



## AGENDA

### IMPERIAL VALLEY COLLEGE ACADEMIC SENATE

May 4, 2011, 1:30 – 3:00 P.M.  
Administration Building Board Room

#### MEMBERSHIP

Kevin White, Senate President

James Patterson, Senate Vice President

##### **Arts and Letters**

- Robert Baukholt
- Frank Rapp (Secretary)

##### **Behavioral & Social Sciences**

- Nannette Kelly
- Lisa Solomon

##### **Economic and Workforce Development**

- Jeffrey Beckley
- Frank Miranda

##### **Health and Public Safety**

- Celeste Armenta
- Toni Pfister

##### **Science, Math, and Engineering**

- Jill Kitzmiller
- Kevin Marty

##### **Learning Services and Instructional Technology**

- Terry Norris
- Cathy Zazueta

##### **Student Services**

- Stella Orfanos-Woo
- Norma Nunez (Treasurer)

##### **Contingent Faculty (Part-time)**

- Norma Scott
- Elizabeth Trevino

##### **Ex Officio (non-voting members)**

- Bruce Seivertson, Past President
- Kathy Berry, Vice President of Academic Services
- ASG President/Representative

##### **At-Large Senators (nine)**

- Mary Lofgren
- James Patterson
- Cesar Guzman
- Barbara Nilson
- Eric Lehtonen
- Daniel Gilson
- Carol Lee
- Caroline Bennett
- Jill Nelipovich

**Recording Secretary:** Dixie Krimm

#### MEMBERSHIP CHANGES

#### PUBLIC COMMENT

APPROVAL OF MINUTES DATED    Wednesday, April 20, 2011

#### PRESIDENT'S REPORT

**CONSENT AGENDA**

1. Curriculum Committee minutes 04-07-11
2. Curriculum Committee recommendations 04-07-11
3. Board Policy 3290 – Human Subject Research

**ACTION ITEMS**

1. Approval of Credit By Exam – AP 4235 Procedure Revisions & Petition Form

**DISCUSSION AND INFORMATION ITEMS**

1. Campus Structure Reorganization
  - a. Survey Update
  - b. Fiscal Update
  - c. Report Timeline
2. Flex Calendar Certification Committee Update
3. Accreditation Training Report – April 22<sup>nd</sup>
4. AS Annual Fundraising Status Report
5. Transfer Model Curricula (TMC) Update

**REPORTS – Please limit your reports to 3 minutes**

Past President  
Treasurer  
VP of Instruction  
Chief Financial Officer (CFO)  
Basic Skills Initiative (BSI) Coordinator  
Student Learning Outcomes (SLO)  
Associated Student Government (ASG)  
Contingent Faculty Representative  
Collect Bargaining Associations

**COMMITTEES**

1. Curriculum Committee
2. Tenure Committee
3. College Council
4. Equivalency
5. Budget & Fiscal Planning
6. Learning Support Services
7. Distance Education
8. Educational Master Plan Committee/CART
9. Other:

***“For the Good of the Order” – sharing successes and challenges***

**ADJOURNMENT**

**2010-2011 Academic Senate Meeting Schedule  
1:30 p.m. – IVC Board Room**

| 2011   |
|--------|
| May 18 |
| June 1 |
|        |

## IVC Academic Senate Meeting

Unadopted Minutes  
Wednesday, April 20, 2011  
1:30 p.m. – Board Room

### **Call to Order**

The meeting was called to order at 1:32 p.m. in the Board Room by Senate President White.

Roll Call by Recorder Dixie Krimm:

|                 |                 |               |                 |                   |
|-----------------|-----------------|---------------|-----------------|-------------------|
| <b>Present:</b> | Kevin White     | Frank Rapp    | Nannette Kelly  | Jeffrey Beckley   |
|                 | Robert Baukholt | Toni Pfister  | Jill Kitzmiller | Kevin Marty       |
|                 | Terry Norris    | Cathy Zazueta | Norma Nunez     | Norma Scott       |
|                 | Kathy Berry     | Mary Lofgren  | James Patterson | Barbara Nilson    |
|                 | Eric Lehtonen   | Daniel Gilson | Carol Lee       | Caroline Bennett  |
|                 | Jill Nelipovich | Cesar Guzman  | Lisa Solomon    | Elizabeth Treviño |
|                 | Jesus Gallegos  |               |                 |                   |

|                |               |                 |                    |                  |
|----------------|---------------|-----------------|--------------------|------------------|
| <b>Absent:</b> | Frank Miranda | Celeste Armenta | Stella Orfanos-Woo | Bruce Seivertson |
|----------------|---------------|-----------------|--------------------|------------------|

**Excused:**

|                  |               |                |                 |                 |
|------------------|---------------|----------------|-----------------|-----------------|
| <b>Visitors:</b> | Taylor Ruhl   | Jan Magno      | David Zielinski | Gordon Bailey   |
|                  | Todd Finnell  | Victor Jaime   | Sergio Lopez    | Alfredo Cuellar |
|                  | Frances Beope | Gaylla Finnell | Jessica Waddell |                 |

**Recorder:** Dixie Krimm

### **Membership Changes**

None to report at this time

### **Public Comment**

None

### **Approval of Minutes**

*M/S (Lee/Patterson) to approve the minutes of April 6, 2011, as presented. The motion carried.*

### **President's Report**

President White:

- March 2011 Senate Rostrum Newsletter was made available.
- Attended Academic Senate Spring Plenary, will make a more detailed presentation at the next meeting. The resolutions and results of resolutions are available for review on the State Academic Senate website. Resource: (FACCC) Faculty Association for California Community Colleges; advocacy for faculty; visit [www.faccc.org](http://www.faccc.org) to look at current information that is being discussed throughout the state.

### **Consent Agenda**

1. Curriculum Committee minutes 03-17-11

2. Credit-by-Exam revisions
3. AP 5075 – Course Adds and Drops
4. AP 3290 – Institutional Review Board Policies and Procedures
5. BP 3560 – Alcoholic Beverages

James Patterson requested that item #2 be removed from the consent agenda list as it was going to be discussed at the Curriculum Committee meeting tomorrow, April 21, 2011.

*M/S (Rapp/Nunez) to approve the above consent agenda items with the exception of item #2 Credit-by-Exam revisions. The motion carried.*

### **Action Items**

1. Right of 1<sup>st</sup> Refusal Policy – revision of Distance Ed policy for campus-wide application

*M/S (Nunez/Lehtonen) to support the change to the Right of 1<sup>st</sup> Refusal Policy as presented. The motion carried.*

#### **Discussion:**

- Michael Heumann – The current policy is vague and does not put any limit on the right of first refusal. It could be interpreted in different ways. Modifications that are being proposed would give the time limit.
- James Patterson spoke against the right of first refusal – policy gives false assumption, assumes that materials developed by the originating instructor would be used when in actuality the instructor would use materials of they create themselves. Also, the policy promotes a sense of isolationism and competition among faculty, whereas curriculum best practices call for faculty to work collaboratively.
- Gaylla Finnell – to clarify; the policy originally came from the Distance Education committee, but when it was put into the current policy it included all courses. What CTA wanted from Academic Senate was to either support inclusion of the document or not since it was originally recommended by the Academic Senate.
- Members continued discussing and clarifying the changes for approval of the policy. A yes vote would indicate approval of the changes; a no vote would leave the document in its original form.
- In favor of the motion – 14, opposed – 4.

2. Flex Calendar for 2011-12 – Need chair and committee

- Kathy Berry – CTA has developed a calendar that includes flex; this committee will have an important task during the next month as the deadline for submission is June 1, 2011.

#### **Volunteers:**

Kevin White (Chair), Lisa Solomon, Frank Rapp, Michael Heumann, Toni Pfister

\*Tina Aguirre, Taylor Ruhl, and Travis Gregory (appointed by Kathy Berry as administrative representatives – required by the State)

3. Campus Instructional Structure Reorganization – (formerly Dean Structure Reorganization) revised survey draft
  - Administration looking at numbers; financial information should be available at the next meeting.
  - Frank Rapp reviewed the changes made from the suggestions provided at the last meeting. Survey monkey should be ready early May.
  - One additional revision to section 1, item number 4 – department to replace division.

*M/S (Lee/Solomon) to approve the reorganization survey as revised. The motion carried.*

4. Tenure Policy
  - a. Counseling form changes (finalizing form today)
  - b. Librarian form changes (no changes)

Discussion:

- Barbara Nilson – reviewed the changes/revisions
- Gaylla Finnell – the final contract will be negotiated, what is needed is the direction of the Academic Senate.

*M/S (Lee/Solomon) to approve the Tenure Review Policy as presented. The motion carried.*

#### **Discussion and Information Items**

1. IVC Professorship policy – review of policy
  - Kevin white – reviewed the board policy regarding faculty titles
  - Discussion ensued regarding the titles; importance of use of titles for correspondence, necessity of updating the titles, and providing update and clarity to terms of titles.
2. Honorary Degrees for 4 individuals of Japanese Ancestry
  - Victor Jaime – provided an overview of the resolution that is included on the Board agenda for this evening.
3. Rafael Santos Award – reminder of deadline
  - Frank Rapp – at this time we have received three nominations
4. Summer School cancellation
  - Kevin White asked for any discussion regarding the issue of summer school cancellation
  - Discussion ensued regarding the impact on students. Other colleges are cancelling summer school as well. Carol Lee provided information that may assist in referring students to alternative options.

5. Contingent faculty (part time) as Division representatives
  - Kevin White – there is a plan to revise the by-laws; there was a question as to whether a part-time instructor could be included in division representation.
  - There are two representatives from each division; the second position could be a part-time individual. This would be a volunteer position.
6. Classified Layoffs – AS support for Classified employees
  - This issue is included in the Board meeting tonight. Kevin White would like to be able to make a comment at the meeting in support of the classified and would like input from the senate.
  - Several members commented on the value of classified staff.
  - Travis Gregory commented about the layoff procedure; even though the district is asking the Board to authorize layoff notices it does not necessarily mean that all of those employees will be laid off. Efficiency issues have been discussed. According to the CSEA contract, in order to negotiate certain changes in specific types of positions a layoff notice must be given and then bargain the impacts and effects of those layoffs. There may be an appearance of more layoffs than may actually occur.
7. Academic Senate for California Community Colleges (ASCCC) Spring Plenary Results
  - Kevin White – will address this at the next meeting.
8. Accreditation Training by ACCJC – April 22<sup>nd</sup> at Moreno Valley College
  - Kathy Berry – 10 people will be attending the self study training at Moreno Valley College, thanked Michael Heumann and Valerie Rodgers for being the 2 key officers.
9. AS Annual Fundraising – Chair update (Friday, May 27<sup>th</sup>)
  - Update provided; email will be sent.

## **Reports**

Past President Bruce Seivertson:

- Nothing to report at this time

Treasurer Norma Nunez:

- Balance: \$3,610.00

VP of Instruction Kathy Berry:

- EMPC met last week, comprehensive program reviews have been turned in and are being reviewed by the EMPC committee for prioritization. Fall courses are being planned at a 10% reduction over last fall. Reminded by notice from the Chancellor's Office about the legislation regarding courses (example of a noncredit course given) that are outside of the three core

missions. Beginning the process of reviewing the reorganization; to be completed by the end of the year.

Chief Financial Officer (CFO) John Lau:

- Nothing to report at this time

Basic Skills Initiative (BSI) Coordinator Frank Rapp:

- Frank Rapp – will be putting together a team that will be taking part in a series of workshops on acceleration to increase out student retention.

Student Learning Outcomes (SLO) Toni Pfister:

- Nothing to report at this time

Associated Student Government (ASG) Jesus Gallegos:

- Hands Across California – full bus of students attended
- May 4<sup>th</sup> and 5<sup>th</sup> – voting for next year's 2011-2012 student government. There will be a debate on Tuesday, May 3<sup>rd</sup>; 13 individuals are running for 8 positions.

Contingent Faculty Representative:

- Nothing to report at this time

Collective Bargaining Units Gaylla Finnell:

- 92 survey responses; reception was successful; general membership meeting tomorrow at 3:30 in room 2131. MOU to add one Saturday to the calendar should easily pass. CTA is involved in starting a campaign to help with all education. State of emergency is called for the week of May 13<sup>th</sup> and our local CTA is starting to plan an activity; will be hearing more later.

## COMMITTEES

1. Curriculum Committee  
James Patterson – committee meets tomorrow; hoping to close the book on 11-12 catalog revisions and updates.
2. Tenure Committee  
Nothing to report at this time
3. College Council  
Jessica Waddell – chaired her first meeting last Monday; Daniel Gilson nominated as Vice Chair, vote to be held at the next meeting.
4. Equivalency  
Nothing to report at this time
5. Budget & Fiscal Planning  
Senate President White mentioned that he attended the last meeting; no major decisions were made other than the freeze on budget transfers; members learned how to read the budget.

6. Learning Support Services  
Taylor Ruhl – next meeting early May
7. Distance Education  
David Zielinski – recently finished the survey for the Chancellor’s Office assisted by Carol Lee for the Student Services section. Andres Martinez started Etudes 101 classes to assist instructors.
8. Educational Master Plan Committee/CART  
Nothing to report at this time
9. Other:

**“For the Good of the Order”:**

**Adjournment**

The meeting adjourned at 2:55 pm.

The next regularly scheduled meeting of the Imperial Valley College Academic Senate will be on Wednesday, May 4, 2011 at 1:30 p.m. in the Board Room.



## **BP 3290 Institutional Review Board**

An Institutional Review Board shall be established by Imperial Community College District to review and approve project proposal, and conduct periodic review of research involving human subjects. The primary purpose of such review is to assure the protection of the rights and welfare of the human subjects.

Administrative procedures shall be established to describe the purpose, procedures, composition of the Institutional Review Board, and the disposition of the review.

**Adopted on xx-xx-xx**

# **Proposed Changes to AP 4235 Credit by Examination**

Reference: Title 5, Section 55050

## **Credit by Examination Regulations and Procedures**

[Delete current text] ~~An enrolled student may petition to take an examination in lieu of course work between the sixth and fourteenth weeks of each semester. A maximum of 25 units may be used toward graduation through this process. No more than 15 units per semester will be authorized. The fee will be \$20.00 per unit plus \$10.00 for administrative costs for each examination administered. The credit by examination petition is available in the Admissions and Records Office.~~

[Replace above with the following]

## **Credit by Examination Regulations**

1. A student must have a minimum cumulative grade point average (GPA) of 2.0.
2. A student must be in good standing and have no financial obligations owed to Imperial Valley College (IVC).
3. The course identified for Credit by Examination must be listed in the current IVC catalog.
4. A student may complete Credit by Examination of an individual course only once.
5. A grade of incomplete (I) may not be assigned for Credit by Examination. NOTE: The student's grade shall be recorded on his/her academic record, even if it is substandard. The student will not have the option of rejecting a substandard grade.
6. Credit by Examination counts as an enrollment for repeatability purposes.
7. Basic Skills courses, laboratory courses, physical education activity courses, and basic courses in the student's native language are excluded from Credit by Examination consideration.
8. Credit by Examination is not available where:
  - a. the student has already completed a more advanced course in the discipline.
  - b. the student has previously received an evaluative symbol grade (A, B, C, D, F, W, CR, P, NC or NP) for a course taken at IVC or another college.
  - c. The student who has failed a Credit by Examination test cannot petition to retake the course by Credit by Examination.

9. Grades issued upon completion of Credit by Examination will be included in the calculation of the student's grade point average and for determining scholarship awards.
10. Credit by Examination shall only be available in Fall or Spring semesters. The student must be enrolled at the college or enrolled in an approved CTE/ High School articulated program during the semester in which the credit by exam is attempted.
11. The petition must be completed and submitted to the Office of Instruction by the beginning of the fifth (5<sup>th</sup>) week of the semester and exam completed before the end of the semester.

#### **A. Student Procedures**

1. The student must meet with a counselor to discuss Credit by Examination eligibility, procedures, and regulations.
2. The student must obtain the Credit by Examination petition form from the counselor. Each examination requires a separate petition form.
3. The student must complete the Course Identification and the Eligibility Determination sections with a counselor who will verify eligibility.
4. The student is responsible for obtaining the appropriate signatures required for the petition and for the payment of appropriate fees.
  - a. The student must obtain agreement, approval, and signature from the full-time faculty member who will administer the examination. It is recommended that arrangements for completing the examination and the actual administration be made between the student and the instructor at this time.
  - b. The student must obtain the approval of the appropriate Department Chair and Division Dean.
  - c. The student must pay applicable enrollment and administrative fees in the IVC Business Office.
  - d. The student must then submit the completed Credit by Examination petition form to the Office of Instruction, location: Building 10, Office 40.

5. The student will attempt the Credit by Examination test in the place and at the time arranged with the instructor.

#### **B. Counselor Procedures**

1. The counselor will be available to review Credit by Examination eligibility, procedures, and regulations with interested students.
2. The student should be advised that the use of units awarded through Credit by Examination to establish eligibility for athletics, financial aid, and veteran's benefits is subject to the rules and regulations of the external agencies involved.
3. The counselor will assist the student in completing the Course Identification and Eligibility Determination sections, including verification of the student's eligibility under current policy, procedures, and regulations
4. The counselor will assist the Economic and Workforce Development Division with the CTE/High School program by presenting an orientation, the IVC admission application (CCC Apply), and the completion of the Credit by Examination petition form prior to the exam being given.

#### **C. Business Office Procedures**

1. Upon receipt of the appropriate enrollment and administrative fees, the IVC Business Office staff will complete and initial the Payment of Fees section of the Credit by Examination petition form.
2. The Credit by Examination fee for resident or non-resident students is the current enrollment fee per unit rate of the District plus an administrative fee not to exceed but equal to the enrollment fee.

#### **D. Office of Instruction Procedures**

1. The Office of Instruction shall compile and maintain a list of possible classes and interested instructors for Credit by Examination. This list shall be provided to Student Services for distribution to the counseling staff. The listing of a course does not guarantee/mandate the availability of an instructor in the discipline. The listing of an instructor does not guarantee/mandate the instructor's availability for Credit by Examination.
2. Upon receipt of the Credit by Examination petition form from the student, the Office of Instruction staff will verify completeness, notify the instructor of record, and hold the petition form pending grade assignment by the instructor.

3. Once the instructor of record has submitted a grade and signed the Grade Assignment section of the Credit by Examination petition form, and upon the signature of the Vice President for Academic Services (or designee), the Office of Instruction will forward the petition form and grade to Admissions and Records for posting of the student's grade and filing of the completed petition form.
4. CTE/High School articulated programs will be processed via the Economics and Workforce Development Division in conjunction with the Office of Instruction.

#### **E. Admissions and Records Procedures**

1. Once the Admissions and Records (A&R) Office receives the completed Credit by Examination petition form, with the examination date, grade awarded, and signatures of the administering instructor and Vice President of Academic Services (or designee), the A&R office staff will post the final grade to the student's permanent record and file the petition form in the student file.
2. The result of the Credit by Examination test, with the grade and grade points, will be entered on the student's permanent record with clear notation that the credit was earned by examination.

#### **F. Instructor Procedures**

1. The instructor will meet with the student to discuss the possibility of developing and administering Credit by Examination. If the instructor agrees, the instructor will sign the Credit by Examination petition form where appropriate. At that time, it is recommended that the student and instructor set a tentative schedule for the time and place where the examination will be given.
2. The examination itself may take any appropriate form such as written, oral, demonstration, or a combination of methods. A copy of the course outline and/or other pertinent information may be provided to the student to help the student prepare for the examination.
3. The instructor will develop an examination which covers the scope and content of the course identified with regard to the official Course Outline of Record (COR). The instructor may also wish to correlate the examination with the Student Learning Outcome(s) identified for the course.
4. After the instructor has been notified by the Office of Instruction that the fees have been paid and the petition has been received (D.2 above), the instructor will proctor the examination as scheduled with the student.

5. The CTE faculty member will, in conjunction with the Economic and Workforce Development Division, notify students of the outcome of the Credit by Examination and provide copies of the exam and results to the appropriate Department Chair and Division Dean.
6. The instructor will grade the examination and submit the grade (and a copy of the examination) to the Office of Instruction within the time specified by the Faculty Contract. At that time, the instructor will complete and sign the Grade Assignment section of the Credit by Examination petition form.

## **G. CTE/High School Student and Faculty Regulations and Procedures**

### **1. Regulations**

- a. An approved course articulation agreement must be established between the appropriate high school and Imperial Valley College (IVC) before Credit by Examination can take place.
- b. Only high school seniors are eligible to take the Credit by Examination.
- c. The high school senior must have an overall GPA of a 2.0 or higher.
- d. The high school senior must complete the CTE/HS course with a grade of “C” or higher, and successfully pass the IVC Credit by Examination test to receive college credit based on the articulated course agreement.
- e. The student is responsible for the payment of all appropriate fees. Payment of enrollment and administrative fees shall be done at the IVC Business Office.

### **2. CTE/High School Student Procedures**

- a. Attend a mandatory orientation at the high school;
- b. Complete the IVC Admission Application (CCC Apply); and
- c. Complete the Credit-By-Examination petition form prior to taking the test. Each examination requires a separate petition form.
- d. Students must complete the entire Credit by Examination process prior to the end of the fall semester following the examination to receive college credit. Requests for acceptance after the fall semester will not be accepted. Instructions on how to complete the process will be provided by the Economic and Workforce Division to the successful CTE/HS student.

### **3. CTE/High School Faculty Procedures**

- a. The CTE/High School faculty will verify that an approved course articulation agreement exists between the appropriate high school and Imperial Valley College (IVC) before Credit by Examination can take place.

- b. After April 15, of any given year, the CTE/High School Faculty will work with the IVC Faculty to identify and/or schedule the following:
  - 1) Will assist in the identification of the high school seniors and validate their GPA as to their eligibility to qualify for college credit via Credit by Examination.
  - 2) Schedule the IVC Orientation prior to the examination where the student will complete the IVC admission application and the Credit by Examination form(s).
  - 3) Schedule the Credit by Examination test in the place and at the time arranged with the IVC instructor.

# IMPERIAL VALLEY COLLEGE

## CREDIT BY EXAMINATION PETITION FORM

### INSTRUCTIONS:

1. Meet with a Counselor to discuss Credit by Examination eligibility and regulation requirements.
2. Complete a separate petition for each Credit by Examination requested.
3. Complete, with a Counselor, the Eligibility Determination section.
4. Signatures and Fees: It is the student's responsibility to obtain the appropriate signatures and pay fees.
5. Pay enrollment and administrative fees in the IVC Business Office.

Name \_\_\_\_\_ **G00** \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Last, First, MI (Please Print) Student ID # Cell/Daytime Phone #

Other names used while attending IVC \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current mailing address \_\_\_\_\_  
Street/PO Box City State & Zip Code

E-mail Address \_\_\_\_\_

### COURSE IDENTIFICATION (Example: SPAN 100, Elementary Spanish I, 5.0):

| Dept | Cr # | Course Title | Units |
|------|------|--------------|-------|
|------|------|--------------|-------|

### ELIGIBILITY DETERMINATION (Complete with a Counselor):

1. Is the student currently enrolled at Imperial Valley College (IVC) Yes \_\_\_\_\_ No \_\_\_\_\_ How many units? \_\_\_\_\_ In Process \_\_\_\_\_
2. Does the student have an overall 2.0 GPA or higher? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Has the student completed a minimum of 12 units at the college Yes \_\_\_\_\_ No \_\_\_\_\_  
OR is the student enrolled in an approved CTE/HS program? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Has the student earned any units by Credit-by-Examination? Yes \_\_\_\_\_ No \_\_\_\_\_ How many units? \_\_\_\_\_

**Student:** *I understand that by signing this form I will be charged for this course and am obligated to pay all fees. I further understand that if I fail to show for the examination I will be assigned an unsatisfactory grade for the course and will not be eligible for a refund.*

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

\_\_\_\_\_  
Counselor's Signature and Date

### INSTRUCTOR OF RECORD IDENTIFICATION AND DIVISION AUTHORIZATION:

1. Faculty member is willing to develop, administer, and grade examination. Yes \_\_\_\_\_ No \_\_\_\_\_
2. Faculty member agrees to submit a grade in a timely manner as per CTA contact (Section 15.6 – Final Grades) to the Office of Instruction.

\_\_\_\_\_  
Faculty Name (Please Print)

\_\_\_\_\_  
Faculty Signature and Date

3. Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Department Chair Signature and Date

4. Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Division Dean Signature and Date

**Note to Student:** Take approved form to Cashier/Business Office for payment of fees.

### PAYMENT OF FEES - BUSINESS OFFICE USE ONLY

Fee Charged: \_\_\_\_\_ Processed by: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Name (Please Print)

**Note to Student:** After payment of fees, please return this form to the Office of Instruction.

### FOR OFFICE USE ONLY – GRADE ASSIGNMENT AND RECORD PROCESSING

Test Administered: \_\_\_\_ YES \_\_\_\_ NO Examination Date: \_\_\_\_\_ Grade to be awarded: \_\_\_\_\_

\_\_\_\_\_  
Faculty Signature and Date

\_\_\_\_\_  
VP of Instruction or Designee Signature and Date

**ADMISSIONS & RECORDS OFFICE:** Processed by: \_\_\_\_\_ Initials: \_\_\_\_\_ Posting Date: \_\_\_\_\_  
Name (Please Print)



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  - a. the student has already completed a more advanced course in the discipline.
  - b. the student has previously received an evaluative symbol grade (A, B, C, D, F, W, CR, P, NC or NP) for a course taken at IVC or another college.
  - c. The student who has failed a Credit by Examination test cannot petition to retake the course by Credit by Examination.
9. Grades issued upon completion of Credit by Examination will be included in the calculation of the student's grade point average and for determining scholarship awards.
10. Credit by Examination shall only be available in Fall or Spring semesters. The student must be enrolled at the college or enrolled in an approved CTE/ High School articulated program during the semester in which the credit by exam is attempted.
11. The petition must be completed and submitted to the Office of Instruction by the beginning of the fifth (5<sup>th</sup>) week of the semester and exam completed before the end of the semester.

## **Student Procedures**

1. The student must meet with a counselor to discuss Credit by Examination eligibility, procedures, and regulations.
2. The student must obtain the Credit by Examination petition form from the counselor. Each examination requires a separate petition form.
3. The student must complete the Course Identification and the Eligibility Determination sections with a counselor who will verify eligibility.
4. The student is responsible for obtaining the appropriate signatures required for the petition and for the payment of appropriate fees.
  - a. The student must obtain agreement, approval, and signature from the full-time faculty member who will administer the examination. It is recommended that arrangements for completing the examination and the actual administration be made between the student and the instructor at this time.
  - b. The student must obtain the approval of the appropriate Division Chair and Division Dean.
  - c. The student must pay applicable enrollment and administrative fees in the IVC Business Office.
  - d. The student must then submit the completed Credit by Examination petition form to the Office of Instruction location: Building 10, Office 40.
5. The student will attempt the Credit by Examination test in the place and at the time arranged with the instructor.