

Transferring Credits to Pierce College

Credits earned at colleges and universities that are recognized by a regional accreditation association are generally accepted by Pierce College. Students with credits from other colleges or universities need to follow these steps to ensure their credits are transferred to Pierce:

1. Submit admissions form to the college (ex. Pierce College Fort Steilacoom or Pierce College Puyallup)
2. Contact the former school(s) and request that official transcripts be sent to the admissions office at Fort Steilacoom or Puyallup. Hand-carried transcripts are accepted only when sealed in official letterhead envelopes from the issuing institution. Copied or faxed transcripts cannot be accepted as official. Transcripts may also be sent electronically by the issuing institution.
3. Call the admissions office at Fort Steilacoom or Puyallup to make sure the transcript(s) has arrived.
4. Once it is verified that the official transcripts are on file, and a student is currently enrolled in Pierce College classes, he/she should complete a Transfer Credit Evaluation Form and return it to the evaluations office at Fort Steilacoom or Puyallup. Upon completion of this request, the evaluations office will evaluate previous credits and send the results to the student. Students attending the military extension sites should check with the appropriate site for its evaluation procedure (ftlewis@pierce.ctc.edu — (253) 964-6567 or mcchord@pierce.ctc.edu — (253) 964-6606).

Washington Community and Technical Colleges (CTCs) offer reciprocity to students transferring within the CTC system. Students who have fulfilled entire areas of their degree requirements at one college — for example, Quantitative Skills, Communications Skills, or Distribution Area requirements — will be considered to have met those same requirements if they transfer to another community or technical college in-state. Students must initiate the review process and be prepared to provide necessary documentation. For complete information, students should contact the evaluations office. Students are encouraged to pursue reciprocity as early as possible after transfer and, certainly, no later than when they apply for graduation.