available.**

**To create a new class in CATEMA please follow the steps below:**

* Login to **CATEMA** and enter your **Username** and **Password**
* Select **View Class List** from the Main Menu
* On the Classes page, click **Add New Class** in the upper right corner
* Enter the **High School** **Name** of the course you are adding (the local name or description)
* Select the **Semester** in which the new class will be held
* Select the **Class Period** of the new class (1 through 8, or 0 for early period)
* Select the **High School** where the class is being held
* Select the **System Course** that this class relates to
* **Repeat** the above steps for each class period for each course you want in the system
* The **CATEMA** system will send an email notice of your new course(s) to our Website Administrator for approval
* When notified of class approval, your students may **Register** for the class

**Should you have any questions please contact Susanne Mata at** [**smata@msjc.edu**](mailto:smata@msjc.edu) **for assistance.**

# mt. san jacinto college

# secondary to post-secondary

# high school articulation for students

**step one: completing the college application**

**Before beginning the application process you must have the following information ready:**

* Permanent Address
* Telephone Number
* Email Address (recommended to use a personal email address)
* Social Security Number (SSN)
  + *If you do not supply your Social Security Number when applying, or are a Dream Act/AB540 student, you will need to visit one of the college admissions offices with your parent or guardian and bring identification in order to obtain your MSJC ID Number.*
* Alien Registration Number and Expiration Date (needed for Permanent Residents)

**To get started follow the directions below:**

Click on the **“Apply Now”** button on the MSJC Homepage at [www.msjc.edu](http://www.msjc.edu) to submit an admissions application. It’s as easy as **1-2-3**!

1. Create an **OpenCCC Account** or login if you have an existing **OpenCCC** **Account** already
2. Submit an **Admissions Application** to Mt. San Jacinto College (as you fill out the MSJC application make sure you answer each question as accurately as possible)
3. Create a **CATEMA** account to receive your college credit

*Note: The confirmation email you receive will only confirm that your application has been processed. It will NOT provide a Student ID number or EagleAdvisor log in information.*

**Tips for completing application:**

* **Enrollment Information Section:**
  + **Term**: Choose current semester of study (i.e. Fall, Spring, Summer)
  + **Intended Major or Program of Study**: Please choose an **Intended Major** or **Program of Study** and do not select **“Undecided”** – selection can be changed at anytime
  + **Educational Goal**: Choose AA, Certificate, or AA w/transfers
* **Education Section:**
  + Select “**Enrolling in High School and College at the Same Time**” under College Enrollment Status
  + Select “**Yes**” for attended high school in California for three or more years
  + Select “**I have attended high school**” and type name of high school
  + After you have finished the MSJC application click on the **“Submit Your Application”** button and wait for further instructions from your teacher

***Should you have any questions or concerns please contact your teacher.***mt. san jacinto college

# secondary to post-secondary

# high school articulation for students

**step two: setting up a catema account**

**Before beginning the application process you must have the following information ready:**

* MSJC ID Number = College ID Number
* High School Name
* Graduation Year
* Email Address
* Mailing Address
* Teacher’s Name
* Course Name
* Class Period

**Retrieving your MSJC ID Number:**

The MSJC ID Number will be the **College ID Number** used when setting up student account in **CATEMA**.

**Tips for retrieving your MSJC ID Number:**

You may use **EagleAdvisor** to retrieve your MSJC ID Number (as long as you included your Social Security Number when applying). To retrieve your MSJC ID Number please follow the directions below:

* Go to [www.msjc.edu](http://www.msjc.edu) and click on ***EagleAdvisor***
* Select*:* ***What is my MSJC username and Student ID?***
* Enter your ***Last Name*** and ***Social Security Number***

*Please note: if you did not supply your Social Security Number when applying, or are a Dream Act/AB540 student, you will need to visit one of the college admissions offices with your parent or guardian and bring identification in order to obtain your MSJC ID Number.*

***Creating a CATEMA Account****:*

To create a Student **CATEMA** Account please follow the directions below:

* Go to [www.catema.com](http://www.catema.com)
* Select Mt. San Jacinto College
* Select New Students (tab at the top)
* Select Create Account from the drop down menu
* Fill in the requested information

***Username and Password will automatically be assigned. Save this information!***

***Enrolling in an Articulated Course:***

Login in to **CATEMA (**[www.catema.com](http://www.catema.com)):

* Select: Add Class Enrollment
* From the drop down menus, select the following:
  + High School
  + Teacher’s Name
  + Course Name
  + H.S. Class Period
* Click **Submit**

***Retrieving CATEMA Username and Password:***

To retrieve your Student **CATEMA** Username and Password please follow the directions below:

* Go to [www.catema.com](http://www.catema.com)
* Select **Mt. San Jacinto College**
* Click **Go To Student Login Assistant**
* Enter **High School Name, Student Name,** and **Date of Birth**
* Click **Username**
* After finding Username, click **Create a new enrollment record**
* From the drop down menus, select the following:
  + High School
  + Teacher’s Name
  + Course Name
  + H.S. Class Period
* Click **Submit**

mt. san jacinto college

# secondary to post-secondary articulation

**course-to-course crosswalk**

|  |
| --- |
| **High School/ROP/District Name:** |
| **High School Instructor Name:** |
| **High School Instructor’s Email:** |
| **HS/ROP/District Course Name & Number:** |
| **Mt. San Jacinto College Course Name & Number:** |

***\*At the end of the course the student should be able to?\****

|  |  |  |
| --- | --- | --- |
| **HS /ROP/ District**  **Competency & Skill Requirements** | **Mt. San Jacinto College**  **Competency & Skill Requirements** | **Are the Competency & Skill Requirements Aligned?** |
|  |  | **yes  no** |
|  |  | **yes  no** |
|  |  | **yes  no** |
|  |  | **yes  no** |
|  |  | **yes  no** |
|  |  | **yes  no** |
|  |  | **yes  no** |
|  |  | **yes  no** |
|  |  | **yes  no** |
|  |  | **yes  no** |
|  |  | **yes  no** |
|  |  | **yes  no** |
| **msjc dept. chair / program coordinator:**  articulation recommended  articulation ***NOT*** recommended at this time | | |

# mt. san jacinto college

# secondary to post-secondary articulation

# course content & standards

**Date:** **Choose Discipline:**

|  |  |
| --- | --- |
| **MSJC Course Name & Number:** | **HS/ ROP /District Course Name & Number:** |
| **MSJC Prerequisite(s):** | **HS/ROP/District Prerequisite(s):** |
| **# of Units:** | **# of Instruction Hours:**  **# of Lab Hours:** |
| **Advisories and/or Recommendations:** | |

**General Course Description (3 - 4 sentences):**

|  |
| --- |
|  |

**Course Content (List Main & Sub Topics):**

|  |
| --- |
|  |

**Course Content (Main & Sub Topics) continued:**

|  |
| --- |
|  |

**List the Competencies & Skill Requirements (Learning Objectives):**

***\*At the end of the course the student should be able to?\****

|  |
| --- |
|  |

**Methods for End of Course Assessment: (i.e. Written Exam, Quizzes, Portfolios, etc. Also include any Industry Certifications or Licensure if applicable):**

Written Exam  Quizzes  Portfolio  Website

Lab  Project  Hands-on Demonstration

Other (specify):

|  |
| --- |
|  |

**Textbook or other supporting materials (including software):**

|  |
| --- |
|  |

**Special equipment needed for instruction:**

|  |
| --- |
|  |

**Other relevant information:**

|  |
| --- |
|  |

***Please note: This agreement will be reviewed periodically by the MSJC Career & Technical Education, Special Programs Office.***

**Approving HS/ROP Instructor Name Date HS/ROP Instructor Email Date**

**Approving MSJC Faculty Name Date Approving MSJC Faculty Email Date**

**mt. san jacinto college**

**secondary to post-secondary articulation**

# articulation proposal cover sheet

**statement of intent**

This agreement enables students to receive college credit and/or a waiver of a prerequisite for coursework at the secondary level comparable to courses offered by Mt. San Jacinto College District. The granting of college credit-by-exam is based upon achievement of competencies through a course or courses as defined in Attachment B, which specifies the conditions of the articulation agreement.

**terms of agreement**

This agreement between Mt. San Jacinto College District and High Schools or ROP shall remain valid for up to three years for all disciplines (*except child development education which are valid for two years)*. After this time period the agreement will be reviewed and updated as needed for renewal. This review will include an examination of up to date course outlines, a discussion of current teaching methods, stated competencies, and measurement methods. Either party to the agreement may terminate this agreement at the close of any school year by proper written notice delivered to the Superintendent / President of Mt. San Jacinto College or to the Superintendent of the Secondary or ROP Educational Institution. This agreement will be reviewed periodically. This agreement was created using a Statewide Career Pathways Project articulation agreement template.

|  |  |
| --- | --- |
| **mt. san jacinto college** | **high school/rop/district** |
| **msjc course name & number:** | **hs/rop course name & number:** |
| ***\*please sign and date above the appropriate title\**** | |
| **college signatures** | **high school/rop/district signatures** |
|  |  |
| **dept. chair/program coordinator date** | **instructor date** |
|  |  |
| **dean, career education/instruction date** | **principal/program administrator date** |
|  |  |
| **curriculum committee chair date** | **superintendent date** |
|  |  |
| **vice president date** |  |
|  |  |
| **president/superintendent date** |  |

# mt. san jacinto college

# secondary to post-secondary articulation

# credit-by-exam criteria

|  |  |
| --- | --- |
| **Mt. San Jacinto College Course Name & Number** | **High School / ROP / District Course Name & Number** |
|  |  |

1. **What method(s) of competency will be used for the Credit-By-Exam assessment?**

Written Exam  Quizzes  Portfolio  Website

Lab  Project  Hands-on Demonstration

Other (specify):

**Please describe the Exam procedures:**

1. **Who will administer the exam?**

High School / ROP Instructor  High School / ROP Counselor

MSJC Faculty  MSJC Staff

1. **Where will the exam be taken?**

Online using Blackboard or Eagle Advisor

@ High School Name:

@ MSJC campus  San Jacinto  Menifee  Temecula

Other Location (specify):

1. **Does the completed Credit Exam need to be reviewed or graded by the MSJC Faculty or Department Chair prior to credit being awarded?**  Yes  No
2. **Is this course eligible for a Letter Grade?**   Yes  No

**please note:** Students who earn 70 or higher on the credit exam will earn articulated credit, indicated by a “P/NP” on their MSJC transcript. In some instances, students may be eligible for a letter grade. Students who pass the approved credit exam with an 80 or above for these articulated courses will earn the letter grade of “A” or “B”. The letter grade will be posted to their transcript.

\* *If using a written exam please attach a copy of the exam and answer key. If using another method attach copy of instructions or a description.*