



State of Arizona
Department of Education



Adult Education Services

High School Equivalency Diploma – College Credit Pathway

Frequently Asked Questions

1. What is the College Credit Pathway?

The College Credit Pathway will provide individuals in Arizona who have not received a high school diploma, but who have obtained twenty-five specific college credits at the 100+ level with a passing grade of a ‘C’ or above from an Arizona accredited public community college and/or state university, a High School Equivalency (HSE) Diploma. Individuals using the College Credit Pathway are still required to pass the Arizona Civics Test (see question 28).

2. Who is eligible to apply for an Arizona HSE Diploma through the College Credit Pathway?

As mandated per A.R.S. § 15-702, individuals who are sixteen years of age or older and not enrolled in school or required to be enrolled in school and lack a high school diploma, will be eligible for the College Credit Pathway alternative.

Individuals age 16 and 17 shall also be required to provide:

- a) A signed and notarized statement of consent from a parent or legal guardian, and*
- b) An official withdrawal form from the last school attended verifying that the individual is no longer enrolled.*

3. When can I apply for a High School Equivalency Diploma using the College Credit Pathway?

July 1, 2018.

4. Will the College Credit Pathway replace the GED® Test Pathway in Arizona?

No. The GED® Test Pathway will still be available as an alternative for individuals seeking to obtain their High School Equivalency Diploma in Arizona.

5. How many college credits are required to be eligible to apply for an Arizona High School Equivalency Diploma through the College Credit Pathway?

The applicant is required to complete a minimum of twenty-five specific college credits.

6. I have most of my college credits in Mathematics and English classes, can I use all of them to complete the 25 required credits?

The distribution of the required college credits to be used in the College Credit Pathway is as follows:

Subject Area	Credits
English Arts	6
Mathematics	6
Social Studies (history, economics, government, political science)	3
Science (biology, physical science, earth, and space science)	4
Computer (CIS)	3
College/Career Planning	3
Arizona Civics Test	Pass

7. Are all college classes eligible for the College Credit Pathway?

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No. To be eligible for the College Credit Pathway, applicable college credits must be earned at, accepted at, and/or validated by an Arizona accredited public community college and/or state university and be at least at the 100-course level. See the above table in question 6.

8. What's the minimum passing letter grade for each course to be eligible for the College Credit Pathway?

College courses must have a passing grade letter of 'C' or above to be considered valid.

9. Are the college credits that I earned while attending an out-of-state school and/or private school eligible for the College Credit Pathway?

Applicable college credits must be earned, accepted and/or validated by an Arizona accredited public community college and/or state university. Only transcripts issued by an Arizona accredited public community college and/or state university will be valid.

Individuals with out-of-state/private college credits must contact an Arizona accredited public community college and/or state university regarding transfer of credits.

10. I earned college credits at more than one Arizona accredited public community college and/or state university. Do I have to submit an official transcript from each educational institution I attended in which I earned eligible college credits?

Yes. Applicants are required to have an official transcript sent from each Arizona accredited public community college and/or state university in which they have earned eligible college credits that will be used in the College Credit Pathway.

11. What Arizona public universities or community colleges are eligible on this pathway?

Click [here](#) to download the list of eligible Arizona accredited public community colleges and state universities.

12. What are the steps to apply for an Arizona HSE Diploma through the College Credit Pathway?

Here is a summary of the steps to apply for an Arizona HSE Diploma through the College Credit Pathway:

- a) Pass the Arizona Civics Test* (see question 28);*
- b) Complete and submit the College Credit pathway application Form to ADE;*
- c) Applicant must request that an official transcript from an Arizona accredited public community college and/or state university be sent to the Arizona Department of Education, on behalf of the applicant (see question 24).*
- d) The application will be processed within 1 to 3 weeks of receiving the official transcript.*
- e) After the official transcript is evaluated, the applicant must submit the required administrative fee to complete the validation process (see question 14).*

**It is important to remember that any person wishing to obtain an Arizona High School Equivalency Diploma through the College Credit Pathway must pass the Arizona Civics Test prior to submitting any documentation to the Arizona Department of Education (per A.R.S. §15-701.01).*

13. What documentation needs to be submitted to apply for the College Credit Pathway?

A completed College Credit Pathway application form, and an official transcript issued by an Arizona accredited public community college and/or state university.

Applicants age 16 and 17 see question 2 for additional required documentation.

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14. Is there a fee to apply for an Arizona HSE Diploma through the College Credit Pathway?

Yes. The administrative fee to apply for an Arizona HSE Diploma through the College Credit Pathway is \$20.00 (twenty dollars) which must be paid once the official transcript has been validated by the Arizona Department of Education. Applicants will be notified via email when payment is due.

15. What are the acceptable forms of payment to finalize the College Credit Pathway process?

Only forms of payment accepted are Money Orders or Business Checks.

16. Do I have to submit my payment along with the College Credit Pathway application form?

No. The \$20.00 administrative fee should not be submitted with the College Credit Pathway application form. Applicants will be notified via email when validation is completed and this payment is due.

17. I'm facing a financial hardship. Is there a way to have the \$20.00 administrative fee waived?

Arizona residents who show proof of a financial hardship may be eligible to have the administrative fee waived if any of the following conditions are current and true:

- Receiving Arizona Public Assistance (food stamps, unemployment benefits, other);
- Residing in federally-subsidizing housing;
- Residing in a foster home;
- Enrolled in a program for the economically disadvantaged;
- Participating in a free or reduced lunch program.

For more information, email AdultEd@azed.gov.

18. Where can I get a copy of the College Credit Pathway application form?

Starting July 1, 2018, you can download the fillable College Credit Pathway application form at <http://www.azed.gov/adultedservices/ccp/> or pick it up in person at our office.

19. Where should I mail the completed College Credit Pathway Application form?

Please mail your completed and signed College Credit Pathway application form to the following address:

*Arizona Department of Education
Adult Education Services, Bin #26
College Credit Pathway - Application
1535 W Jefferson Street
Phoenix, AZ 85007*

20. Who is responsible for requesting the official transcript from an Arizona accredited public community college and/or state university?

The individual applying for an Arizona HSE Diploma through the College Credit Pathway is responsible for requesting the official transcript from an Arizona accredited public community college and/or state university.

21. Who pays for the fees associated with requesting an official transcript from an Arizona accredited public community college and/or state university?

The individual applying for an Arizona HSE Diploma through the College Credit Pathway is responsible for covering any fees associated with requesting the official transcript from an Arizona accredited public community college and/or state university.

22. Can the official transcript be delivered in-person at the Arizona Department of Education?

No. To be deemed valid, the official transcript must be mailed directly by the Arizona accredited public community college and/or state university to the Arizona Department of Education, in a sealed envelope.

23. I have a photocopy of an old College transcript; can I use it to apply for the College Credit Pathway?

No. Only original official transcripts mailed directly by an Arizona accredited public community college and/or state university to the Arizona Department of Education will be deemed valid for this alternative.

24. Who is required to mail the official transcript to the Arizona Department of Education?

Official transcripts must be mailed directly from an Arizona accredited public community college and/or state university, in a sealed envelope, to the following address on behalf of the applicant:

*Arizona Department of Education
Adult Education Services, Bin #26
College Credit Pathway - Transcripts
1535 W Jefferson Street
Phoenix, AZ 85007*

IMPORTANT: It is the responsibility of the applicant to provide the correct mailing address to the Arizona accredited public community college and/or state university.

25. What happens if the official transcript is not mailed in a sealed envelope?

It will not be accepted or processed. See question 24.

26. How long will it take for an Arizona accredited public community college and/or state university to mail the official transcript to the Arizona Department of Education?

Each educational organization has its own processing times. We strongly recommend that applicants contact the Arizona accredited public community college and/or state university before submitting their College Credit Pathway application form to the Arizona Department of Education.

27. How long will it take to process the College Credit Pathway application?

The application will be processed within 1 to 3 weeks of receiving the official transcript from the Arizona accredited public community college and/or state university.

28. Is it a requirement to pass the Arizona Civics Test before applying for an Arizona HSE Diploma through the College Credit Pathway?

Yes. As of January 1, 2017, any person wishing to obtain an Arizona high school equivalency diploma must pass the Arizona Civics Test (per A.R.S. §15-701.01).

29. What happens if I haven't passed the Arizona Civics Test but have all the college credits required by the College Credit Pathway?

College Credit Pathway applications will not be processed until the Arizona Civics Test has been passed by the applicant.

30. I passed the Arizona Civics Test while enrolled in high school; am I required to take the test online again?

Applicants who passed the Arizona Civics Test while enrolled in high school, must request an official transcript in a sealed envelope from the educational institution where the test was passed. This transcript must be mailed or delivered to the Arizona Department of Education.

31. Do I have to create a GED account to take the Arizona Civics Test?

Yes, all applicants needing to take the Arizona Civics Test must create a GED.com account to schedule, pay for, and complete the test.

32. Where can I find more information regarding the Arizona Civics Test?

For more information regarding the Arizona Civics Test please visit:

<http://www.azed.gov/adultedservices/hse/>

33. Why do I need to provide an email address when filling out the College Credit Pathway application form?

An email address is required so that applicants can be notified of the final steps in the validation process once their submitted application and official transcripts have been reviewed.

34. How will I be notified of the status of my College Credit Pathway application?

Applicants will be notified via email once the application process has been completed.

35. Will the college credits that I earned years ago be valid to apply for an HSE Diploma through the College Credit Pathway?

It is possible that college credits earned years ago are considered valid if they are displayed in the official transcript and meet the requirements described in questions 6-9.

36. Can I combine college credits and GED® scores to get an HSE Diploma in Arizona?

No. Earned college credits and GED® passing scores cannot be combined to apply for an Arizona HSE Diploma through the College Credit Pathway.

37. Can I combine high school credits and college credits to get an HSE Diploma in Arizona?

No. Earned high school credits and college credits cannot be combined to apply for an Arizona HSE Diploma through the College Credit Pathway.

38. Will I be eligible for financial aid if I get my High School Equivalency Diploma through the College Credit Pathway?

Federal regulations establish that to be eligible to obtain financial aid, candidates must, among other things, “show you’re qualified to obtain a college or career school education by: having a high school diploma or a recognized equivalent such as a General Education Development (GED) certificate.”

The High School Equivalency Diploma through the College Credit Pathway is one such recognized equivalent and therefore you may be eligible for financial aid. Contact the financial office at your postsecondary school for more information.

39. Can financial aid help me pay for my college classes needed for the College Credit Pathway?

Individuals wanting to earn a High School Equivalency Diploma through the College Credit Pathway may be eligible for financial aid if they are currently enrolled in an eligible career pathway program and meet one of the “ability-to-benefit” alternatives.

For information about these criteria, talk to your Adult Education Program and the financial aid office at your postsecondary school. Your financial aid counselor can tell you whether your school offers an eligible career pathway program and can advise you about any ability-to-benefit tests the school uses. (Source: <https://studentaid.ed.gov/sa/eligibility/basic-criteria>).

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40. Where can I get more information regarding the College Credit Pathway?

For more information regarding the College Credit Pathway:

Website: www.azed.gov/adultedservices/

Email: AdultEd@azed.gov

Phone: (602) 258-2410, Monday through Friday, from 8:00 am to 5:00 pm (Arizona time)

Mailing: ADE/Adult Education Services, Bin #26, 1535 W Jefferson St, Phoenix, AZ 85007

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