



# Non-Traditional Credit Request

CGCC Student ID # \_\_\_\_\_ Student Name \_\_\_\_\_

Degree/Certificate \_\_\_\_\_

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

**Please carefully read the following instructions:**

1. All appropriate documentation (i.e. training records, certifications, official test scores) must be attached to this form unless they have already been sent directly to the Registrar.
2. Signed and completed form must be submitted to the CGCC Student Services, along with payment of a **\$10.00 non-traditional credit fee**. You may mail this form with a check or money order to the address listed below, or you can provide a credit or debit card (Visa/Mastercard/Discover) and email to [studentservices@cgcc.edu](mailto:studentservices@cgcc.edu)  
 Card Number \_\_\_\_\_ Expiration \_\_\_\_\_ CVV \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 Name on Card \_\_\_\_\_ Cardholder signature: \_\_\_\_\_
3. You will be notified via your MyCGCC email regarding the outcome of this request.
4. You must have an established CGCC transcript before non-traditional credit is awarded.

### Subject Area Exams

- Check here to request college credit for **Advanced Placement (AP)\*** scores.
- Check here to request college credit for **College Level Examination Program (CLEP)\*** scores.
- Check here to request college credit for **International Baccalaureate (IB)\*** scores.

### Formal Course Work at Non-Accredited Institutions

- Check here to request college credit for **formal training from non-accredited institutions.\***

Type of formal training \_\_\_\_\_

\*For details about earning credit for AP, CLEP, IB and formal training from non-accredited institutions, please visit <http://www.cgcc.edu/academics>

### FOR EVALUATOR USE ONLY

Fee Paid CGCC course equivalents to be posted to student's transcript:

Course Number	Course Title	Credit Hours

Department Signature of Approval \_\_\_\_\_ Date \_\_\_\_\_