

# 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
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**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<br>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)

## **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.

### **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.



## AP 4235 Credit by Examination

*Reference: Title 5, Section 55050*

### 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, except in the case of High School Credit by Examination.
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 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 paying 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 the 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 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 the 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.

## **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 for 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 by 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 by the instructor.
3. Once the instructor of record has submitted a grade and signed the Grade Assignment section of the Credit by Examination 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 Economic 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 and the Credit by Exam document to the student's permanent record.
2. The results 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 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 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 students enrolled in articulated courses are eligible to take the Credit by Examination.
- c. The high school student must have an overall GPA of a 2.0 or higher.
- d. The high school student 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.
- e. Enrollment and administrative fees will not be charged for credit earned through CTE High School Credit by Exam.

### **2. Applying For Credit by Examination Career Technical Education Transitions Process**

- a. A Student must be registered and in good standing to earn college course credit.
  - 1) A student will be considered "in good standing" once they have completed the IVC admission application and will hold that status until the student's actions or performance result in a loss of that standing.
  - 2) A student will be considered "registered" at the college by submitting an active admission application for the term in which the college credit is being earned.
- b. Within 18 months of high school graduation date, student must complete and submit:
  - 1) IVC Application for Admission;
  - 2) Petition for High School Credit by Examination articulated course credit. [Note: Multiple courses may be listed on the petition, but must match agreements in place during time of high school enrollment. Parent permission is required for all students under the age of 18.]

- c. Student submits the document listed in 5.b to the CTE Transitions Office.
- d. The CTE Transitions Office verifies student information on the Petition for CTE Credit, attaches the completed Credit by Exam petitions and forwards the petition forms to the Office of Admissions and Records.
- e. The IVC Office of Admissions and Records will record the college credit on the student's academic record in the term the credit is processed.