

HLC, NWCCU, SACS, WASC-ACCJC, WASC-ACSCU, or the DETC) or which is recognized and approved by the Department of Education or Ministry of Education in a foreign country. Transfer credit is given for courses taken at another college or similar institution that closely correspond to those offered at GCC. When transfer credit is granted for a particular course, the requirements for the course have been successfully met (only courses with a minimum grade of "C" are considered for transfer), and credit is indicated on the student's transcript. No letter grade is provided. Transfer credit will only be considered if:

- Official transcripts are received directly from the institution where the credits were earned or can be hand delivered by the student, provided the transcripts are in their original sealed envelope.
- The course is at the postsecondary level; with GCC, this means the course is at the 100 level or above and receives undergraduate level credit.
- Credits earned outside of GCC are equal to or greater than the credits to be received from GCC.
- The student has earned a "C" grade or higher (or equivalent).
- The course is not a credit awarded for life experience.

Full English translations of course descriptions as well as a NACES approved course by course evaluation are required for any international student seeking to receive transfer credit. Program faculty or Department Chair will determine whether any transfer course does or does not fulfill any program requirement, except where there is clear equivalence between the transfer course and the GCC course, in which case the Registrar makes the decision. Transfer students will be advised to contact the Department Chair of their program for evaluation of any course that does not transfer as equivalent to a GCC course but which the student believes should satisfy a program requirement. A form or template will be utilized for this purpose.

The transfer evaluation provided to the student at the beginning of the student's matriculation at GCC will be entered into the student's permanent record unless specific errors are found (e.g. misidentifying the number of credits for a course or giving a student credit for a course more than once) or the student requests and is granted a modification by the Dean and the Vice President for Academic Affairs.

It is the student's responsibility to have transcripts of all previous work sent to the College and to request an Evaluation of Records by the Admissions & Registration Office.

Advanced Placement

Students may be placed in higher-level courses or a sequence of courses on the basis of their high school achievement, training or test results. Credit may be granted for the courses passed but both placement and the granting of credit are at the discretion of the Registrar in consultation with the

Department Chairperson, the Deans, or the Vice President for Academic Affairs, as necessary and appropriate.

Credit granted through advanced placement will be recorded with a "CR" (satisfactory completion) grade. Students who wish to be considered for advanced placement must request an evaluation of their high school achievement, training or test results for this purpose.

Recognition of Non-Traditional Learning

Credit-By-Examination College Sponsored Examinations

Credit-by-Examination (CBE) is available for some courses at Guam Community College. Interested students should contact the appropriate Dean or Department Chair to determine whether or not this option is available for any particular course.

- Only continuing students in good academic standing may apply for credit by examination.
- Examinations shall be provided to the student no more than 10 working days after the Petition for Credit-by-Examination form has been approved and all applicable fees have been paid.
- No more than 9 credits applicable to a student's declared Certificate program may be earned through CBE.
- No more than 12 credits applicable to a student's declared Associate or Bachelor's Degree program may be earned through CBE.
- Students are allowed no more than three attempts to receive Credit-by-Examination for any one course. For each attempt, all applicable fees must be paid, without exception.
- The Department Chair is responsible for determining the examination in consultation with his or her faculty and Dean. Examinations must be no more rigorous or no less rigorous than what a student may experience as a regularly enrolled student.
- Standardized examinations should be prepared by the Department Chair in conjunction with his or her faculty and kept on file by the Department Chair in anticipation for CBE requests.
- Credit-by-Examination should not be used for general education courses (English, math, science, etc.) with the exception of foreign languages offered by the institution (e.g., Japanese, Korean, Chamoru, and American Sign Language).
- A student receives a grade of CR for passing Credit-by-Examination; student receives a grade of NC for failing Credit-by-Examination. Courses passed by examination do not carry grade or grade points.
- Credit-by-Examination is recorded on a student's academic record for each course challenged through Credit-by-Examination. After an unsuccessful attempt at Credit-by-Examination, students must wait six months before making another attempt.

- 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.

It is important to note that course substitution takes the place of a required course in a program, for as long as the course substitution meets the content and/or spirit of the

requirement. The Department Chair must consult with the Dean to make this determination.

Repeating a Class

Credit is allowed only once for a course. A course may be repeated if a grade of "D," "F," "NC," or "Z" was received. Only the newly earned grade will be counted and used in computing the grade point average. If a student received a "C" or better and the course is repeated, the first grade will be counted towards grade points even if the second grade is higher.

Note: Prior to fall 2007, the class being repeated will be assigned a repeat grade of "R" before the original grade. Beginning fall 2007, all repeated courses will appear as a letter grade with the repeat indicator appearing in a separate column. All classes being repeated will not affect grade point average.

Official Transcripts

Official transcripts will be prepared for students upon request. Students must complete the following steps:

Submit a transcript request either in person or through the National Student Clearinghouse. There is a fee for transcripts, so please review the transcript request form for fees. The student must not owe any financial obligations to the school nor have any other holds preventing the release of an official transcript.

It is the student's responsibility to update their address and mailing information in their student records. Such information may be updated online via MyGCC or submitted to the Admissions & Registration Office.

See National Student Clearinghouse for additional information. Official transcripts will not be faxed or emailed. Additionally, transcripts will not be released to a third party without the student's written authorization.

Final grades can be accessed by students via the College's self-service portal, MyGCC.

Grading

The assignment of final course grades is the responsibility of each faculty member, which begins with a clear statement in the course syllabus and in discussion with the students in the class. Defining the criteria upon which grades will be determined, is established by the curriculum documents. Instructors must identify the components and the weight of each that make up the final grade in the class syllabus.

In addition to defining the criteria, instructors are responsible for applying the criteria consistently and carefully, using professional judgment for their assessments, and in all cases, being fair to reflect student performance in the context of GCC's expectations for student achievement and the established grading scale. Faculty evaluation of student work

may be appealed using the process described in the Student Grievance Procedure found in the Student Handbook. An Evaluation Review Committee shall be convened to review the faculty member's evaluation of the student's work. Students may contact a Counselor for further guidance. The Student Handbook can be found at www.guamcc.edu.

Grading System

Grades are earned for each course in which a student is officially enrolled. GCC uses a 4-point grading scale. Grade Point Average (GPA) is determined by letter grades A through F using the designated points assigned to each. The grade points assigned to the letter grades are as follows:

- A 4.0 = Excellent achievement
- B 3.0 = Above average achievement
- C 2.0 = Average achievement
- D 1.0 = Below average achievement
- F 0.0 = Failing

The following are grades issued to students which do not impact the student's GPA:

- TF = Technical Failure (student is registered for a course and does not attend a class session)
- TW = Technical Withdrawal
- W = Withdrawal
- I = Incomplete
- CR = Satisfactory Completion
- NC = Unsatisfactory Completion
- P = Satisfactory Completion/Test-Out (Used for developmental courses only)
- Z = Unsatisfactory Progress made; repeated enrollment required (used for developmental courses only)
- AU = Audit
- TC = Transfer Credit

Credit/No Credit Option

Students should consult their counselor or advisor before taking courses using the Credit/No Credit option; this option must be declared in writing prior to the first day of instruction. Credit/No Credit is used for all Credit-by-Examination challenges.

Incomplete or "I" Grade

Incomplete (I) grades may be assigned only when academic work has been interrupted by circumstances beyond the student's control. Incomplete grade requests must be initiated by the student and approved by both the instructor of record and Department Chair by filing an Incomplete Grade Request form. The form must be submitted by the student, along with appropriate documentation if deemed necessary, outlining the circumstances. The instructor and the program chair must approve the request before the last day of the semester in which the Incomplete will be granted.

The student must complete all academic work to replace the "I" grade according to the terms of the agreement with the instructor of record by the end of the next consecutive