



Approval Date: 06/24/13

Effective Date: 06/24/13

Last Revised: 03/06/20

## OPERATING PROCEDURE

<b>Procedure Number/Name:</b>	050.015.001 – Evaluation of College Level Credit
<b>Associated Rule Number/Name:</b>	050.015.000 – Transfer of College Level Credit
<b>Responsible Department:</b>	Student Services

### Overview

Process to determine the applicability of traditional credits taken at other regionally accredited institutions.

### Areas of Responsibility

Student Services and students

### Operating Procedure Details

CGCC must have an official college or university transcript from the previously attended institution on file in order to evaluate the credit. Transfer credits may be evaluated once a student with a declared major has successfully completed a term at CGCC or when a graduation petition is processed by the records staff.

1. CGCC will evaluate transfer coursework based on available course descriptions and/or current equivalency tables. If course descriptions are unavailable or insufficient for evaluation by CGCC, students may be required to submit additional documentation.
2. CGCC will evaluate the transfer coursework as it applies to a student's declared major, except for Limited Entry programs, which may be evaluated during the Admissions process.
3. CGCC will first evaluate a course for direct equivalency to a CGCC course. If no direct equivalency is available, CGCC will give credit towards electives. We will only transfer in subjects taught at CGCC.
4. Course credit will not be duplicated for non-repeatable courses taken more than once.
5. Students wanting to graduate with an additional [degree or certificate](#) other than their declared major should complete a graduation petition for a review of additional course work.



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6. Credit awarded by another institution for life experience is not transferable to CGCC.
7. CGCC will not transfer in D grades, remedial or upper division courses unless needed to clear a prerequisite, courses under 3 credits, except for PE or courses under 3 credits at CGCC.
8. Semester credits will be converted to quarter credits. One semester credit is equal to 1.5 quarter credits. Evaluations are completed on a first-come, first-served basis. Turnaround time is dependent upon the volume of requests.
9. CGCC will grant 2 credits of PE for a Military DD214 form.

### **Further Information**

Registrar's Office  
registrar@cgcc.edu  
(541) 506-6011

### **References**

1. CGCC Administrative Rule 050.015.000 - Transfer of College Level Credit
2. CGCC Administrative Rule 050.018.000 - Standards for Evaluation of Non-Traditional Credit
3. CGCC Operating Procedure 050.018.001 - Acceptance of Non-traditional Credit

### **Forms**

None