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 (5th) 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.

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)