

## Prior Learning

### **Non-Regionally Accredited Institutions and Experiential Learning (Prior Learning Assessment)**

When possible, Olympic College will use crosswalks and other previously determined equivalencies to determine credit for knowledge and skills gained through work and life experience, and those gained through education or training at non-regionally accredited institutions. Examples include American Council on Education (ACE) recommendations for Armed Forces schools, Defense Activity for Non-Traditional Education Support Subjects Standardized Test (DANTES SST) scores, and College Level Examination Program (CLEP). When no such equivalency has been established, credit for such knowledge and skills must be evaluated on a case-by-case basis by a faculty advisor in the discipline. Upon recommendation by a faculty advisor, students may verify prior learning by vertical challenge, credit by examination, or other demonstration of course competencies. The following limitations apply:

- Students must be enrolled before an official credit evaluation is processed.
- There is no assurance that any PLA credit will be granted.
- Credit may be granted only for documented student achievement equivalent to expected learning achievement in curricular areas offered at Olympic College.
- Credit is granted only on recommendation of qualified teaching faculty and appropriate to the degree goal.
- Credit from non-regionally accredited institutions and experiential learning is identified on the student transcript and is limited to 25% of the credits needed for a degree or certificate

### **Transfer of Credit from Another Institution**

Please see "Procedure for Transcript Evaluation" in this section.

**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 "Transcript Evaluation Request" form to the Registration and Records office. The form is available online at [www.olympic.edu/Students/GettingStarted/recregforms](http://www.olympic.edu/Students/GettingStarted/recregforms) or from the local OC 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 transferable degrees. A student is limited in the number of restricted credits allowed within a 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. Additional credit may be considered for the technical degrees.

**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 is as follows:

- Make an appointment with the appropriate division dean.
- Obtain the required "Credit by Examination" form from the division that offers the course.
- 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.
- Upon approval of the division dean, take the completed form to the Cashier and pay the special examination fee.
- Return the form and Cashier's receipt to the division office.
- Take the examination(s).
- 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:

- Make an appointment with the appropriate division dean to discuss what courses are approved for bypass.
- Obtain the "Credit by Vertical Challenge" form from the division dean's office. Complete the form and obtain the dean's signature.
- Upon approval of the division dean, take the form to the Cashier and pay the required transcription fee.

- Submit the form and the receipt to the Registration and Records Office prior to the third week of the quarter.
- When the quarter is completed, the student will receive notification of the final decision and appropriate courses will be posted to the transcript.

**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.