Academic Credit for Military Training Procedure

Walla Walla Community College enrolled students who are veterans of any branch of the United States armed services must request transfer credit for military training by contacting the Credentials Evaluator in the Office of Admissions and Records. The student must submit an official Joint Services Transcript (JST) through the armed services in which he/she served.

Upon receipt of the official transcript the following actions will occur:

- The Credential's Evaluator will evaluate the transcript within 2 business days for reading, English, and mathematics placement and any academic credits earned, posting to the student record as applicable.

- Technical classes will be forwarded to appropriate program faculty along with the course description and the accompanying ACE (American Council on Education) course recommendation.

    - **Exception**: Military transfer credit for some programs must meet outside agency criteria prior to CPTC acceptance.

- Any military training or experience that is substantially equivalent to any course or program offered will be accepted as applicable toward the veteran's program of study.

- The program faculty will have 4 weeks to evaluate the courses submitted for evaluation and return it to the Credentials Evaluator.

- The Credentials Evaluator will post the technical credit to the student record within 5 business days of receipt. The student will be notified of credits accepted or denied and applicable to program of study. In the case of change of program, transfer credit must be re-evaluated and applied to the student record as applicable.

- Per the Veteran's Administration, all veteran student transfer credit must be evaluated within 3 quarters of program start. Students will not be certified for VA education benefits for subsequent quarters if transcripts are not received by the 3rd quarter.

- Veteran students using education benefits are not permitted to opt out of prior credit evaluation.