

TITLE: Military Training Credit Evaluation

NUMBER: 743

Approved by the President: 1/13/2016

Whatcom Community College (WCC) will make every effort to award credit for military training where possible. The following procedure is intended to clarify requirements, processes, and timelines for awarding credit.

Students receiving veteran education benefits or who desire an evaluation of military training are required to complete the following:

1. Declare intent to complete a program of study offered at WCC.
2. Provide an official Joint Services Transcript (JST), from the Community College of the Air Force, or from any other college/university attended.
3. Submit all transcripts for evaluation within three quarters of admission to the program or be decertified for benefits.
4. Submit a request to evaluate military training to the Credentials Evaluation Department.

*Students receiving VA benefits cannot opt out of prior credit evaluation.

The college, upon receipt of all the official transcript(s) and the student's credit evaluation request will:

1. Review military training transcripts received within 3 weeks for reading, English and mathematics placement (Academic Advising staff)
2. Evaluate and record military training or experience that is substantially equivalent to any academic or program course offered at WCC no more than 8 weeks (Credential evaluation staff & program faculty).
 - a. Credential evaluation staff will evaluate all training and courses that are academic in nature towards the general education required for the program of study.
 - b. Program coordinators, directors and/or appropriate faculty will evaluate all training and courses applicable to the program of study. Transcripts, course descriptions, previously determined credential equivalencies** and ACE (American Council on Education) course recommendation will be used to determine equivalent credit recommendations.
 - c. With final approval from the Registrar, credentials evaluation staff will post all applicable credit to the student record and notify the student of the courses and credits awarded.

** WCC will establish standard equivalencies to military credentials where possible.

Special note: In the event the student changes their program of study, transfer credit will be re-evaluated at the student's request and applied to the student record as applicable.

Exception: In the case when outside agency criteria must be met prior to program acceptance.