

Enrollment Information

Tuition Waivers

OC participates in several tuition waivers. Please visit OC's website for a current listing of waiver rates at www.olympic.edu/paying-college/tuition-funding-opportunities

Mandatory Waivers

- **Running Start:** Eligible low income students meeting fee waiver criteria will have all mandatory fees and tuition waived for enrollment in credits over 15 or over combined 1.2 Full Time Equivalent (FTE). Does not include consumable program fees. Contact the Running Start Office or visit OC's website at: www.olympic.edu/current-students/running-start for the fee waiver application form.
- **Fallen Veterans:** All tuition and fees are waived for a child or spouse of an eligible veteran or National Guard member who became totally disabled or lost their life while engaged in active federal military or naval service. Contact Military & Veteran Programs at 360-473-2821 or visit OC's website at www.olympic.edu/military-and-veteran-programs for more information.
- **Children and Spouse of Deceased or Disabled Law Enforcement Officers of Firefighters:** A 50% waiver of tuition for children or surviving spouses of deceased or disabled law enforcement officers or firefighters who have died or become totally disabled in the line of duty. The student must begin their course of study within 10 years of high school graduation.
- **Wrongfully convicted individual, their children and stepchildren:** All tuition and fees are waived for a wrongfully convicted individual awarded compensation per RCW 4.100.060, their children and stepchildren. Following limitations apply: wrongfully convicted person must be a Washington domiciliary; the child must be a Washington domiciliary ages 17 through 26 years of age, continued participation subject to school's satisfactory progress policy; recipients may attend full or part time; total credits earned may not exceed 200 quarter credits.

Optional Waivers

- Adult Basic Education
- Active Duty Military/Dependents and WA National Guard/Dependents
- Athletic Waiver (must have approval of Athletic Dept.)
- High School Completion (maximum credits: Resident-45, non-resident-45)
- Adult High School waiver eligibility is determined by an OC counselor. Must be 19 years of age or older.
- Parent Education Co-Op
- Senior Citizens (audit only): (60 years of age or older; limited to two classes

quarterly on a space available basis)

- Veterans, for current information on veterans waivers, please visit OC's website at: www.olympic.edu/services/military-and-veteran-programs.

Vocational Waivers (more than 18 credits)

- A partial waiver of tuition may be approved for vocational students in programs that require registration in more than 18 credits a quarter. Forms are available at the Workforce Development Office, College Service Center, Rm. 421.

Washington State Residency for Tuition Purposes

Washington state residency status determines the students' cost of tuition for most college credit classes. Information about residency is available online at www.olympic.edu/current-students/registration/residency

Military personnel stationed in Washington state and their dependents who present military ID at registration will be granted a waiver of non-resident tuition and will receive the resident rate. Residency must be verified and proven each quarter of enrollment.

Individuals who are non-residents or U.S. citizens **MAY** qualify for resident tuition if they meet certain criteria. Contact the Ranger Station for more information.

State Contribution to Tuition

Pursuant to RCW 28B.15.0681 the average cost of educating a resident full-time student for the 2017-2018 academic year is \$8,063. Students pay an average of \$3,123 in tuition towards this cost. The remaining \$4,490 is an "opportunity pathway" provided by the State and is funded by state taxes and other sources.

Academic Information

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

Award of Credit for Learning Outside Olympic College (Prior Learning Assessment)

Olympic College recognizes that several bodies provide accreditation for institutions of higher learning. To provide social equity, educational effectiveness, and to maximize credit for prior learning and training, OC awards credit as follows.

Transfer from Accredited Institutions

Regionally Accredited U.S. Institutions of Higher Education

OC 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 Transfer Counsel (JTC), the Intercollege 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, except that courses in subjects not offered, such as Chinese language, or courses similar in level and intent but not offered at OC, such as HIST&220, African American History, will be accepted in the general category. A grade of 2.0 or higher is required in each transferred course, except that up to 20 credits may be transferred with a grade of 1.0 to 1.99. English&101 (College Composition) will be accepted only with a grade of 2.0 or higher. Courses with a grade below 2.0 may not be used to meet prerequisites. Please see the following section on "Procedure for Transcript Evaluation" for additional information. Courses identified as non-credit are subject to the "Non-Traditional Learning" section that follows.

International Institutions of Higher Education

Credit for study completed in appropriate subjects and levels at universities and colleges outside the United States will be considered for transfer credit. Work completed at foreign colleges and universities must be evaluated through a foreign credentials service. The reports translated into English from this service must be submitted for further evaluation.

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 "Credit for Non-traditional learning" in this section. (Award of Credit Policy - Adopted by IPC - 3/09, updated 6/11)

Common Course Numbering

All Washington state community and technical colleges use a Common Course Numbering system. The system identifies courses that are equivalent at community colleges throughout the state to make it easier for students to transfer between two-year colleges. The courses with an ampersand "&" after the prefix code are part of the Common Course Numbering system. However, courses without an "&" will continue to transfer between two-year and four-year colleges under individual Direct Transfer Agreements as in the past.

Agreements to Accept Courses from Other Colleges or Institutions

- Students completing prerequisites and required courses at Peninsula College in preparation for the OC Physical Therapist Assistant program should follow one of the two pathways that have been developed.
- Students who have earned a TRIDENT Training Facility (TRITRAFAC), Bangor Two Year Certificate of Completion may be granted 67 credits toward a Marine Systems Technology Associate in Technical Arts Degree.
- Students enrolling in the Early Childhood Education (ECE) program who have completed the United States Department of Defense Standardized Caregiver Modules are eligible to receive 13 credits in ECE courses with a completed application and payment if completed in the prior six years.

Other Ways to Earn Credit

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 Ranger Station – Registration & Records office. For OC credits offered by AP score, see www.olympic.edu. Search by AP scores.

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 Ranger Station – Registration & Records office. See Step 3 of the “Procedures for Transcript Evaluation” in this section.

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 Tech Prep courses are matched to OC professional/technical courses and are transcribed to the student’s college transcript for college credit.

Credit for Non-Traditional Learning (Alternate Learning Credit)

OC awards credit for four types of non-traditional learning:

1. Credit by Testing

Commonly accepted higher education equivalency exams that are documented via a transcript or other official record. Actual credits awarded will depend on scores and departmental require-

ments. These requirements are subject to change and will be posted on the OC website.

- Advanced Placement (AP)
- International Baccalaureate (IB)
- College Level Examination Program (CLEP)
- Cambridge “A” Level Exam

Veterans: Includes Defense Activity for Non-Traditional Education Support Subjects Standardized Test (DANTES SST)

2. Credit for Prior Experiential Learning (PEL)

Knowledge and skills acquired through experience alone, evaluated subjectively by faculty via evaluation of a compilation of work.

When possible, OC will use crosswalks and other equivalencies previously determined to award credit for knowledge and skills gained through work and life experience, and those gained through education or training at unaccredited institutions. Examples include American Council on Education (ACE) recommendations for Military Experience, Armed Forces schools, Defense Activity for Non-Traditional Education Support Subjects Standardized Test (DANTES SST) scores, College Level Examination Program (CLEP), Credit by Examination, and Credit by Vertical Challenge. See items 1, 3, and 4.

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. The following limitations apply:

- Students must be enrolled at OC (or accepted to a competitive entry program) before credit evaluation is considered.
- There is no assurance that any credit may be granted until after the credit evaluation review.
- Credit may be granted only for documented student achievement equivalent to expected learning achievement in curricular areas offered at OC.
- Credit is granted only on recommendation of qualified teaching faculty appropriate to the degree goal.
- Credit from prior experiential learning is identified on the student transcript and is limited to 25% of the credits needed for a degree or certificate.

3. Extra-Institutional Learning

Knowledge and skills acquired outside the institution and objectively verified through third-party certifications, industry-recognized testing/training, or crosswalks.

- Individual industry certifications (e.g., NCLEX-RN)
- Occupational Crosswalks (Police, Fire, AmeriCorps, etc.)

Veterans: Includes Military Service and American Council on Education (ACE) recommendations for JST Military School courses and for Military Experience.

4. Course Challenges

Challenge examinations are sufficiently comprehensive to determine that the student has the same knowledge and skills as those students who enroll in and successfully complete the course. The student should have previous training, private study, work experience, or other bona fide qualifications indicating that the student has the knowledge or abilities equivalent to course completers.

Procedure

Transcript Evaluation – Students must submit transcripts for all post-secondary institutions they attended before an evaluation of transfer credit will be processed.

NOTE: DEPENDING ON THE TIME OF APPLICATION AND THE HIGH VOLUME OF REQUESTS, TRANSCRIPT EVALUATIONS CAN TAKE UP TO 6-8 WEEKS AFTER THE ARRIVAL OF ALL TRANSCRIPTS AND THE SUBMITTAL OF THE “TRANSCRIPT EVALUATION REQUEST” FORM AVAILABLE ON OUR WEBSITE.

4. New students enrolled for their first quarter at the College should not request an official evaluation until the second week of their first quarter of enrollment at OC.
5. Current or formerly enrolled OC students may request transcript evaluation at any time.
6. Steps for transcript evaluation:
 - a. Obtain the “Transfer Credit Evaluation” 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 Ranger Station – Registration & 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: Ranger Station – Registration & 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 queued for processing.
 - f. The number of credits accepted from each institution will be notated on the OC transcript.

All transcripts must be submitted in English. Special procedures are required for international universities. Contact the Evaluations staff for information at 360-475-7200.

Academic Information

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:

- 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).

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 to bypass.
- Obtain the "Credit by Vertical Challenge" form from the division dean's office. Complete the form and obtain the dean's signature prior to the third week of the quarter.
- Take the form to the Registrar's Office and enroll in the advanced course.
- Take the vertical challenge form and the registration receipt to the Cashier and pay the required transcription fee.
- 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.

Service Members Opportunity College (SOC) – As a member of the Service Members

Opportunity Colleges for all branches of the service, OC has committed to fully supply and comply with SOC Principles and Criteria. Through this commitment, OC 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 Military & Veteran Programs for more details.

Placement Reciprocity Agreement Policy

Placement reciprocity allows you to request placement into pre-college and college-level courses at OC based on your placement at another Washington Community or Technical College.

How to Qualify:

The original placement (test score or prior course completion) must be dated within 12 months of your request.

You must provide a copy of the document that provides specific placement recommendation information from the sending institution. For test scores this should be on your score/placement sheet. For previous coursework, please provide a copy of relevant course sequence information, if available.

You must have applied to OC for the upcoming or current quarter and have a student ID.

If applicable, you must have submitted any necessary transcripts from Washington Community or Technical Colleges for evaluation (credit earned at other institutions with a completion of a 2.0 (C) or higher each semester or quarter) using the "Transfer Credit Evaluation Request." For reciprocity placement purposes only, an unofficial or official transcript may be used for review.

You must submit the form in person to the Ranger Station at the Bremerton, Poulsbo or Shelton campuses OR mail to Registration & Records, OR email evaluators@olympic.edu. Please contact the Ranger Station – Registra-

tion & Records office or evaluators@olympic.edu email to receive a copy of the form to be filled out.

How We Notify You

You will be notified by email when the request has been processed. If the request is complete, you will be provided with a course entry code to register for the appropriate course.

NOTE:

- Course numbers are not always the same across Washington state colleges – your placement will be into the OC course that is the closest equivalent to where you placed at the previous school.
- Entry codes are good for one quarter only. If you do not enroll, you will need to make the request again for the next quarter if you still qualify.
- Once you successfully complete a math and English course at OC you no longer will need to request reciprocity placement for subsequent terms.

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. 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.

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 Ranger Station – Registration & 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 Ranger Station – Registration & 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 Ranger Station – Registration & 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 in the grade point average (GPA) calculation.

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

NC (No Credit)

The "NC" grade is assigned for failure to complete satisfactorily a zero-credit course, or 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 Ranger Station – Registration & Records office when a student officially withdraws from a course between the 10th and 30th 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 31st 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 attempts, the student may request an opportunity to repeat again by submitting a written rationale and an unofficial transcript to a full-time professor in the subject. The instructor's signature is required to register. Credits can only be earned once, and the highest grade awarded is the final grade used in the grade point average.

Course Substitutions

As appropriate, faculty in professional-technical programs may choose to substitute one course for another in degrees and certificates, including AAS and ATA degrees, and all certificates. The policy and procedure are currently under review. Contact your program advisor for information.

Honors Designations

Quarterly Designations

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

- Completion of 12 credits 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 GPA
 - Deans' Scholars: 3.5 – 3.89 GPA

Graduation Designations

The "graduation with honors" designation recognizes those students who have achieved a certain college-level GPA. Any honors notation will be placed with the graduate's name in 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 towards the award
- All college level credit earned at OC will be included in the GPA calculation
- At least 24 GPA credits of 100 level coursework or higher must have been earned at OC.

For the associate degree programs, honors designations are:

- President's Scholars: 3.9 – 4.0
- Deans' Scholars: 3.5 – 3.89

President's Scholars may wear a gold honor cord, and Deans' Scholars a silver honor cord at the graduation ceremony. President's Scholars with a 4.0 GPA will be awarded the President's Medal.

Academic Information

For the bachelor degree programs, honors designations are:

- Cum Laude: With Praise 3.85-3.89 GPA
- Magna Cum Laude: With Great Praise 3.9-3.94 GPA
- Summa Cum Laude: With Highest Praise 3.95-4.0 GPA

General Academic Progress

These standards are used to identify students who experience academic difficulty and 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. The "General Academic Progress" brochure is available in the Ranger Station – Registration & Records office.

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 their quarterly GPA falls below 2.0 when 6 credits or more are attempted. A student is removed from academic alert at the end of the quarter in which a 2.0 GPA or higher is achieved.

Academic Warning

A student on academic alert status must earn a quarterly GPA of 2.0 or higher the succeeding quarter or the student will be placed on academic warning when 6 or more credits are attempted. A student is removed from academic warning at the end of the quarter in which a 2.0 GPA or higher is achieved.

Academic Suspension

- A student on academic warning, who does not achieve a quarterly GPA of 2.0 or higher will be suspended for the next academic quarter when 6 or more credits are attempted.
- 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 after being re-admitted, the student fails to achieve a quarterly GPA of 2.0 or higher when 6 or more credits are attempted, the re-admitted student will be suspended for one year.

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, are:

- 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

- 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.
- 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.
- 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.
- 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.

Student Records

The Ranger Station – Registration & Records office maintains official student transcripts and academic records for 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.

Self-serve OASIS kiosks are available at convenient locations on OC campuses and students may access OASIS via any computer with an Internet connection. To view online, visit: <https://oasis.olympic.edu/wts/student/>

Transcripts

Online using the National Student Clearinghouse at www.studentclearinghouse.org. Click on Order-Track-Verify, select Olympic College, enter information requested, and pay the service fee using a credit card. Transcripts will be sent out in three to five business days.

Unofficial transcripts are free and may be printed from OASIS. Official transcripts may be ordered directly from the college: in-person, by letter, or online with the transcript request form: Requests made directly to the college will be processed in three to five days. For the form, go to www.olympic.edu/current-students/student-records/transcripts. To order, submit to the Ranger Station at OC Bremerton or fax to 360-475-7650. Information to include on the form:

- SID (Student Identification Number)
- Social security number
- Birth date
- Dates of attendance
- 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.

Pay in person at the Cashier's Office. Cash, personal check, money order, Visa or MasterCard card accepted (include credit card 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) gives 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 officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees, awards and honors received, dates degrees conferred and photographs of students in the course of activities associated with the college for publicity purposes. OC may release this information at any time unless the college has received prior written notice

from the student, filed in the Ranger Station – Registration & 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 Family Educational Rights and Privacy Act (FERPA) policy may be obtained from the Vice President of Student Services, the college Registrar, or by visiting the OC website.

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 officially recognized activities and sports
- Weight and height of athletic team members
- Photographs of students in the course of activities associated with the college for publicity purposes

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 Ranger Station 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 signed consent 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.

Students may file a request for "no release" or limited release of information at the Registrar's Office. Students who wish to restrict directory information should realize that their names will not appear in the commencement bulletin and other college publications. Also, employers, credit card companies, loan agencies, scholarship committees and the like will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at Olympic College.

Disclosure of Education Records

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

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 OC or employed by the college including contractors such as the National Student Clearinghouse.

- To officials of another school where the student seeks or intends to enroll
- To authorized federal, state or local officials as required by law, including the Comptroller General of the U.S.
- In connection with the student's financial aid request or award and if 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 party disclosure to other parties listed.