EvCC6000P AWARD OF NON-TRADITIONAL CREDIT PROCEDURE
Original Date: April 28, 1983
Revision Date: January 17, 2013
Procedure Contact: Executive Vice President of Instruction, Student Services and University Center

CONTEXT
The College will review all previous post-secondary collegiate and non-collegiate credit based on official transcripts and records, using as a guideline the similarity with Everett Community College’s level and type of program.

The following options are available for awarding of credits:

INTERNATIONAL COLLEGES AND UNIVERSITIES
Credit from non-U.S. colleges and universities, recognized within their educational systems, may be applied toward any of our certificates and degrees, meeting either requirements or electives, at the discretion of the credential evaluator and/or program advisor. An initial evaluation is required to be completed by an outside evaluation agency that is a member of NACES. They will require an official copy of your transcript. Their report will need to be submitted to EvCC. The Enrollment Services Office can provide more details about this process and how to contact one of these agencies. More information is available at www.everettcc.edu/transfercredit

MILITARY TRAINING
EvCC follows recommendations made by the American Council on Education when evaluating military training and education records. Please submit the appropriate record for evaluation. Each branch of the military has a different service center holding your training and education records. Upon written request by you, they will send a copy to us. The Enrollment Services Office has a list of the locations where you may write for a copy of your record. Active Duty and Reserve Sailors and Marines, and Sailors and Marines who separated or retired during or after the 1980’s, may request their SMART record by going to https://www.navycollege.navy.mil/, or find the form available through EvCC’s Enrollment Services Office, or go to the Navy College Center at Naval Station Everett, 2000 W Marine View Drive, Everett.

A maximum of 60 credits for military training and education may be applied toward EvCC’s Associate in Technical Arts, Associate in Fine Arts and Associate in Arts and Science – Option I as meeting requirements. A maximum of 60 ungraded credits may be applied toward the Associate in General Studies. Military credit is, with the exception of limited Physical Education credit, applicable only to the “B” list electives for the associate degrees designated as university transfer degrees.

SERVICE MEMBERS OPPORTUNITY COLLEGES (SOC)
Everett Community College is an institutional member of Service Members Opportunity Colleges (SOC), a group of more than 400 colleges and universities providing postsecondary education to members of the military throughout the world. As a member of SOC, Everett is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. The American Association of State Colleges and Universities and the American Association of Community Colleges sponsor SOC.
NATIONALLY-ACCRREDITED POST-SECONDARY INSTITUTIONS

Transcripts from schools which are not regionally accredited, but are accredited by national agencies such as the Accrediting Council of Independent Colleges and Schools, the Accrediting Commission of Career Schools and Colleges of Technology, Distance Education and Training Council and the Association for Biblical Higher Education, may be reviewed and considered for credit. In such cases, please supply a copy of the catalog or course descriptions as well as an official transcript. Generally, courses which are similar to those offered at EvCC may be considered.

A maximum of 60 credits for courses completed at nationally-accredited postsecondary schools may be applied toward EvCC’s Associate in Technical Arts, Associate in General Studies, Associate in Fine Arts and Associate in Arts and Science – Option I degrees as either requirements or electives. Credit is applicable only to the “B” list electives for the associate degrees designated as university transfer degrees. Please be aware that some other colleges and universities may not accept these credits.

CERTIFICATES AND TRAINING PROGRAMS CONDUCTED WITHIN BUSINESS, INDUSTRY, OR AGENCY ENVIRONMENTS

Educational and training experiences that occur through company training programs or through professional institutes may be reviewed for credit. Types of training can vary widely, for example: management, police, fire, manufacturing, apprenticeships, education paraprofessional, and aviation. To have your training reviewed, you must submit official and/or original records, as well as supporting documentation that includes the following: content, level, time period, hours, location, method of instruction, instructors, method of evaluation, and achievement. Since training programs do not generally yield a transcript that contains all of this material, it is your responsibility to gather as much information as possible and submit it. In some cases, certificates (such as APICS, WA State Criminal Justice Commission, and A&P) may be submitted. EvCC’s evaluation process relies on information that substantiates that the training or certificate is comparable to college-level programs; faculty evaluate the documentation to determine the comparability. There is a modest fee for this evaluation and the process demands thorough documentation from the student.

A maximum of 60 credits for training and certificate programs may be applied toward EvCC’s Associate in Technical Arts, Associate in Fine Arts and Associate in Arts and Science – Option I degrees as meeting either requirements or electives. A maximum of 45 ungraded credits may be applied toward the Associate in General Studies. Credit is applicable only to the “B” list electives for the associate degrees designated as university transfer degrees. Please be aware that some other colleges and universities may not accept these credits.

PORTFOLIO EVALUATION OF PRIOR LEARNING (PEP)

Through the Portfolio Evaluation Program (PEP), you may be able to receive college credit for knowledge you have gained outside the classroom. This can include, but is not limited to, previous experiences as an employee, business owner, information technology or computer specialist, management, manufacturing, apprenticeships, skilled volunteer or hobbyist. These skills may have taught you skills which are comparable or equivalent to credit courses offered at Everett Community College. To have this training/learning reviewed, you must submit any official and/or original training records/certificates, as well as supporting documentation that includes the following: content, level, time period, hours, location, method of instruction,
instructors, method of evaluation, and achievement. Since training programs do not generally yield a transcript that contains all of this material, it is your responsibility to gather as much information as possible and submit it. If you do not have official documentation, you will need to work with your assigned faculty to create it in order to meet our accreditation requirements. This can require an extensive writing process, so strong writing skills will be required.

EvCC’s evaluation process relies on information that proves your prior learning is comparable to college-level programs. An assigned faculty will complete an assessment of your final completed portfolio to determine its ability to demonstrate this requirement. Credit is also contingent upon whether the training is able to meet current industry standards.

How credits apply:

For University transfer programs (DTA): Credit is applicable only to the “B” list electives (15 credit maximum).
For all other non-transfer programs (Associate in Technical Arts, Associate in General Studies, Associate in Fine Arts, and Associate in Arts and Sciences – Option I): A maximum of 45 credits may be applied.

Please be aware that other college and universities may not accept these credits.
To start the Portfolio Review process, contact a Credit Evaluator in Enrollment Services at 425-388-9015.

RELEVANT LAWS AND OTHER RESOURCES
WAC 132E-161-010
RCW 28B.19.020
RCW 28B.50

REVISION HISTORY
Original Date: April 28, 1983
Reviewed Date: January 17, 2013

APPROVED BY
Board of Trustees
President’s Staff
Student Services Administrative Council