

POLICIES AND PROCEDURES

Transfer of Credit

1. Request that official sealed copies of all previous college transcripts or Advanced Placement (AP) scores be sent directly to you or to the Enrollment Services office at SPSCC. 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 electronic transcripts. To submit official transcripts electronically, send them to incomingtranscripts@spscc.edu.
2. Submit this completed form to the One-Stop in Building 22 or at the Lacey campus once all of your transcripts have been received by you or by SPSCC. The evaluation takes approximately 6 to 8 weeks to complete. You will be notified through 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 regional Associations of Schools and Colleges. 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 for more information.
- Credits involving technical or professional education must have been earned within the last 10 years.
- Only courses with passing grades 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 form to the One-Stop at the Olympia Campus (Building 22) or at the Lacey Campus (Building 1). 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 through 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 high school 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 Testing Center or to the One-Stop in Building 22 or at the Lacey campus. You may also scan and email them both to advising@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 test scores section of Degree Audit.
 - 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 Advising Center or the One-Stop in Building 22 or at the Lacey Campus for more information, or email advising@spscc.edu prior to registration.
- To use Smarter Balanced scores for placement, you must submit scores within one year of your high school