

Educational Program Series—4000

ALTERNATE APPROACHES TO COLLEGE CREDIT

Advanced Placement (AP)

Student:

1. Completes Advanced Placement course(s) and examination(s) in high school.
 - 1.1 Refer to AP College Board website for examination fees.
2. Applies for admission at Chemeketa Community College.
3. Requests that official examination score(s) be submitted to **Enrollment Services**.
 - 3.1 Not all Advanced Placement examinations are accepted at Chemeketa. Student should check accepted subject areas prior to submission.
 - 3.2 Refer to AP College Board for transcript fees.
4. Student submits Request for Evaluation and Transfer of Previous Credit form to **Enrollment Services**.

Enrollment Services:

1. Accepts appropriate Advanced Placement score(s) for corresponding Chemeketa course(s).
2. Records credit(s) on student transcript.
3. Notifies student of acceptance.

Challenge Examination

Student:

1. Obtains challenge examination application form from **Testing Center**.
2. Takes completed form to **Enrollment Center** and pays required fee.
3. Returns form to **Testing Center** and makes appointment for administration of examination.
4. Completes examination.
5. After receiving grade and challenge examination course reference number (CRN) from the **academic department**, registers for course.

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- Student (continued):**
- 5.1 Student has the option of choosing whether or not to receive the credit. Must register prior to Friday of the last week of the term.
 - 5.2 Once registered, student is assessed regular tuition and fees for the course.

- Testing Center:**
- 1. Administers examination and forwards results to **academic department**.
 - 1.1 If performance examination is required, refers student to appropriate **associate dean, director or designee**.

- Academic Department :**
- 1. Determines and approves the course eligibility for challenge examinations.
 - 2. Contacts **student** once examination has been graded, provides grade information and CRN for the challenge course.
 - 2.1 Administers performance evaluation to **student** and determines grade.
 - 2.2 Creates the challenge course in system in order for student to register.
 - 3. Once **student** is registered instructor will enter the grade for the course before the term grade entry deadline.

College Level Examination Program (CLEP)

- Student:**
- 1. Completes CLEP examination(s).
 - 1.1 Refer to CLEP College Board website for examination fees.
 - 2. Applies for admission at Chemeketa Community College.
 - 3. Requests that official CLEP transcript be submitted to **Enrollment Services**.
 - 3.1 Not all CLEP examinations are accepted at Chemeketa. Student should check accepted subject areas prior to submission.
 - 3.2 Refer to CLEP College Board website for transcript fees.
 - 4. Submits Request for Evaluation and Transfer of Previous Credit form to **Enrollment Services**.

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- Enrollment Services:**
1. Accepts appropriate CLEP score(s) for corresponding Chemeketa Course(s).
 2. Records credit(s) on student transcript.
 3. Notifies **student** of acceptance.

Credit for Professional Certification (CPC)

- Student:**
1. Contacts **college representative** from identified program for CPC criteria.
 2. Enrolls in identified program.
 3. Submits certification and fee for evaluation to identified representative.

- Program Representative:**
1. Reviews certification and awards credits according to criteria.
 2. Submits fees and paperwork to **Business Services**.
 3. Completed CPC must be submitted to **Business Services** within one year of student's request.

- Business Services;**
1. Sends evaluated certification data and student application form to **Enrollment Services** for input.

- Enrollment Services:**
1. Records credits on student transcripts.
 2. Notifies student.

International Baccalaureate (IB)

- Student:**
1. Complete IB course(s) and examination(s) in high school.
 - 1.1 Refer to IB website for examination fees.
 2. Applies for admission at Chemeketa.
 3. Requests that official IB examination transcript be submitted to **Enrollment Services**.

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- Student (continued):**
- 3.1 Not all IB examinations are accepted at Chemeketa. Student should check accepted subject areas prior to submission.
 - 3.2 Refer to IB website for transcript fees.
 - 4. Student submits Request for Evaluation and Transfer Previous Credit form to **Enrollment Services**.

- Enrollment Services:**
- 1. Accepts appropriate IB score(s) for corresponding Chemeketa course(s).
 - 2. Records credit(s) on student transcript.
 - 3. Notifies student of acceptance.

Military Credit

- Student:**
- 1. Applies for Admission at Chemeketa.
 - 2. Requests that official military transcript(s) be submitted to **Enrollment Services**.
 - 3. Student submits Request for Evaluation and Transfer of Previous Credit form to **Enrollment Services**.

- Enrollment Services:**
- 1. Follows the American Council on Education (ACE) guidelines as to how credit(s) are transferred in.
 - 2. Records credit(s) on student transcript.
 - 3. Notifies student of acceptance.

Prior Learning Portfolio (PL)

- Student:**
- 1. Enrolls in CPL 120, Prior Learning Resume.
 - 2. Completes class.
 - 3. Submits prior learning resume for evaluation after paying required fee.

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Resume Evaluator:

1. Evaluates resume and decides amount of credit to be granted to **student**.
2. Notifies **student** of credit awarded.
3. Enters the grade for the course before the term grade entry deadline.

June 25, 1985

Adopted College Council

May 10, 2006

Revised

October 30, 2015

Revised by College Executive Administration