



CTE Transitions Credit Request

Southwestern College maintains faculty approved formal course and CTE Program articulation agreements with the Sweetwater Union and Coronado Unified High School Districts. These agreements permit students to earn college credit for selected high school coursework completed with a grade of **"B" or better**.

High school students enrolled in 10th through 12th grades may petition for college credit after completing articulated Career and Technical Education courses offered at their high schools.

Processing Your Credit

The CTE Transitions office will verify the course credit you are eligible for and process your valid credit requests. In order to process your CTE Credit Request, students must meet all of the following criteria:

1. Be enrolled in 10th through 12th grades.
2. All courses must be completed with a "B" or higher grade to receive college credit.
3. Student must submit this request for college credit within two years of course completion date.
4. Complete all requested information on the reverse side of this form.
5. Make sure all signatures are complete with accurate dates. (Form must be signed by the Student and their Parent/Legal Guardian)
6. Turn in your completed form to the address below:

**CTE Transitions Office,
Southwestern College
Building 210, Room 213
900 Otay Lakes Road,
Chula Vista, CA 91910**

For further assistance contact the CTE Transitions office:
(619) 421-6700 Extension: 5344

Parents will not have access to their child's college records without the student's written consent or court. The Family Education Rights Privacy Act applies to the student regardless of age.



CTE Transitions Credit Request

Fall Spring Summer **20**_____ High School _____ Grade Level _____

Last Name _____ First Name _____ Email _____

Address _____

Date of Birth _____ SWC Student ID# _____ Phone _____

ALL FIELDS MUST BE COMPLETED AND SIGNED PRIOR TO SUBMITTING TO CTE TRANSITIONS ROOM 213 FOR COLLEGE CREDIT

APPROVED CTE COURSE(S)

Course Title & Number _____ Units (6 max) _____

Course Title & Number _____ Units (6 max) _____

STUDENT	I understand that the courses listed above are for College Credit, and that enrollment at Southwestern College creates a permanent record that must be reported to any college I apply to in the future. I agree to abide to all rules and regulations set forth in the Southwestern College catalog. I also understand that I must earn a "B" or higher grade to receive college credit. The maximum amount of CTE credits that may be transferred to Southwestern College is 15 units.	
	Student's Signature _____	Date _____

PARENT	I support this request on the part of my child to attend Southwestern College. I understand that the courses are for College Credit, and that college courses may contain adult content. I understand and agree that my child is subject to the rules and regulations of Southwestern College as listed in the college catalog. I also agree to be responsible for any and all fees incurred by my child in the enrollment process. I am aware that I will not have the right to access my child's college records without his/her written consent or a court order.	
	Parent's Signature _____	Date _____

<input type="checkbox"/> CTE APPROVAL: _____	Date _____
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ADMISSIONS/RECORDS USE ONLY	
TP Credit for Term _____/20_____	Verified by _____ Date _____