

Transferring Credit to GHC

Credit for work done at other institutions may be accepted according to the following policy:

The decision to accept credit from other institutions is based mainly on accreditation. For transfer purposes, GHC recognizes those institutions that have received regional accreditation, or are national, professional and specialized accrediting bodies recognized by the U.S. Secretary of Education. Credits are transferred from institutions which are candidates for accreditation the same as if accredited. Credits earned while an institution was not accredited will not be accepted.

Evaluations of transfer credit are made from official transcripts that have been requested of an institution by the student and sent to the Admissions and Records Office. A copy of GHC's evaluation will be sent to the student. **Allow a minimum of three to four weeks process time.**

Transcripts are evaluated on a course-by-course basis. Upon completion, a written evaluation indicates which courses have been accepted as transfer credit to GHC and the GHC course equivalent for each transfer course. When a course is accepted in transfer, the same number of credits as was originally assigned to the course will be assigned at GHC. Semester credits at another college or university are converted to quarter credits on a basis of 1.5 quarter credits for each semester credit (i.e. 3 semester credits equal 4.5 quarter credits).

Reciprocity Agreement

Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degree or the Associate in Science-Transfer (AS-T) degree. Students who complete any individual course that meets distribution degree requirements or fulfill entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements. Students must initiate the review process and must be prepared to provide necessary documentation. For complete information, students should contact Admissions and Records for information.

Although there is no limit on the number of credits a student may transfer to GHC before graduating, the student must meet all GHC degree requirements, including residency requirements, for any degree or certificate.

Courses numbered below 100 are not transferable to GHC, however, they may be noted on a written evaluation if they can be used as a prerequisite to GHC courses.

Limitations

- Any course completed with a grade of "D" or better may be accepted.
- Some programs (i.e. Nursing) may not accept courses which may be similar to our courses but which have not been completed recently enough to contain up-to-date material.
- Survey courses in religion that are historical, philosophical or literary in nature may be accepted as elective credit. No credit will be given for religion or theology courses that are sectarian in nature.
- CLEP credits awarded by another institution will not be accepted. The student must provide the test scores and have them evaluated according to GHC standards.
- Advanced Placement credits awarded by another institution will not be accepted. The student must provide the test scores and have them evaluated according to our standards.
- Course challenge credits earned at another institution will not be accepted at GHC.
- Credit awarded by the assessment of prior learning at another college will not be accepted at GHC.
- Credits may be granted for completion of certain education programs sponsored by the Armed Forces. The Guide to the Evaluation of Educational Experiences in the Armed Services is used as a reference in helping to determine the amount and type of credit, if any, a specific course is worth. Military credit evaluations are also subject to approval of department faculty.
- Graduates of the Basic Police Academy, Correctional Officer Academy, and Police Reserve Academy may request in-lieu credit. Credit for advanced training provided by the Washington State Criminal Justice Training Commission may be accepted. Please see the Criminal Justice advisor for additional information.

Appeals

Students who wish to appeal a decision concerning acceptance of transfer credit should do so in writing to the Vice President for Instruction.