

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: VETERANS TRANSFER CREDIT

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Administrative Procedure Number: 323.01

Date adopted: 11/15

Any student who is enrolled Grays Harbor College and who has successfully completed a military training course or program as part of his or her military service should:

- Request transfer credit for military training by contacting the Credentials Evaluator in the Enrollment Services office, and
- Provide an official Joint Services Transcript (JST) through the armed services in which he/she served, from the Community College of the Air Force or any other college/university attended.
- **Per the Veteran's Administration, veteran students using education benefits are not permitted to opt out of prior credit evaluation and transfer credit must be evaluated within two quarters of program start. After the third quarter, if the student does not submit all transcripts, he/she must be decertified.**

Upon receipt of the official transcript:

- The Credential Evaluator will evaluate the transcript for reading, English and mathematics placement and any academic (general education) credits earned, posting to the student record as applicable.
- Technical classes will be forwarded to appropriate program faculty along with the course description and the accompanying ACE (American Council on Education) course recommendation. Once evaluated, the results will be sent back to the Credential Evaluator.

Exception: Military transfer credit for some programs must meet outside agency criteria prior to GHC acceptance.

- Any military training or experience that is substantially equivalent to any course or program offered will be accepted as applicable toward the veteran's program of study.
- The Credentials Evaluator will post the credit to the student record, then notify the student of credits accepted or denied and applicability to program of study. In the case of a change of program, transfer credit must be re-evaluated and applied to the student record as applicable.