

**WALLA WALLA COMMUNITY COLLEGE**  
**TRANSFER OF CREDIT AND ALTERNATE COLLEGE CREDIT**  
**ADMINISTRATIVE PROCEDURE 7350**

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**I. TRANSFER OF CREDITS**

To have credits evaluated, students should complete a WWCC Application for Admission and have their previous college(s) send an official transcript to the WWCC Office of Admissions and Records (OAR).

- A. Once accepted to WWCC, students seeking to transfer credits to WWCC are required to fill out a Transcript Evaluation Request form (available [online](#) on the Admissions page), indicating the degree they are seeking and the transcripts requesting to be evaluated.
1. Courses are evaluated based on the degree or certificate the student is pursuing.
  2. Elective credit may be awarded if a course does not meet the equivalent of a course offered at WWCC.
  3. Partial credit will not be considered or granted.
  4. There is no limit to the number of credits that can be transferred into WWCC.
  5. WWCC accepts semester credits. WWCC operates under a quarter system and will convert semester credits to quarter credits (multiplying semester credits by 1.5 to convert to quarter credits).
  6. In addition to the credits approved to transfer into WWCC, a student must complete a minimum of at least 30 credits at WWCC to confer the degree.
  7. Should the student disagree with the evaluation outcome, the evaluator may consult with department faculty for a final evaluation decision as appropriate.

**II. TRANSFER OF INTERNATIONAL COLLEGE CREDITS**

- A. Credits earned at a higher education institution outside the United States may be evaluated for transfer purposes.
- B. Transcripts must be translated and evaluated course-by-course by a service listed as a member of the [National Association of Credential Evaluation Services](#).

**III. TRANSFER OF CREDITS WITHIN THE WASHINGTON STATE CTC SYSTEM**

Washington State Community and Technical Colleges (CTC) 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.

- A. Students who have completed an individual course that met distribution degree requirements or fulfilled 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.
1. Students must initiate the review process and be prepared to provide the necessary documentation.
- B. Washington State CTC Common Course Numbering: Common course numbering for both academic and professional/technical courses was developed to provide ease of transfer between Washington State CTC's.
2. Courses with these common course numberings are considered equivalent across all participating institutions. WWCC transfers these courses accordingly.

#### IV. REVERSE TRANSFER

- A. WWCC participates in the Washington Reverse Articulation Program. Students who earn a baccalaureate degree may transfer courses to WWCC to complete an associate-level degree if not previously earned.
- B. If a student transfers an individual course that meets a Communication Skills, Quantitative Skills, or Distribution Requirement at the sending baccalaureate-granting institution for a specific bachelor's degree, that course is considered to have met that same requirement at the receiving CTC for an associate degree, even if this course does not have an exact equivalent and even if the course credit is awarded through prior learning credit or completed at the 300 or 400 level.
- C. If a student transfers an individual course that meets a Diversity Requirement at the sending baccalaureate-granting institution for a specific bachelor's degree, that course is considered to have met that requirement at the receiving CTC for a specific associate degree, even if this course does not have an exact equivalent and even if the course credit is awarded through prior learning credit.

#### V. ACADEMIC CREDIT FOR PRIOR LEARNING (ACPL)

Academic credit for prior learning refers to the knowledge and skills gained through work and life experience, military training, and formal and informal education and training from in-state and out-of-state institutions.

- A. To award ACPL, WWCC evaluates the knowledge, skills, and abilities a student has gained through prior learning with the knowledge, skills, and abilities a student would gain by completing a specific course.
- B. WWCC follows the policies as outlined by the [Washington SBCTC, RCW 28B.77.230, RCW 28B.10.053](#), as well as the policies established by the [Northwest Commission on Colleges and Universities](#) (NWCCU).
- C. If outcomes of prior learning equal outcomes of a specific course, then credit for this non-traditional learning may be awarded by following these steps:
  - 1. Students must fill out the [ACPL Request for Transcribed Credit form](#) (available online on the Admissions page) to initiate this kind of evaluation request.
  - 2. A fee may be required before transcribing the credit onto a student's transcript. ACPL is posted on a student's transcript per the SBCTC Coding manual.
  - 3. ACPL is transcribed under the following categories:
    - a. Standardized Testing: Commonly accepted higher education equivalency exams that are documented via transcript or other official record.
    - b. Credit for Advanced Placement (AP), International Baccalaureate (IB), and Cambridge "A" and "AS" Level Exams are awarded credit based on the SBCTC Credit Policy for Dual Credit Exams and RCW 28B.77.239.
    - c. Currently accepted credit for [College-Level Examination Program](#) (CLEP) are posted on the WWCC website.
    - d. Other higher education equivalency exams may be evaluated on an individual basis.
    - e. Course Challenge: Comprehensive challenge exams are intended to determine that the student has the same knowledge and skills as those students who enroll in and successfully complete the course. Upon completing the Course Challenge, the student is awarded credit reflecting the final grade earned on the Course Challenge if the grade is a C or higher.

- f. Extra-Institutional Learning: WWCC may award credit based on knowledge and skills acquired outside the institution and objectively verified through industry certifications, such as the NCLEX-RN; industry-recognized testing/training, such as that addressed by the [American Council on Education](#) (ACE), particularly for the military; and occupational crosswalks, such as those for corrections professionals, firefighters, and AmeriCorps.
- g. Prior Experiential Learning: WWCC may award credit based on knowledge and skills acquired through experience alone, evaluated by qualified faculty via evaluation of a compilation of work. All prior learning assessment credits in this category are awarded through a prior experiential learning portfolio review, as in the HS21+ program. A portfolio may consist of a compilation of the student's body of work showing they have met the course outcomes noted in current course syllabus.