



College of the Redwoods - Credit by Exam Process

Step 1: Articulation Agreement

- a. Created between the high school and College of the Redwoods
- b. Course must be approved by the Curriculum Committee.
 - i. Designated representative of that discipline takes to Curriculum Committee.

Step 2: Exam Process (Student does before leaving high school):

- a. Student completes a College of the Redwoods application.
- b. High school teacher initiates – needs to be done before the end of the semester
 - i. Recommends student to sit for the exam, which is taken by the student per the articulation agreement.
- c. Recommendation and application are sent to the Tech Prep Coordinator.
 - i. Tech Prep Coordinator sends the recommendation to the College of the Redwoods Faculty member who created the articulation agreement.
 - ii. Faculty member makes arrangements for the exam.
 1. Exam can be administered by the College of the Redwoods Faculty member or the High School teacher.
 2. The articulation agreement specifies who will administer the exam.
 3. Once the exam has been administered the test administrator sends a copy to the Tech Prep Coordinator along with the application form with their signature.
 4. There are no fees required to receive Credit by Exam.

Step 3: Final Signatures:

- a. Once the student passes the exam:
 - i. Tech Prep Coordinator gets the following signatures:
 - a. Faculty Member
 - b. CTE Dean

Step 4: Course added to Student's Transcripts:

- a. The course will be posted to the student's transcript once completion of the following has been verified by the Tech Prep Coordinator:
 - i. Student applies to College of the Redwoods
 - ii. Signed Petition to receive Credit by Exam is received
 - iii. Copy of the graded exam or agreed upon testing instrument is received.
 - iv. Student enrolls in any course at College of the Redwoods
- b. The application is subject to the following:
 - i. The units can not be used to meet the 15 unit residency requirement.
 - ii. The transcript will read Credit by Exam awarded with no grade.
 - iii. If the course is required for a Degree or Certificate, it will count as units towards the graduation requirements.
 - iv. The offer to articulate will continue for a limited amount of time beyond graduation from high school as reflected in the articulation agreements.