



Application for Transfer of Credits, Course Placement, And CTE Dual Credit (Tech Prep) Credit

Last Name		First Name		M.I.	Previous Names	
Student ID #	Social Security #	Email Address			Phone Number	
Street Address			Apt #	City	State	Zip Code
Signature					Date	

Please see the reverse side of this form for related policies and procedures.

Step 1. Choose one of the following and check the appropriate box:		
College Transcripts or AP Scores <input type="checkbox"/>	I request to have my transcripts evaluated toward the degree or certificate program specified in the box below. <div style="border: 1px solid black; padding: 2px; text-align: center;">Specify Degree or Certificate Program</div>	Financial Aid applicants and students receiving VA benefits should clarify their program choice with those offices. Evaluation is required for VA benefits.
CTE – Dual Credit (Tech Prep) <input type="checkbox"/>	I request to have my CTE- Dual Credit (Tech Prep) credit(s) added to my SPSCC transcript.	Transcription must be requested within three years of earning credit(s) and the grade must be "B" or higher.
Course Placement <input type="checkbox"/>	I request course placement based upon placement test scores taken at another Washington State community college.	College placement test must have been taken within the last year at another WA community or technical college.

Step 2. List previous colleges attended, high school, or location of prior placement testing:			
1.		5.	
2.		6.	
3.		7.	
4.		8.	

Step 3. Answer the following questions:			
1. Have you applied for admission to SPSCC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Have you applied for Financial Aid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Have you applied for Veterans Ed Benefits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Have you applied for graduation at SPSCC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

The Space Below is For Office Use Only								
Date Received	Evaluation Completion Date				Evaluation Completed By			
	Test Scores							
	NAME	ENGL	READ	MATH	ELAG	CLM	MONTH	YEAR
Received By:								

POLICIES AND PROCEDURES

Transfer of Credit

1. Request that official sealed copies of all previous college transcripts or other “eligible for transfer” course work be sent directly to Enrollment Services at SPSCC, 2011 Mottman Rd SW, Olympia WA 98502. Some colleges and universities may have the ability to send their transcripts electronically to SPSCC. If sent directly through an approved electronic method, SPSCC will accept official electronic transcripts. To submit official transcripts electronically, have them sent to incomingtranscripts@spscc.edu
2. Submit this completed Transfer of Credits form via email to incomingtranscripts@spscc.edu or in person to the One-Stop at either the Mottman or Lacey Campus. The evaluation takes approximately 12 weeks to complete; evaluations may take longer depending on the time of the quarter. You will be notified via your Compass email when your evaluation is complete or if Enrollment Services needs additional information regarding your coursework.

Questions regarding the completed evaluation may be directed to the credentials evaluators in Enrollment Services at incomingtranscripts@spscc.edu

- Courses will only be accepted from colleges accredited by one of the seven Regional Accrediting Organizations. If you have experience or credits from non-accredited colleges, you may want to pursue Credit for Non--Traditional Learning. Contact incomingtranscripts@spscc.edu or check our website at www.spscc.edu/start/transfer for more information.
- Credits involving technical or professional education must have been earned within the last 10 years. Some programs may have different requirements.
- Only courses with a “D”/1.0 grade or better may transfer. Some academic programs have higher grade requirements.
- Grades and credits accepted in transfer are not included in the calculation of the SPSCC grade point average.

CTE – Dual Credit (Tech Prep) Transcription

1. Submit this completed Transfer of Credits form via email to incomingtranscripts@spscc.edu or in person to the One-Stop in Building 22 or at the Lacey Campus. After the course registration and grades are confirmed, they will be added to the SPSCC transcript within 7 to 10 business days. You will be notified via your Compass email when your evaluation is complete or if Enrollment Services needs additional information regarding your coursework.
2. You must apply for admission to SPSCC for the upcoming or current quarter for credit to be entered.
3. Courses will only be transcribed if the transcription is 1) requested within three years of course completion, 2) the student registered to receive credit through the SERS (CTE - Dual Credit) registration system during the year that they took the highschool course, and 3) the student earned a grade of "B" or higher for both semesters.

Placement Test Reciprocity

1. Submit this completed form and your scores and placement results from another Washington State community college or technical college to the Assessment Center or to the One-Stop in Building 22 or at the Lacey campus. You may also scan and email them both to assessment@spscc.edu with "testing reciprocity" in the subject of the message. You will be notified through email when your evaluation is complete, and you will be able to view your placement in the Degree Planner section of Compass.
 - You must apply for admission to SPSCC for the upcoming or current quarter for placement to be entered.
 - Documentation must include specific course placement recommendations (not just test scores).
 - Placement recommendation must have been made within the last 12 months.

Placement with Smarter Balanced Scores or Unofficial Transcripts

- You may also receive course placement based on unofficial college or high school transcripts or Smarter Balanced scores for certain courses. In these cases, this form is not required. Check with the Assessment Center or the One- Stop at the Mottman or Lacey Campus for more information, or email assessment@spscc.edu prior to registration.