



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Adopted)
 Regular Meeting, Thursday, November 20, 2014
 3:05 p.m. –Board Room

Present:	<input type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input type="checkbox"/> Susan Carreon	<input checked="" type="checkbox"/> David Drury
	<input checked="" type="checkbox"/> Kathleen Dorantes	<input type="checkbox"/> Gaylla Finnell	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input checked="" type="checkbox"/> Jose Lopez	<input checked="" type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Frank Rapp	<input checked="" type="checkbox"/> Jose Ruiz	<input type="checkbox"/> James Patterson	<input checked="" type="checkbox"/> Veronica Soto
	<input checked="" type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> ASG Representative Claudia Curiel	
Consultants:	<input type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Gloria Hoisington	<input checked="" type="checkbox"/> Ted Cesar	<input type="checkbox"/> Becky Green
	<input type="checkbox"/> Todd Finnell	<input type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Norma Nunez	<input checked="" type="checkbox"/> Efrain Silva
Ex-officio	<input checked="" type="checkbox"/> Michael Heumann			
Visitors:				
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Frank Rapp called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:10 pm on Thursday, November 20, 2014.

B. Approval of the Minutes

1. Regular Meeting of November 6, 2014
2. Special Meeting of November 13, 2014

M/S/C (Gilison/White) to approve the minutes of the November 6, and November 13, 2014, regular and special meetings of the Curriculum Committee, as presented. The motion carried.

II. Action Items

A. Credit Courses

1. Revised Courses

- a. AG 130 – Agricultural Economics (3)
- b. AG 134 – Agricultural Business Organization (3)
- c. AG 136 – Agricultural Sales, Communication, and Service Management (3)
- d. AG 138 – Computer Applications in Agriculture (3)
- e. ATHL 120 – Intercollegiate Cross Country & PE (3)
- f. ATHL 121 – Out-of-Season Intercollegiate Cross Country & PE (3)
- g. ATHL 122 – Intercollegiate Volleyball & PE (3)
- h. ATHL 123 – Out-of-Season Intercollegiate Volleyball & PE (3)
- i. ATHL 124 – Intercollegiate Men's Soccer & PE (3)
- j. ATHL 125 – Out-of-Season Intercollegiate Men's Soccer & PE (3)
- k. ATHL 126 – Intercollegiate Women's Soccer & PE (3)
- l. ATHL 127 – Out-of-Season Intercollegiate Women's Soccer & PE (3)
- m. ATHL 128 – Intercollegiate Men's Basketball & PE 1 (3)
- n. ATHL 129 – Intercollegiate Men's Basketball & PE 2 (3)

- o. **ATHL 130 – Intercollegiate Women's Basketball & PE 1 (3)**
- p. **ATHL 131 – Intercollegiate Women's Basketball & PE 2 (3)**
- q. **ATHL 132 – Out-of-Season Intercollegiate Baseball & PE (3)**
- r. **ATHL 133 – Intercollegiate Baseball & PE (3)**
- s. **ATHL 134 – Out-of-Season Intercollegiate Softball & PE (3)**
- t. **ATHL 135 – Intercollegiate Softball & PE (3)**
- u. **ATHL 136 – Out-of-Season Intercollegiate Men's Tennis & PE (3)**
- v. **ATHL 137 – Intercollegiate Men's Tennis & PE (3)**
- w. **ATHL 138 – Out-of-Season Intercollegiate Women's Tennis & PE (3)**
- x. **ATHL 139 – Intercollegiate Women's Tennis & PE (3)**
- y. **BUS 167 – Machine Calculation (1)**
- z. **SPAN 210 – Intermediate Spanish II (5)**
- aa. **SPAN 220 – Spanish for Heritage Speakers I (5)**
- bb. **SPAN 221 – Spanish for Heritage Speakers II (5)**
- cc. **SPCH 150 – Intercultural Communication (3)**

M/S/C (Gilison/White) to approve the update to title, units, description, objectives, content, and texts as indicated in CurricUNET, for items a. through cc. above, effective 2015-2016, as presented. The motion carried.

dd. PSY 212 – Research Methods in Psychology (3)

M/S/C (White/Soto) to approve the addition of MATH 119 and MATH 120 as “or” for PSY 214 as prerequisites for PSY 212, effective 2014-2015, as amended. The motion carried.

The motion was amended to add MATH 120 (statistics course number that was replaced by MATH 119).

2. New Courses

a. BUS 105 – Business Office Math (3)

M/S/C (Blek/Soto) to approve the addition of BUS 105, to the credit curriculum, effective 2015-2016, as presented. The motion carried.

- Daniel Gilison asked about the level of Math involved in the course
- Craig Blek explained that it was very low level, the math involves payroll, markdown, markups and other math specifically related to bookkeeping.

B. Degrees and Certificates

1. Revised Degrees and Certificates

a. Spanish Degree (Associate in Arts in Spanish for Transfer)

M/S/C (Ruiz/Soto) to approve the revision of the Spanish Degree Program, from Associate in Arts (A.A.) Degrees to Associate in Arts for Transfer (A.A.-T.) Degree, effective 2015-2016, as presented. The motion carried.

b. Business Accounting Technician Degree and Certificate

M/S/C (Blek/Drury) to approve the revision of the Business Accounting Technician Degree and Certificate Programs, effective 2015-2016, as presented. The motion carried.

2. Elementary Teacher Education for Transfer Degree – Department Assignment

M/S (White/Leon) to recommend the assignment of the Elementary Teacher Education for Transfer Degree to the Behavioral and Social Sciences Department. The motion carried.

- Kevin White – this was brought up in the past and there were 3 departments that expressed interest in this program. PE, Behavioral and Social Science, and Arts and Letters.
- David Drury – would like an opportunity to talk about it with his department.
- Frank Rapp – James Patterson would like to oversee it if the Behavioral and Social Sciences Department were not interested.
- After brief discussion Kevin White stated that Behavioral and Social Sciences would like to oversee the program.

C. Curriculum Policies and Procedures

1. AP 4235 Credit by Examination

M/S (Leon/Blek) to approve the revision to Academic Procedures (AP) 4235, Credit by Examination, effective as of this date of November 20, 2014, as presented. The motion carried.

- Gloria Hoisington explained some of the changes to the AP, enrollment and administrative fees will not be charged for credit earned through CTE High School Credit by Exam.
- Kevin White asked what the financial benefit was to the college
- Efrain Silva stated that although there is no monetary benefit, this exposes students to what IVC can offer and encourages their continued attendance.

D. Course Outline of Record

1. Core Content Percentage Removal

M/S (Blek/Leon) to approve the removal of percentage indication for core content on the official course outlines of record, effective as of this date of November 20, 2014, as presented. The motion carried.

III. Discussion Items

1. PE 170-172 – Bowling Course Fees – David Drury

Item pulled and will be addressed at the next regular meeting on December 4th.

IV. Information Items

None

V. Other Items

None

VI. Next Regular Meeting: DECEMBER 4, 2014, 3:05pm in the Board Room

VII. The meeting adjourned at 3:38 p.m.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Curriculum Committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

Transfer Model Curriculum (TMC) Template for Spanish

CCC Major or Area of Emphasis: Spanish

TOP Code: 110500

CSU Major(s): Spanish

Total Units: 19 (all units are minimum semester units)

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>

or the ASSIST website:

http://web1.assist.org/web-assist/help/help-csu_ge.html.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses with an identified C-ID Descriptor must be submitted to C-ID prior to submission of the Associate Degree for Transfer (ADT) proposal to the Chancellor's Office.**

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at:

<http://www.c-id.net/degreereview.html>

Attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC).*

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Arts in Spanish for Transfer Degree College Name: Imperial Valley College						
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS				
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	GE Area	
					CSU	IGETC
REQUIRED CORE: (16 units)						
Elementary Spanish I (4)	SPAN 100	SPAN 100	Elementary Spanish I	5	C2	
Elementary Spanish II (4)	SPAN 110	SPAN 110	Elementary Spanish II	5	C2	3B
Intermediate Spanish I (4) OR Spanish for Heritage Speakers I (4)	SPAN 200 OR SPAN 220	SPAN 200	Intermediate Spanish I	5	C2	3B
		OR SPAN 220	OR Spanish for Heritage Speakers I	5	C2	3B
Intermediate Spanish II (4) OR Spanish for Heritage Speakers II (4)	SPAN 210 OR SPAN 230	SPAN 210	Intermediate Spanish II	5	C2	3B
		OR SPAN 221	OR Spanish for Heritage Speakers II	5	C2	3B
Substitution Courses: If a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/units	BCT	ANTH 102	Cultural Anthropology	3	D1	4A
		HIST/ LAS 130	Early Latin America	3	C2/ D6	3B/ 4F
		HIST/ LAS 131	Modern Latin America	3	C2/ D6	3B/ 4F

required to reach at least 18 total units in the major (Title 5 regulations). Course substitutions are made at the discretion of the local college and may or may not be delineated in the local degree. Suggested substitutions include courses in List A. Additional suggested course substitutions are contained in the finalized Transfer Model Curriculum (TMC).		HIST/ LAS 132	History of Mexico	3	D6	3B/ 4F
		HIST/ LAS 225	Mexican American History	3	D6	4F
		SOC 101	Introduction to Sociology	3	D0	4J
		SPAN 223	Spanish Reading and Writing	4		
		SPCH 150	Intercultural Communication	3	D7	4G
LIST A: Select one (3-4 units)						
Spanish Composition (3)	GECC CSU-GE: C2 IGETC: 3B					
Elementary or Intermediate Conversational Spanish (3)	GECC CSU-GE: C2 IGETC: 3B	SPAN 222	Bilingual Oral Spanish	3	C2	
Introduction to Spanish/Hispanic/Latin American Literature (3)	GECC CSU-GE: C2, D IGETC: 3B, 4	SPAN 225	Introduction to Spanish American Literature	3	C2	3B
Latin American/Spanish History (3)	GECC CSU-GE: C2, D IGETC: 3B, 4					
Hispanic/Latino Culture and Civilization (3)	GECC CSU-GE: C2, D IGETC: 3B, 4	SPAN/ HUM 262	Introduction to Chicano/a Studies	3	C2	3B
An Elementary or Intermediate level course in another language (i.e., French, Italian, Latin, or Portuguese) ONLY in cases where courses beyond Intermediate Spanish Intermediate are not offered. (4)	GECC CSU-GE: C2 IGETC: 3B					
Any course articulated as lower division preparation in the Spanish major at a CSU. (3)	AAM					
Total Units for the Major:	19	Total Units for the Major:		19- 23		
		Total Units that may be double-counted <i>(The transfer GE Area limits must <u>not</u> be exceeded)</i>			6-12	6-12
		General Education (CSU-GE or IGETC) Units			39	37
		Elective (CSU Transferable) Units			4-14	6-16
		Total Degree Units (maximum)				60

ⁱ* **REQUIRED CORE:** Local departmental placement evaluation determines the course level where the individual students begin the core courses. Credit or placement equivalent to two years of college level Spanish are required. If a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/units required to reach at least 18 total units in the major (Title 5 regulations). Course substitutions are made at the discretion of the local college and may or may not be delineated in the local degree. Suggested substitutions include courses in List A. Additional suggested course substitutions are contained in the finalized Transfer Model Curriculum (TMC) found at: <http://c-id.net/degreereview.html>

NARRATIVE for Associate in Arts in Spanish for Transfer Degree

Criteria A. Appropriateness to Mission

Item 1. Statement of Program Goals and Objectives

The Spanish Department offers lower division courses to provide a clear transfer pathway for the Bachelor's Degree in the field of Spanish. The proposed revision of the current Spanish degree to the Associate in Arts in Spanish for Transfer remains consistent and supports the mission of the college to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

The Spanish Department through its course offerings fulfills the following important Program Learning Outcome Goals:

Program Learning Outcomes:

1. Analyze and evaluate literary texts through writing.
2. Successfully identify and differentiate between verb tenses in the subjunctive mood.

Item 2. Catalog Description

The Spanish for Transfer Degree Program offers courses that serve as a foundation for broad liberal education. It serves as preparation for a career in education, and as supplementary preparation for many careers in diverse areas such as emergency services, the legal and medical professions, social work, business, Foreign Service, public relations, journalism, translation and interpretation. The program provides a linguistic and grammatical study of the language and an in-depth look into the culture of Spanish Speaking countries.

The Associate in Arts in Spanish for Transfer [AA-T] is intended for students who plan to complete a Bachelor's Degree in a similar major at a CSU campus. Students completing this degree [AA-T] are guaranteed admission to the CSU system, but not to a particular campus or major. Please refer to the Imperial Valley College general catalog for more information on the "Requirements for the AA-T or AS-T."

Requirements for the Associate in Arts in Spanish for Transfer:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
 - (a) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - (b) A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "C" or better.

Item 3. Program Requirements

Associate in Arts in Spanish for Transfer (AA-T) – 19-23 units

ALL COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A MINIMUM GRADE OF “C” OR BETTER.

REQUIREMENTS FOR THE DEGREE

I. Units/GPA – Must complete a maximum of 60 CSU-transferable semester units with a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. *NOTE: While a minimum of 2.0 is required for admission, some institutions and majors may require a higher GPA. Please consult with a counselor for more information.*

II. General Education – Must complete one of the following general education transfer patterns:

A. California State University General Education Breadth Pattern (CSU GE-B) – 39 units minimum

B. Intersegmental General Education Transfer Curriculum (IGETC) – 37 units minimum

III. Nineteen to Twenty-Three (19-23) units required for the major.

Required for the Major (10-20 units)

SPAN	100	Elementary Spanish I	5.0
SPAN	110	Elementary Spanish II	5.0
SPAN	200	Intermediate Spanish I	5.0
or			
SPAN	220	Spanish for Heritage Speakers I	5.0
SPAN	210	Intermediate Spanish II	5.0
or			
SPAN	221	Spanish for Heritage Speakers II	5.0

List A: Select one course (3 units)

SPAN	222	Bilingual Oral Spanish	3.0
SPAN	225	Introduction to Spanish American Literature	3.0
SPAN/HUM	262	Introduction to Chicano/a Studies	3.0

*NOTE: If a student places out of any required course and is not awarded units for that course, the student will have to take additional units to compensate for the course/units needed to reach at least 18 total units in the major (per Title 5 regulations). Appropriate course substitutions may be from List A if not already used or from the Substitution Courses listed below.

Substitution Courses:

ANTH	102	Cultural Anthropology	3.0
HIST/LAS	130	Early Latin America	3.0
HIST/LAS	131	Modern Latin America	3.0
HIST/LAS	132	History of Mexico	3.0
HIST/LAS	225	Mexican American History	3.0
SOC	101	Introduction to Sociology	3.0
SPAN	223	Spanish Reading and Writing	4.0
SPCH	150	Intercultural Communication	3.0



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 ~~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.

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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 ~~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 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 ~~assignment~~ 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 ~~and file the petition form in the student file.~~
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 ~~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~~ **students enrolled in articulated courses** are eligible to take the Credit by Examination.
- c. The high school ~~seniors~~ student must have an overall GPA of a 2.0 or higher.
- d. The high school ~~seniors~~ 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 ~~based on the articulated course agreement.~~
- e. ~~The student is responsible for the payment of all appropriate fees.~~ **Payment of enrollment** Enrollment and administrative fees **will not be charged for credit earned through CTE High School Credit by Exam.**

~~2.~~ **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.~~

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.