Procedure Number/Name:	050.018.001 – Acceptance of Non-traditional Credit
Associated Rule Number/ Name:	050.018.000 – Standards for Acceptance of Non-traditional Credit
Responsible Department:	Student Services

Overview

The procedure defines the process to determine the applicability of specific non-traditional credits taken at other educational institutions.

Areas of Responsibility

Student Services and students

Operating Procedure Details

1. Student submits the following to the registrar in Student Services:
    a. Official verification of completion of non-traditional credit by nationally standardized tests or appropriate documentation based on type;
    b. Non-refundable $10 fee; and
    c. Non-Traditional Credit Form

    Examples of non-traditional credit for verification include:

    - College Level Examination Program (CLEP);
    - Advance Placement Scores (AP);
    - International Baccalaureate; or
    - Military, vocational, and other non-accredited training programs;

2. The registrar's office will post equivalent credit to the students record based on the most current AP, CLEP and IB equivalency tables.
3. The Office of Instruction may be consulted to determine equivalencies for military, vocational or other non-accredited training programs, as needed.
4. A maximum of 45 credits of non-traditional credits will be posted.

Columbia Gorge Community College is an equal opportunity educator and employer.

College Level Exam Program

The College Level Exam Program (CLEP) includes nationally normed examinations. CLEP offers subject matter examinations. CGCC accepts CLEP scores for some, but not all, subject areas (contact Registrar's Office for specific information). The score cutoffs vary from subject to subject. Students must send scores to the registrar, located in Student Services, along with a Non-Traditional Credit Form.

Advanced Placement Scores

Students must submit an official AP exam score along with the appropriate form and fee. Students will be awarded credit based on the evaluation standards on the date all documentation and fee were received. The evaluator will determine which advanced placement program examinations are accepted for credits as well as what score is acceptable to receive credits.

Upon receipt of the completed advanced placement courses on official transcript the registrar will determine applicability of courses to the student's chosen program

International Baccalaureate (IB)

Students who complete IB Exams are eligible to receive college credit based on the exam score. A minimum score of 5 is required for both Standard Level and Higher Level.

Military Credit

American Council on Education (ACE) guidelines will be used with discretion when considering military credit for courses (not occupations) documented on the DD-214 and/or other official training documents. Typically, credit is considered only when it is equivalent to regular course offerings at CGCC, when it is not duplicated and when it is applicable to a student's degree requirements.

- CGCC will award two (2) credit hours toward PE requirements for Basic Training, or DD214 (release papers).
- Up to a maximum of twelve (12) Career and Technical Education (CTE) credits toward electives may be awarded.

Formal Coursework at Non-Regionally Accredited Institutions

Students may submit a request to have this type of credit evaluated. The Registrar's office will work with the Instructional Dept. Chair to review requests. Documents may include detailed training records, course outlines and, when possible, transcripts. The instructional depts. will evaluate for and assign CGCC equivalencies, when appropriate.

Evaluation procedures can be found in the CGCC Student Services Procedures Manual.

Further Information

> www.cgcc.edu/academics
> Registrar's Office
> (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 Acceptance of Non-Traditional Credit

Forms

1. Non-Traditional Credit Form