

This form is to be filled out and submitted once a student has successfully completed an articulated high school/ROP course and 3 units of residency at Irvine Valley College. One form per articulated course. Students are encouraged to see an IVC counselor before completing this form.

To be completed by the **student**. Please print clearly.

Name of Student: \_\_\_\_\_  
Last Name First Name Date of Birth

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Student's Email Address: \_\_\_\_\_

High School Name: \_\_\_\_\_ ROP Name (if applicable): \_\_\_\_\_

High School Graduation Date: \_\_\_\_\_

Have you completed at least 3 units at IVC? Yes\_\_\_\_ No\_\_\_\_ If yes, IVC Student ID#: \_\_\_\_\_

**If the answer is no, you cannot apply to receive CTE Credit by Exam units at this time. You must complete the 3 unit residency requirement.**

*By signing this form I understand that by meeting all requirements, Irvine Valley College will **post a grade of Pass ("P")**, and the course will be identified as "credit by examination" on the student's IVC transcript. The grade is not used to compute the grade point average. Please note that IVC has a 3-unit residency requirement which must be met within 5 years of graduating from high school.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| High School/ROP Course Title | IVC Course Title & No. (Leave Blank if Not Sure) | Final Grade |
|------------------------------|--|-------------|
|                              |  |             |

### Instructions for Students

- Upon completion of 3 units of residency at IVC: (1) complete this CTE Credit by Exam Request form and mail it to IVC Admissions and Records Office; (2) submit a request to your high school/ROP to mail your official transcript to IVC Admissions & Records Office.

**Irvine Valley College  
Admissions and Records Office  
5500 Irvine Center Drive, Irvine, CA 92618**

- Once the process is complete, the credit by exam course will appear on student's IVC transcript. No fee is required to receive credit. **If you have any questions, please call Admissions and Records Office at (949) 451-5220 or Career Technical Education at (949) 282-2724.**

*For Office use only:*

|                          |                               |                  |
|--------------------------|-------------------------------|------------------|
| 1. DATE RECEIVED BY A&R: | 2. DATE POSTED TO TRANSCRIPT: | 3. COMPLETED BY: |
|                          |                               |                  |

### Check-off List for Students

1. \_\_\_\_ At your high school or ROP, take a Career Technical Education course that has been articulated with Irvine Valley College and pass the course with a “B” or better. To find out which high school courses are articulated, please talk to your high school counselor or ROP Career Specialist.
  
2. \_\_\_\_ Apply online for admission to Irvine Valley College ( [www.ivc.edu](http://www.ivc.edu) ) and complete 3 units (this will meet IVC’s 3 unit residency requirement). **Once all requirements are met, Irvine Valley College will post a grade of Pass (“P”), and the course will be identified as “credit by examination” on student’s IVC transcript. The grade is not used to compute the grade point average. The 3-unit residency requirement must be met within 5 years of graduating from high school.**
  
3. \_\_\_\_ Once you complete 3 units at IVC,
  - (a) see an IVC Counselor
  - (b) complete and mail “Career Technical Education (CTE) Credit by Exam Request” form, and
  - (c) request your high school/ROP to mail your official transcript directly to:

**Irvine Valley College  
Admissions and Records Office  
5500 Irvine Center Drive  
Irvine, CA 92618**

4. \_\_\_\_ Once Admissions and Records Office processes your request, credit for your CTE Credit by Exam will appear on your IVC transcript. No fee is required to receive credit.

**If you have any questions, please call Admissions and Records Office at (949) 451-5220 or Career Technical Education at (949) 282-2724.**

*For Student’s Record:*

|   |        |
|---|--------|
| 1. DATE CTE CREDIT By Exam REQUEST FORM SUBMITTED TO A&R: | NOTES: |
| 2. DATE TO FOLLOW-UP WITH A&R:                            | NOTES: |
| 3. DATE POSTED TO TRANSCRIPT:                             | NOTES: |