## **Transfer credits**

You may transfer credits from other colleges you have attended by requesting they send an official copy of your transcript to Chemeketa's Admissions Office located on the Salem campus. Official copies must include a signature from the issuing institution and its authorized seal and be delivered to Chemeketa in a sealed envelope. You may then contact the Admissions Office and request, in writing, an evaluation of your transcripts. If you need a copy of your transcript for your records or for advising, please order additional copies to be sent to your home address. Your unofficial academic transcript is always available via the Web on My Chemeketa (my.chemeketa.edu).

In general, Chemeketa accepts college-level credits earned at a regionally-accredited college or university.

Work from non-accredited schools is evaluated in accordance with the institutions and policies listed in Transfer Credit Practices, published by the American Association of Collegiate Registrars and Admissions Officers. Credit given for a particular course will not exceed credit given for the equivalent corresponding Chemeketa course. If you have taken the College Level Examination Program (CLEP) or the Advanced Placement (AP) Test, request that your scores be forwarded to the Admissions Office. Then contact the Admissions Office and request, in writing, an evaluation of your transcripts and scores. For more CLEP and Advanced Placement (AP) information, see page 21. Chemeketa also accepts some credits from the military and the Community College of the Air Force. Contact the Admissions Office on the Salem campus for details.

Your accepted transfer credits and scores will become part of your permanent academic record at Chemeketa. Only the course grades you earn at Chemeketa are used to compute your grade point average.