

- Credits earned through CBE do not fulfill the residency requirement of degree, certificate or diploma.
- Credits earned through CBE do not transfer to other higher learning institutions. Typically, Credit-by-Examination is used to award credit for relevant prior training, work experience, or competencies using paper or electronic examinations or practical examinations.

Credit-by-Examination Fees

Assessment Request	\$25.00 per request
Challenge Exams	\$75.00 per exam, for paper or computer-based exam

Practical Exam \$100.00 per practical exam

*All fees are non-refundable

External Examinations Credit

External Examinations Credit-Granting Procedure includes the following:

- The various forms of credit evaluation are available only to students currently registered at the College.
- Letter grades will not be granted for credits awarded through this program. Instead, "CR" will be used and will not be calculated into the GPA.
- Credits awarded through this program will be identified as such on the student's academic record. They may not be accepted by other institutions.
- These credits may not be used to meet the 12-credit residency requirement for degrees and certificates unless the requirement is waived by the Dean.
- Credit may be granted for either electives or required courses.
- Credit will be granted only toward a student's declared program and may require reevaluation if the program is changed.
- Evaluation of alternative learning experiences older than ten years, or any period of time designated by a department, may include review for currency.
- Evaluation resources such as the American Council on Education (ACE) guides will be consulted, but the College reserves the right to set its own credit-granting policies, which may differ from that of ACE or any other external resource.
- The number and type of credits awarded will be governed by the extent to which the knowledge and skills documented in the evaluation process are comparable to the competencies described in existing Guam Community College course documents.

External Examinations Credit is awarded by the College on the basis of the following examinations:

CLEP General Examinations	Credit Hours
1. English Composition	6
2. Humanities	6
3. Mathematics	6

4. Natural Sciences	6
5. Social Sciences & History	6

CLEP general examinations in English (with essay) will be accepted by the Guam Community College if the score reaches or exceeds the 35th percentile. If the English exam (with essay) reaches or exceeds the 35th percentile, the College will allow a transfer credit equivalent to EN110 (3 credit hours).

Other External Exams

- CLEP Subject Examinations
- College Board Advanced Placement Exams
- DANTES Subject Standardized Tests (DSSTs)
- ACT Proficiency Examination Program (PEP)
- USAFI Subject Standardized Tests (USSTs)
- USAFI End-of-Course Examinations
- StraighterLine

A minimum score for credit is determined using the American Council of Education (ACE) recommendations. However, the College reserves the right to reject recommendations from such sources (refer to credit granting procedure above).

Credit for Prior Learning (CPL)

The College recognizes that students may have had prior learning experiences, which might translate to academic credit. The College adheres to the following standards for assessing such experience:

- Credit should be awarded only for learning, and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, is appropriate to the subject, and lies between the theory and practical application of the subject.
- The determination of competence levels, and of credit awards must be made by appropriate subject matter and academic experts.
- Credit should be appropriate to the academic context in which it is accepted.

The College recognizes that students may have acquired learning through traditional college experiences as well as from work and life experience, independent reading and study, the mass media and participation in formal courses sponsored by associations, businesses, government, industry, the military, unions and learning reflected in various examinations.

The College will evaluate prior institutional or college learning as transfer credit and as a basis for advanced placement. The College will evaluate extra-institutional or non-college learning using the prior learning assessment process which includes, but is not limited to, departmental challenge exams or portfolio assessment. See also "Educational Credit for Training Programs" In the next section.

GCC's Prior Learning Assessment (PLA) evaluation processes include the following:

- Departmental Challenge Exams (please see Credit-By-Examination College Sponsored Examinations)
- Transfer of credit from other institutions
- Credit articulated through PLA

Prior Learning Assessment (PLA) Fees

Assessment Request	\$25.00 per request
CPL Credit Award	20% of prevailing resident tuition rate

Note: No charge for CLEP, AP, credit via formal agreements, or military credit.

In addition, a variety of practices exist for awarding credit for learning which has taken place outside of higher educational institutions. These include, but are not limited to:

1. The American Council on Education: Military and Corporate
2. National College Credit Recommendation Service
3. Standardized Examinations such as AP, CLEP, DSST, and Excelsior College Exams

For more information on Prior Learning Assessment at Guam Community College, please contact the Admissions & Registration Office, or visit the PLA webpage at <https://guamcc.edu/prior-learning-assessment>

Recognition of Sponsored Learning

Military Education

Credit may be granted for armed services school and military experience only as recommended by the American Council on Education (ACE).

Educational Credit for Training Programs

The College awards credit for non-collegiate sponsored instruction as recommended by the National College Credit Recommendation Service (NCCRS) or the American Council on Education in The National Guide to Educational Credit for Training Programs. These credits do not fulfill the residency requirement of (ACE) degree, certificate and diploma programs. Nationally-recognized training and certification programs will be assessed on a case-by-case basis.

Special Project Courses

Special courses are open-entry/open-exit courses. A student may register for a special course during any regular semester or summer session. To register for a special project course, a student must complete the Application to Take Form. A student must work with either a counselor or an advisor as well as the supervising faculty member in preparing the Application to Take Form. The number of credits to be earned must be specified on the form. A student must obtain the approval of the counselor or advisor, supervising faculty member, Department Chairperson, Dean and the Registrar in

order to take a special project course. All special project courses must be approved and start no later than two (2) weeks after the first day of classes for each semester for fall and spring, and one week prior to the start of summer terms.

Credits, Grades and Examinations

Credit Load

A student may not register for more than 15 credits in any one semester except under special circumstances. If a student's program of study requires registration for more than 15 credits in any one semester, counselor or advisor approval is required.

Credits

At the College, each credit hour represents one hour per week in class and two hours outside of class devoted to preparation. Credit is granted in recognition of successful work in attaining Student Learning Outcomes (SLOs) in specific courses. See General Requirements for Certificates and General Requirements for Associate Degrees for a statement on SLOs as applied to programs in a later section of this catalog.

Prerequisite

Course Prerequisite are courses to be completed or conditions to be met before a student is eligible to enroll in a specific course. A student who has enrolled in a course without first completing all course prerequisites may be dropped from that course. Waivers for course prerequisite can only be obtained from the Department Chairperson of the department which oversees the course. For example, ED150 requires the completion of EN110; therefore, only the Department Chairperson overseeing education courses may waive the prerequisite. As a general rule, however, prerequisite waivers are strongly discouraged.

Course Waivers and Substitutions

Recommendation for a course waiver is made by the Department Chairperson or academic advisor. For each course waiver there must be an accompanying recommended course substitution. Credit requirements cannot be waived. A declared student wishing to have a course waived or substituted must complete the following steps:

1. Submit a Course Substitution Form, which indicates the waiver, to a counselor/advisor who forwards the request to the Department Chairperson.
2. The Department Chairperson will confer with department members, and if they concur with the request, will forward the recommendation to the appropriate Dean for approval.
3. If the Dean concurs with the request, it will be forwarded to the Registrar for verification and recording. If the Dean does not concur with the request, it will be returned to the student with justification via the Department Chair. The Dean's decision is final.