

TRANSFER CREDIT STANDARDS

Credits from other institutions may be accepted toward degree requirements if they were completed at a regionally accredited college or university.

For degree-seeking students the college evaluates coursework for all Lower Division Collegiate (LDC) classes from regionally accredited institutions where grades of A, B, C, or P/S (Pass/Satisfactory) were earned. P/S grades are only transferable if the transferring institution awarded that grade for C or higher. If a D was considered P/S, it is not transferable. If you are unsure what constitutes LDC coursework see the appropriate section of the catalog. Career Technical Education coursework may be applied to a degree or certificate upon the evaluation and approval of the department chair. This typically happens when a student submits an application for graduation. Students should consult with the department chair of the appropriate program for assistance. Transfer GPA is not included in the overall GPA on PCC transcripts.

For non-degree seeking students the college evaluates all coursework needed to satisfy PCC's Standard Prerequisites, as well as commonly used preparatory coursework in other subject areas (e.g. Biology). Non-degree seeking students will not receive any notification when this occurs, as the majority of their transfer coursework will not be evaluated. To request evaluation of your transfer credits, complete and submit the Transfer Credit Evaluation Request form. You must be a current credit PCC student to request a transfer credit evaluation. Submit this form after you have requested official transcripts from all schools where you have transfer coursework; your evaluation cannot be completed until we have received all of your transcripts. Transfer evaluations are performed in the order in which they are received.

All transcripts received by the Student Records Office become the property of PCC. The Student Records Office will not provide copies of transcripts from other institutions. The Student Records Office is responsible for determining acceptance of transfer work to meet college requirements. Students should plan to meet with a department chair or advisor to review program requirements. In order to receive credit toward a Portland Community College certificate or degree, it is the responsibility of each student with transcripts (credits) from international schools to have them translated (if necessary) and evaluated course by course by a service that is a member of the National Association of Credential Evaluation Services. Further information can be found at: www.naces.org by clicking on "Current Members" for a listing of service providers.

Student Records Portland Community College

P.O. Box 19000

Portland, Oregon 97280

NON-TRADITIONAL CREDIT

In all cases of non-traditional credit, a student must have an established PCC transcript before the credit can be recorded. Nontraditional credit may not be used to establish the residency requirement. Students must submit a Non-Traditional Credit form to the Student Records Office and pay the non-refundable fee. The Non-Traditional Credit form can be found on the Student Records website or picked up at the Student Records Office. After evaluation the non-traditional credit will be recorded on the student's transcript. A maximum of 45 credit hour may be recorded through this process.

PCC will evaluate any of the following learning experiences for credit: Advanced Placement, College Level Entrance Examination Program (CLEP), Military Service Credit and coursework at nonaccredited institutions. Students may submit a Non-Traditional Credit form based on previous course work in order to:

1. Substitute course work to meet General Education requirements, AP and CLEP only.
2. Substitute course work to meet degree and/or certificate requirements. Petitions are submitted to the Student Records Office. Keep in mind, no student may graduate with less than the required number of credits. Credit may be given for equal course work, but it may not be waived.

ADVANCED PLACEMENT

Students who have taken college level courses in high school under the Advanced Placement Program may receive college credit pending official copies of test results. Credit awarded will vary based on scores received. To request a copy of Advanced Placement courses to be sent to PCC, contact the Advanced Placement Program. This information can be found at the address listed below or the following website: www.collegeboard.com/testing/.

Advanced Placement Program

PO Box 6671

Princeton, NJ 08541-6671

1-888-225-5427

College Level Entrance Examination Program (CLEP)

Students enrolled at PCC may receive credit for certain college courses by submitting official scores from the College Level Entrance Examination Program (CLEP). PCC accepts CLEP scores for some, but not all, subject areas. For a list of exams accepted by PCC and credit received please see <http://www.pcc.edu/resources/student-records/credit-acceptance.html>

Further information on how and where CLEP exams may be taken can be found at the address listed below or the following website: www.collegeboard.com/testing/.

CLEP – Transcript Services

PO Box 6600

Princeton, NJ 08541-6600

1-800-257-9558

Military Service Credit

Portland Community College awards college credit for military training and coursework based on ACE (American Council on Education) credit recommendations included in military transcripts. This is done at the discretion of PCC career-technical faculty department chairs and transfer credit evaluators. Transcripts from

Community College of the Air Force and the Defense Language Institute, which are regionally-accredited institutions, are processed as standard transfer credit. Utilize the College Credit for Military Training Request Form that can be found on the student records and veterans services website:
www.pcc.edu/resources/student-records/documents/military-credit-request.pdf.