**ISP 380P**

**Acceptance of Credit**

**PURPOSE**

Identifies how credits are evaluated for transfer towards degree or certificate programs at Clackamas Community College.

**SUMMARY**

**PROCEDURE**

1. Student submits official copies of their transcripts from regionally accredited institutions to the Enrollment and Graduation Services office.
	1. Unofficial transcripts will not be accepted.
2. Students will be notified via their CCC student email account indicating that their transcript was received and if there are issues or concerns about the transcript submissions (e.g. is not from an accredited institution or is not considered official).
3. Evaluation of official transcripts will be processed in date order received and are usually completed within 4-8 weeks depending on the time of year.
4. Students will be notified via their CCC student email account that their transcript evaluation results are ready for review.
5. Students can contact Enrollment and Graduation Services if they have any questions regarding their transfer credit evaluation at gradservices@clackamas.edu.

**REVIEW HISTORY**

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| ISP Committee | New procedure/Format |  |
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