

Academic Information

Academic information in this section provides an overview of academic and student procedures and requirements.

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 Inter-college 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) non-credit courses and workshops; 3) remedial or college preparatory courses; and 4) sectarian religious studies. For exceptions, please see above.

(Award of Credit Policy - Adopted by IPC – March 2009)

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.
- **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 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

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. Contact the Registration and Records Office for more details.

- **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.

Grades

Decimal to letter grade comparison

3.9 - 4.0	A
3.5 - 3.8	A-
3.2 - 3.4	B+
2.9 - 3.1	B
2.5 - 2.8	B-
2.2 - 2.4	C+
1.9 - 2.1	C
1.5 - 1.8	C-
1.2 - 1.4	D+
0.9 - 1.1	D
0.7 - 0.8	D-
0.0**	F

****NOTE:** Grades of 0.1 through 0.6 are not used.

Grades on OASIS

Grades are available three to five days after the end of the final examination period and may be accessed via OASIS at www.olympic.edu/OASIS. Grade reports are not mailed.

Decimal Grades

OC uses a decimal grading system. The decimal grade chart in this section lists a letter grade for comparison purposes only; letter grades do not appear on the official transcript.

Other Grade Designations

* (Grade Not Reported)

The "*" asterisk symbol is used when the reporting of a grade is not required (i.e., a community service course), or when a grade has not been submitted to the Registrar by a faculty member in time for inclusion on a student's grade report or transcript.

Academic Information

I (Incomplete)

The "I" grade is used to indicate that a grade has been deferred. The instructor may choose to award an "I" grade to a student who is making progress, but for reasons beyond the student's control, is unable to complete course requirements on time. To award an "I" grade, the instructor must submit an "Incomplete Grade Contract" to the Registration and Records Office. The instructor must specify the work to be completed and the grade to which the "I" will revert if the work is not completed by the specified time. The "I" grade does not count for college credit, nor is it computed in the grade point average (GPA).

NOTE: Usually, an incomplete contract is for a maximum of two quarters. If the grade is not received from the instructor or the specified work is not completed by the student within two quarters, the grade will revert from an "I" to the grade noted on the contract or if a default grade is not noted, the grade will revert to a fail (0.0).

N (Audit)

To audit a course means to participate without evaluation. The "N" grade is not counted for college credit, nor is it computed in the grade point average. To audit a course, a student must submit an audit request form to the Registration and Records Office by the tenth instructional day of the quarter. If the course is classified as late-starting or continuous enrollment, the form must be submitted prior to 20 percent of the course being completed. Payment of regular tuition and fees is required.

P/NC (Pass/No Credit)

For a course designated by the college as "Pass/No Credit," the grades of "P" or "NC" must be assigned. In addition, a student may select the "Pass/No Credit" option for a course by submitting a "Pass/No Credit" form to the Registration and Records Office by the tenth instructional day of the quarter. For zero-credit, Adult Basic Education and community service courses, a "P" or "NC" grade is assigned. For credit courses, the "P" grade may be assigned and is defined as a grade point of 2.0 or higher. The "P" grade is not used to compute the grade point average (GPA).

NOTE: Upon transfer, some educational institutions may convert the "P" grade to a "C" for purposes of grade point average calculation.

NC (No Credit)

The "NC" grade is assigned for failure to complete satisfactorily a zero-credit course, a course designated by the college or selected by the student as "Pass/No Credit." The "NC" grade is not counted for college credit, nor is it included in the GPA.

W (Official Withdrawal)

An instructor cannot assign a "W" grade. The "W" grade will be assigned automatically by the Registration and Records Office when a student officially withdraws from a course between the tenth and thirtieth instructional day of the quarter or prior to the completion of 60 percent of the course. Except for compelling reasons, a student is not allowed to drop a course or withdraw completely from the college after the thirty-first instructional day or after 60 percent of the course has been completed. Examples of compelling reasons include documented proof of death in the immediate family, serious illness, injury or surgery, or unexpected and mandatory job shift or change.

WP (Discontinued attendance - passing)

The "WP" grade may be assigned by the instructor to indicate that the student did not complete enough of the course to be graded and achieved a passing grade while in attendance. The "WP" grade is not counted for college credit, nor is it computed in the GPA. (See "General Academic Progress" in this section.)

WF (Discontinued Attendance - Failing)

The "WF" grade may be assigned by the instructor to indicate that the student did not complete enough of the course to be graded and did not achieve a passing grade while in attendance. The "WF" grade is not counted for college credit, nor is it computed in the GPA. (See "General Academic Progress" in this section.)

Grade Change

Only the instructor may change a grade. Submission of the grade change is limited to the next quarter (excluding summer quarter) after the grade has been officially tendered to the student. This procedure does not apply to "I" grades.

Grade Forgiveness

Although grades are not removed from a transcript, former OC students who have not been in full-time attendance at any college for the preceding two or more years may petition to amend the GPA. Students may petition once they have successfully completed, with a 2.0 GPA or higher, at least 12 quarter credits at OC. To request grade forgiveness, submit a written request to the Dean of Enrollment Services, specifying a "cut-off" date. If the request is approved, a "cut-off" line will be drawn across the transcript and the notation made that grades recorded prior to the date established by the line will not be used in computing the GPA. For graduation purposes, students may use credits completed prior to the selected date. The request must specify the desired credits and courses to be retained. Grade

forgiveness may not be used to qualify for an honors designation. *Caution: For purposes of transfer, other educational institutions may not recognize the OC grade forgiveness policy.*

Repeated Courses

A student may repeat a course up to two times (that is, a student may take the same course a maximum of three times). If a grade of 2.0 or a designated grade required as a prerequisite to another course is not achieved after three tries, the student may request an opportunity to repeat again by submitting written rationale and an unofficial transcript to a full-time professor in the subject. Credits can only be earned once, and the last grade awarded is the final grade. Exception: Independent study courses (095, 195, 295), some music courses, and other specified courses may be repeated with credit awarded each time (policy under review).

Course Substitutions

Course substitutions are sometimes used in ATA degrees or certificates. Substitutions must be approved by faculty in the degree/certificate program, faculty in the discipline of the course being substituted, and by the dean(s) responsible for the discipline(s) involved. No course numbered under 100 may be substituted for a course above 100 and courses that represent related instruction may not be substituted as well. Where related instruction is embedded in other courses, and identified in program outlines, course substitution is not necessary. Requests approved by the discipline dean(s) are forwarded to the Dean of Enrollment Services for review of procedural and policy requirements.

Honors Designations

Quarterly Designations

Quarterly honors designations recognize scholastic achievement of OC students. Students who qualify for quarterly honors will receive a letter of commendation. Criteria for the awards include:

- Completion of 12 credits at the 100 level or higher during the quarter for which the award is given
- The grades for these credits must calculate in the overall GPA
- Grade point average requirements:
 - President's Scholars: 3.9 - 4.0 college-level GPA
 - Deans' Scholars: 3.5 - 3.89 college-level GPA

Graduation Designations

The "graduation with honors" designation recognizes those students who have achieved a college-level GPA of 3.9 - 4.0 (President's Scholars) or 3.5 (Deans' Scholars). President's Scholars with a 4.0 GPA will be awarded the President's Medal. President's Scholars may wear a gold honor cord, and Deans' Scholars a silver honor cord at the graduation ceremony. An honors notation will be placed with the graduate's name on the Commencement Ceremony program. Honors graduation is also noted on the student transcript. Criteria for the awards include:

- Only credits earned at OC will count toward the award
- At least 24 GPA credits of 100 level course work or higher must have been earned at OC

General Academic Progress

These standards are designed to identify students who experience academic difficulty and whose academic progress falls below the proscribed standards in order to provide additional support and assistance to improve academic standing. The policy also determines academic suspension in cases where students are unable to achieve satisfactory performance.

NOTE: Individual college programs such as high school completion, financial aid, veteran programs and certain professional/technical programs may have different academic standard requirements and appeal procedures. Students in these programs should contact their program advisor for information regarding those requirements.

Academic Alert

A student is placed on academic alert status at the end of any quarter in which any of the following occurs:

- Quarterly GPA falls below 2.0 when 12 credits or more are attempted
- Cumulative GPA falls below 2.0 when 15 or more cumulative credits have been attempted
- Grades of WP, WF or NC are received in more than 50 percent of the credits when 15 cumulative credits have been attempted

Removal of Academic Alert

A student is removed from academic warning at the end of the quarter in which a 2.0 GPA or higher is achieved. If the cumulative GPA remains below a 2.0 or if the student has grades of WP, WF or NC in more than 50 percent of credits when 15 cumulative credits have been attempted, the student will be "continued on academic warning."

Academic Warning

A student on academic warning status must earn a quarterly GPA of 2.0 or higher the succeeding quarter or the student will be placed on academic warning. Alternately, the student will remain on academic warning status even with a satisfactory quarterly GPA if the cumulative GPA remains below a 2.0 or if the student has a grade of WP, WF, or NC in more than 50 percent of credits when 15 cumulative credits have been attempted.

Removal of Academic Warning

A student is removed from academic warning at the end of the quarter in which a 2.0 GPA or higher is achieved. If the cumulative GPA remains below a 2.0 or if the student has grades of WP, WF or NC in more than 50 percent of credits when 15 cumulative credits have been attempted, the student will be "continued on academic probation."

Academic Suspension

A student on academic probation, who does not achieve a quarterly 2.0 GPA, has attempted at least 15 cumulative credits and has a cumulative GPA below 2.0, or has grades of WP, WF or NC in more than 50 percent of credits when 15 cumulative credits have been attempted, will be suspended for the next academic quarter. Following a one-quarter suspension, the student may re-enroll using the re-enrollment procedures. A student re-admitted after one quarter of academic suspension re-enters the college on academic probation. If the student fails to achieve a quarterly 2.0 GPA, has attempted at least 15 cumulative credits and has a cumulative GPA below 2.0, or has received a grade of WP, WF or NC in more than 50 percent of credits when 15 cumulative credits have been attempted, the re-admitted student will be suspended for three consecutive quarters. The "General Academic Progress" brochure is available in the Registration and Records Office.

Grade Appeal Procedure

Students are responsible for maintaining standards of academic progress and following procedures established and made known by their college instructors. The purpose of the grade appeal is to protect students against prejudiced, arbitrary or capricious academic evaluation. Appeal expectations and conditions:

- A grade appeal only applies to the final course grade
- The assignment of a grade is the right and responsibility of the instructor
- The student has the right and responsibility to appeal a grade the student deems arbitrary or capricious
- The student is responsible for knowing the grade appeal procedure and for initiating the process

- In a grade appeal, the instruction division dean will meet only with the student or the instructor, and no other advocate may be present

Process

1. A student must first review the grade with the instructor who assigned the grade. The burden of proof shall rest with the student to demonstrate arbitrary or capricious assignment of the final course grade.
2. If a student wishes to further pursue the formal grade appeal, it must be done in writing and submitted to the instructor's dean, with a copy to the instructor, within the first three instructional weeks of the subsequent quarter, including summer session. (Because many faculty members are not on campus during summer session, some spring quarter grade appeals may not be resolved until fall quarter.) The student should have documentation such as graded assignments and test results to support the written grade appeal. Within two weeks of receiving a written grade appeal, the dean will review the documentation presented by the student, discuss the matter with the instructor and the student, and provide a written response to the student, with a copy to the instructor.
3. The student may appeal the dean's written response by delivering a written justification for further review to the dean within 10 days of the date the dean's decision was mailed. The dean will then appoint a review team of three faculty members from related disciplines who will review documentation and provide a written recommendation to the dean. The dean will submit the faculty review team's recommendation to the student and instructor within 15 instructional days. The recommendation of the faculty review team is the last step in the process.
4. The evaluation of the extent of course mastery is exclusively within the province of the instructor for a particular course, and only that instructor may initiate adjustments or grade changes.

Enrollment in Courses

Students are not guaranteed the unrestricted right to enroll in any specific course or program. Within the Washington Administration Code (WAC) and the policies of the State Board for Community and Technical Colleges, OC reserves the right to deny admission to or cancel the registration of any individual whose enrollment is inconsistent with the best interests of the student, other students, or the established policies of the college.

Academic Information

Student Records

The Registration and Records Office maintains official student transcripts and academic records of all students who have or are attending OC.

All student record requests are submitted to this office, including: official transcripts, verification of enrollment, change of name and address, application to graduate, and credit evaluation.

Use OASIS to Access Records

Students may use OASIS, OC's online option, to view their transcripts, quarterly course schedules, grades, and similar information. Click on www.olympic.edu/OASIS.

Self-serve OASIS kiosks are available at convenient locations on OC campuses and students may access OASIS via any computer with an Internet connection.

Transcripts

Unofficial transcripts may be printed by the student from OASIS at no cost.

Official transcripts may be requested for delivery to an off-campus location, college or university using one of the following methods:

1. Download the "Transcript Request" form located on the college website, complete the form and mail to the Registration and Records Office at OC Bremerton.
2. Fill out the "Transcript Request" form and deliver to Registration and Records at OC Bremerton or fax to the Registration and Records Office at 360.475.7202.
3. Write a request letter, including:
 - SID (Student Identification Number)
 - Social security number
 - Birth date
 - Approximate dates of attendance
 - Any previous names used
 - Current mailing address/phone number of where the transcript is to be sent
 - The signature of the student is required to release the transcript (as required by the Family Educational Rights and Privacy Act.)

The cost per transcript is noted on OC's website.

NOTE: For fax requests, please include the Visa or MasterCard number, expiration date, and three-digit security code found on the back of the card.

Credit card payments may also be made by calling the Cashier. Official transcripts will not be sent by fax.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) give students certain rights with respect to their education records, including the right to:

1. Inspect and review the student's education records within 45 days of the date the college receives a request for access. The student should submit a written request to the Registrar identifying the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. To request amendment, students should write the Registrar, clearly identify the part of the record they wish changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to an appeal regarding the request for amendment and include additional information regarding the appeal procedures.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests.
4. Prevent release of directory information. Directory information released by the college includes: name, major field of study, full or part time status, participation in recognized sports and weight and height of athletic team members, dates of attendance, birth date, veteran status, degrees, awards and honors received and dates degrees conferred. Olympic College may release this information at any time unless the college has received prior written notice from the student, filed in the Registration and Records Office, requesting that directory information not be released. All other information may be released only upon the written consent of the student unless described above or in compliance with a court order.

5. File a complaint with the U.S. Department of Education concerning alleged failures by OC to comply with the requirements of FERPA, write to:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave. SW
Washington DC, 20202-4605

A complete copy of the "Confidentiality of Student Records" policy may be obtained from the Vice President of Student Services, the college Registrar, or by visiting the website of OC at www.olympic.edu.

Directory Information

The college designates the following items as directory information:

- Name
- Major field of study
- Dates of attendance
- Full-time or part-time status
- Degrees, awards and honors received
- Dates degrees conferred
- Participation in recognized sports, and weight and height of athletic team members
- Birth date
- Veteran status

The college may disclose personally identifiable information designated as directory information from a student's education records without prior consent, unless the student informs the Registration and Records Office in writing that directory information should not be released without their written approval. This request will prevent any release of information to a third party without a signed release from the student. In addition, the electronic record will be annotated, preventing electronic release of information, with the words "no release" in the student database records. This certification does not preclude the verification of degrees awarded for graduation purposes. Under limited circumstances (and only with the approval of the college Registrar or the Registrar's designee) the address and telephone number may also be released as directory information.

Disclosure of Education Records

The college may, at its discretion, make disclosures from student education records to:

- College officials who have a legitimate educational interest in the records, including college administrative and clerical staff, faculty, and students officially elected or appointed to the associated student government of Olympic College or employed by the college including contractors such as the National Student Loan Clearing House.

- Officials of another school where the student seeks or intends to enroll
- Authorized federal, state or local officials as required by law, including the Comptroller General of the U.S.
- In connections with the student's financial aid request or award and the information is necessary for certain purposes set forth in the regulations, including eligibility, the amount of aid, the conditions for aid or to enforce terms or conditions of the aid.
- To comply with a judicial order, lawfully issued subpoena or IRS summons (the college must make a reasonable effort to notify the student in advance of compliance, unless the court has ordered non-disclosure.)
- To appropriate parties in a health or safety emergency.
- To the parents of a dependent student, claimed as dependent for income tax purposes as defined in section 152 of Internal Revenue Code of 1986, as amended. The college is not required to disclose information to any parent of a dependent student, but may exercise its discretion to do so.
- To organizations or individuals conducting studies for or on behalf of an educational agency or institution if conducted in a manner that does not permit personal identification of the students.
- To the victim of an alleged crime of violence or a non-forcible sex offense.
- To the parent of a student under the age of 21 if the student has violated any federal, state or local law, college rule or policy, governing the use of alcohol or a controlled substance if the institution has determined that the student committed a disciplinary violation.
- To military recruiters authorized to obtain specific information under the Solomon Amendment.

Education records released to third parties shall be accompanied by a statement indicating that the information cannot be subsequently released in a personally identifiable form to other parties without obtaining the consent of the student. The college is not precluded from permitting third part disclosure to other parties listed.

Graduation (Associate Degrees and Certificates)

For degrees and certificates, students must apply to graduate. The "Application for Graduation" forms are available at all OC registration offices or on the OC website at www.olympic.edu/Students/Records/GradApply. If the application cannot be approved as submitted, written notification will be given.

Degree – Graduation Application

Prospective graduates should meet with their advisor one quarter prior to the date requirements will be finished to complete the application. The signature of the advisor and the division are required on the applications for associate degrees in Technical Arts (ATA), Applied Science (AAS) and Applied Science Transfer (AAS-T). Forms should be submitted to the Cashier at the local campus; a \$20 fee (non-refundable) will be charged for the first degree application. A \$5 fee (non-refundable) will be charged for each subsequent degree.

Certificates – Graduation Application

Students must submit an application for each certificate to be completed and see their advisor for assistance and signature. Return the completed application to the Cashier at the local campus. A fee of \$10 is charged for the first certificate application. A \$5 fee (non-refundable) will be charged for each subsequent certificate.

Graduation Application Deadlines

Last day to file for 2011-12

- Summer Session – Aug. 04, 2011
- Fall Quarter – Oct. 14, 2011
- Winter Quarter – Jan. 30, 2012
- Spring Quarter – Apr. 11, 2012

Commencement

Commencement (graduation) takes place in June of each academic year, although degree requirements may be completed during any quarter. Graduation instructions will be sent to graduates approximately two weeks before Commencement. Gowns, honor cords (see "Honors Designations" in this catalog), and invitations may be purchased at the OC Bookstore. Certificates are not awarded at Commencement.