

### *Award of Credit*

The following is Olympic College's policy on acceptance/award of non-OC experiential learning and/or transfer credit. Olympic College recognizes there are numerous bodies providing accreditation for institutions of higher learning. To provide social equity, educational effectiveness, and to maximize credit for prior learning and training, the following policy reflects this intent:

### *Accredited Institutions*

Regional Olympic College honors academic credits earned at other regionally accredited institutions and subscribes to statewide policies on transfer of credit among Washington public and private colleges and universities approved by the Joint Access Oversight Group (JAOG), the Intercollege Relations Commission (ICRC) and the Articulation and Transfer Council (ATC). Courses accepted in transfer must be substantially equivalent in academic level and content to course work offered at OC. A grade of 2.0 or higher or equivalent is required in each transferred course. Courses identified as "Continuing Education," those equivalent to a developmental level, and those with grades below 2.0 are not transferable. Up to fifteen (15) credits at the upper division level may be accepted.

### *Other-Accredited, Specialized, and International Institutions*

Depending on the degree goal, credits earned at other than regionally accredited institutions may be applied on an individual basis. Please see the Evaluations Department at Registration and Records. Upon recommendation by a faculty advisor, students may verify prior learning by vertical challenge or credit by examination. Credit for study completed in appropriate subjects and levels at universities and colleges outside the United States will be considered for transfer credit. Official copies of college and university transcripts denoting study completed outside the United States must be submitted in English translation.

### *Unaccredited Institutions, Extra-Institutional/Experiential Learning*

Credit for education and training obtained at unaccredited institutions and/or through extra-institutional/experiential learning must be evaluated on a case-by-case basis by a faculty advisor. For education and training in areas not offered at Olympic College, recommendations will be solicited and may be applied depending on the degree goal.

### *Limitations on Transfer of Courses or Credits*

Transfer credit is not usually accepted for the following types of study or coursework:

- 1) courses taken at colleges or universities that are not regionally accredited;
- 2) noncredit courses and workshops;
- 3) remedial or college preparatory courses; and
- 4) sectarian religious studies.

For exceptions, please see above.

### *Procedure for Transcript Evaluation*

NOTE: DEPENDING ON THE TIME OF APPLICATION, TRANSCRIPT EVALUATION CAN TAKE UP TO EIGHT (8) WEEKS AFTER THE ARRIVAL OF ALL TRANSCRIPTS.

1. New students enrolled for their first quarter at Olympic College are required to wait until the tenth day of their first quarter (the end of the drop without transcript notation period) to request transcript evaluation.
2. Current or formerly enrolled Olympic College students may request transcript evaluation at anytime.
3. Steps for transcript evaluation:

- a. Obtain the “Request for Advance Standing” form from any college campus registration office or print a copy from the college website.
  - b. Fill out the required information and indicate if copies of the completed evaluation should also be sent to a faculty advisor, another college employee, or separate entity.
  - c. Submit the form to the OC Bremerton Registration and Records Office by mail, fax (360.475.7202) or in-person.
  - d. Request official transcripts from all institutions attended (above the high school level) be sent directly to: Registration and Records Office, Olympic College, 1600 Chester Ave., Bremerton, WA 98337. **NOTE:** The issuing institution may charge a transcript processing fee. OC cannot request official transcripts on the student’s behalf. If students wish to submit an official copy of the transcript in person, an original transcript in a sealed envelope from the issuing institution is required.
  - e. When all transcripts are received and the tenth day of the quarter has passed (for new students), the request will be processed. Because of the high volume of requests, processing may require up to eight weeks.
  - f. An official copy of the evaluation will be mailed to the student and others noted on the request, and will contain a list of previously earned credits as categorized for general education transfer.
  - g. The number of credits accepted from each institution will be notated on the Olympic College transcript.
4. All transcripts must be submitted in English. Special procedures are required for international universities, with the exception of those located in US territories, Canada, and Mexico. Contact the Evaluations staff for information at 360.475.7200.

*Processes by Which Credit May be Earned*

- **Transfer of credit from another institution** – Please see “Procedure for Transcript Evaluation” in this section.
- **Advanced Placement Credit** – Credit may be earned through the Advanced Placement (AP) program offered by the College Board. Please have the College Board submit test scores directly to the Registration and Records Office. For OC credits offered by AP score achieved, see [www.olympic.edu/Students/Advising/apScores](http://www.olympic.edu/Students/Advising/apScores).
- **Armed Forces Credit** – Credit may be granted for completion of certain educational programs sponsored by the Armed Forces. Consideration will be given to recommendations made by the American Council on Education and military education entities. Evaluations are completed only for currently or previously enrolled OC students. Credit evaluations may be requested by submitting the “Request for Advanced Standing” form to the Registration and Records Office. The form is available online at [www.olympic.edu/Students/GettingStarted/recregforms](http://www.olympic.edu/Students/GettingStarted/recregforms) or from the local Registration Office or academic advisors.
- **CLEP and DANTES SST Credit** – College Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Support Subjects Standardized Test (DANTES SST) credit are accepted at OC. For the purpose of CLEP and DANTES, examination scores are considered restricted electives within the Associate of Arts degree (previously the Associate in Arts and Sciences degree).

A student may not have more than 15 credits of restricted electives within the 90 credits required for the degree. All examinations are transcribed at OC as course credit with a “P” grade, so that the credits may be used as prerequisites for advanced courses. The credits are subject to the course repeat policy and will be posted only during a quarter in which the student is enrolled. Credit Academic Information awarded for CLEP exams and minimum scores required may be viewed at the college's website.

- **Credit by Examination** – Current OC students may apply to take a comprehensive examination covering the subject matter contained in a course designated by the division/discipline as eligible for credit by examination. Not all courses are eligible for such credit. An examination of this type for a particular course may be taken only once during any 12-month period. The procedure to follow is:
  1. Make an appointment with the appropriate division dean.
  2. Obtain the required “Credit by Examination” form from the division that offers the course.
  3. Make an appointment with the division’s dean to discuss the examination and if appropriate, confer with a faculty member of the discipline in which the course is offered.
  4. Upon approval of the division dean, take the completed form to the Cashier and pay the special examination fee.
  5. Return the form and Cashier’s receipt to the division office.
  6. Take the examination(s).
  7. All procedures (1 through 6 above) must be completed by the eighth week of the quarter.
- **Credit by Vertical Challenge** – Current OC students may apply to earn credit for certain courses designated by the division and discipline as appropriate for vertical challenge. Through this process, students may be permitted to register for a designated advanced course and receive credits with a grade of “P” for the bypassed course. A numerical grade of 3.0 or higher in the advanced course is required for consideration of the vertical challenge credit for the bypassed course. The only grade that can be earned in the bypassed course is “P”. To apply for vertical challenge credit:
  1. Make an appointment with the appropriate division dean to discuss what courses are approved for bypass.
  2. Obtain the “Credit by Vertical Challenge” form from the division dean’s office. Complete the form and obtain the dean’s signature.
  3. Upon approval of the division dean, take the form to the Cashier and pay the required transcription fee.
  4. Submit the form and the receipt to the Registration and Records Office prior to the third week of the quarter.
  5. When the quarter is completed, the student will receive notification of the final decision and appropriate courses will be posted to the transcript.
- **International Baccalaureate Credit** – Students may be eligible for OC course credit for work completed through the International Baccalaureate (IB) program for a combination of subject grades and general education credits. Please request that the IB organization submit an official IB transcript directly to the OC Registration and Records Office. See Step 3 of the “Procedures for Transcript Evaluation” in this section.
- **Professional-Technical Credit** – Credit may be awarded in professional/technical programs for experience and/or competency gained outside OC. Credit may be granted for courses taken in proprietary colleges, military service schools or journeyman-level work experience. Contact the advisor of a specific professional/technical program for more information. The advisor may recommend completion of credit by examination or vertical challenge as part of this process.
- **Professional-Technical Credit toward the BSN degree** – Inter-institutional agreements have been developed that permit students in some two-year nursing programs to apply their technical studies toward the BSN. A listing of these inter-institutional agreements is available at the OC Nursing Office.
- **Service Members Opportunity College (SOC)** – As a member of the Service Members Opportunity Colleges for all branches of the service, Olympic College has committed to fully supply and comply with SOC Principles and Criteria. Through this commitment, Olympic College ensures that:
  - Service members and their family members share in the post secondary educational opportunities available to other citizens.
  - Service members and their family members are provided with appropriately accredited educational programs, courses and services. Flexibility of programs and procedures particularly in admissions,

counseling, credit transfer, course articulations, recognition of non-traditional learning experiences, scheduling, course format and residency requirements are provided to enhance access for service members and their family members to undergraduate education programs.

Active duty military and family members, who have signed a SOC agreement, select a home college that tracks college credits earned while students work through their degree plan – regardless of duty station. SOC institutional members guarantee transferability of college credits within designated SOC course categories. See an on-base advisor or the Registration and Records Office for more details. Details are available on base (Naval Base Kitsap-Bangor 360.697.3656 or Naval Base Kitsap- Bremerton 360.377.8178).

- **Tech Prep Credit** – Through the “Direct Transcript of Tech Prep Credit” agreement, high school and college credit may be earned at the same time. High school or technical school students who have earned a “B” grade or higher in specific Tech Prep courses may submit an application for college credit through their school career center counselor. Articulated courses are matched to OC professional/technical courses and are transcribed for college credit.