



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

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

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

By signing this form, you acknowledge that a \$10 fee will be applied to your account and that you are responsible for payment.

**Please carefully read the following instructions:**

1. All appropriate documentation (i.e. training records, certifications, 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 office, along with a \$10.00 non-traditional credit fee.
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>

**FOR EVALUATOR USE ONLY**

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

| Course Number | Course Title | Credit Hours |
|---------------|--------------|--------------|
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Department Signature of Approval \_\_\_\_\_ Date \_\_\_\_\_