

ADMINISTRATIVE RULE

003.015.000 – Transfer of Credit Student Services Registrar

Overview

CGCC accepts college-level credits earned at colleges and universities that are accredited by regional accrediting associations.

Applicability

Students, Advisors and Registrar

Administrative Rule Statement

1. CGCC accepts college-level credits earned at colleges and universities that are accredited by regional accrediting associations.
2. Courses must be at 100 or 200 level. 300 level coursework may be accepted if equivalent to the required prerequisites for a program.
3. Grades for the courses must be a C or higher. P grades are only transferable if the transferring institution awarded that grade for a C or higher grade.
4. Transfer GPAs are not included in the overall GPA on CGCC transcripts.
5. Courses will be considered equivalent if they have credit/contact hours, curriculum and outcomes that are equivalent to courses offered at CGCC, are graded on a similar basis, or are otherwise deemed appropriate substitutions for CGCC courses.

Transfer Credit Evaluation

You must be a current credit CGCC student to request a transfer credit evaluation. Request a Transfer Credit Evaluation after CGCC has received official transcripts from the institutions you attended previously; your evaluation cannot be requested until we have received your official transcripts. **Evaluations are completed on a first-come,**

030.015.000/Transfer of Credit

Page 1 of 3

Technical Update: Date

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

first-served basis. Turnaround time is dependent upon the volume of requests and other factors, such as end of term graduation requests.

Definitions

None.

Interpretation of Administrative Rule

The Registrar has the authority for interpretation of this rule.

Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 030.014.000 – Substitution Standards
2. CGCC Administrative Rule 030.018.000 – Standards for Acceptance of Credit

Further Information

For further information please contact:

Dawn Sallee-Justesen, Registrar
djustesen@cgcc.cc.or.us
541-506-6028

Strategic Direction

KFA 2: Students

Appendix

1. CGCC Board Policy # - Evaluation of Credit

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and nondiscrimination should contact the following persons:

For Employment

Robb Van Cleave, Chief Talent and Operations Officer

Office: Rm 2.422

Phone: 541-506-6151

For Educational Programs

Dr. Susan J. Wolff, Chief Academic Officer

Office: Rm 2.103

Phone: 541-506-6031

For Student Programs, Activities, and Services

Karen Carter, Chief Student Services Officer

Office: Rm 3.223

Phone: 541-506-6013

To Request Accommodations and Contact for Special Needs

Auxiliary aides and services are available upon request to otherwise qualified individuals with disabilities. Please contact CGCC's ADA Coordinator Shayna Dahl at 541-506-6046 or the Event Coordinator in a timely manner. 541-506-6016 (TTD)

ADMINISTRATIVE RULE

050.014.000 - Degree and Certificate Substitution Standards Student Services Registrar

Overview

Students have the right to petition for the substitution of course work to meet degree and/or certificate requirements

Applicability

Staff, Faculty, Students

Administrative Rule Statement

Students have the right to petition for the substitution of course work to meet degree and/or certificate requirements. No student can graduate with fewer than the required number of credits in a degree or certificate. Credit can be given for a substitution of additional course work, but the number of credits cannot be waived.

Requests for substitutions of course work in the ASOT, AAOT, AS and AGS degrees require approvals by the Registrar in accordance with generally accepted practices.

Requests for substitution of course work in AAS degrees and certificates require approval by the department chair from which the student is earning the degree and/or certificate, consistent with degree outcomes.

All substitutions must meet state guidelines for each degree or certificate as established by the state (CCWD) degree/certificate rules. The Registrar's office provides institutional approval for substitution decisions based on accreditation standards, government regulations and degree outcomes.

Definitions

1. CCWD: Community College and Workforce Development

Interpretation of Administrative Rule

The Registrar has the authority for interpretation of this rule.

Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 030.015.000 – Transfer of Credit
2. CGCC Administrative Rule 030.018.00 – Standards for Acceptance of Credit

Further Information

For further information, please contact:

Dawn Sallee-Justesen, Registrar
djustesen@cgcc.cc.or.us
541-506-6028

Strategic Direction

KFA 1: Educational Programs and Services
KFA 2: Students

Appendix

1. Board Policy #: Evaluation of Credit
2. Substitution form
3. CCWD reference

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ADMINISTRATIVE RULE

030.018.000 – Standards for Acceptance of Non-Traditional Credit Student Services Registrar

Overview

CGCC has established standards for the awarding of non-traditional credit and acceptance of college-level credits earned at colleges and universities that are accredited by regional accrediting associations.

Applicability

Students, Staff, Faculty

Administrative Rule Statement

Non-Traditional Credit

- You must have an established transcript (one college credit) at CGCC before non-traditional credit can be awarded.
- A maximum of 45 credits of non-traditional credit (this includes AP, CLEP, IB and Military, non-accredited coursework) may be granted.
- Non-traditional credit may not be used to establish CGCC's residency requirement.
- Only those subject areas taught by CGCC will be considered.
- Not submitting the required fee prior to request, or not submitting required documents and transcripts/scores simultaneously, will cause a significant delay in the processing of non-traditional credit.

Non-Traditional Credit Evaluation

You must be a current credit CGCC student to request a non-traditional transfer credit evaluation. You must submit official documentation of the above mentioned non-

traditional credits. **Evaluations are completed on a first-come, first-served basis. Turnaround time is dependent upon the volume of requests and other factors, such as end of term graduation requests.**

Definitions

1. *Non-traditional Credit*: non-traditional credit includes AP (advanced placement), CLEP and IB (international baccalaureate) test scores, Military, and non-accredited college coursework.

Interpretation of Administrative Rule

The Registrar has authority for the interpretation of this administrative rule.

Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 030.014.000 – Substitution Standards
2. CGCC Administrative Rule 030.015.000 – Transfer of Credit

Further Information

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Strategic Direction

KFA 1: Educational Programs and Services
KFA 2: Students

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