

# CREDENTIAL EVALUATIONS

The Credential Evaluations Department provides assistance for students seeking an evaluation of their progress towards completion. Evaluators will review and evaluate official transcripts sent to Clark College, process applications for program completion, and respond to Academic Credit for Prior Learning inquiries. For more detailed information about what Credential Evaluations is responsible for, please visit <https://www.clark.edu/enroll/credential-evaluation/> or call 360-992-2805.

## Credential Evaluation Policies

### Academic Standards Petition

Students who believe an error has been made, or who would like to request an exception to the established degree requirements should contact the Credential Evaluations Office to inquire about an Academic Standards Petition.

### Catalog Lifespan

Students may complete their degree(s) or certificate(s) under the requirements set forth in any catalog issued during their attendance at Clark College. However, no catalog will be valid for more than four (4) years. Any student not in attendance at Clark College for two (2) or more calendar years is required to complete the program requirements of the catalog in effect at the time of their re-entry to the college.

### Diplomas

Diplomas will be mailed eight (8) weeks following the completion of a student's degree or certificate requirements. Diplomas that are lost or misplaced may not be available for reprint. Contact the Credential Evaluations Office for more information.

### Graduation Application Deadlines

Students must submit a graduation application in order to be awarded a degree or certificate upon the fulfillment of the completion requirements. Students are encouraged to submit the graduation application one term before they plan to complete all of their requirements.

The priority processing deadline for graduation applications is the tenth (10th) day of the term in which the student plans to finish degree or certificate requirements; applications will be processed in the order received and the degree or certificate will be awarded in the term of completion.

Graduation applications received after the priority deadline and through the last day of the term will be accepted; applications received during this non-priority period will be processed in the order that they were received. Applications received after the last day of the term may be moved to the next term.

## Academic Credit for Prior Learning

Have you dreamed of completing a degree you started long ago? Is it overwhelming to consider beginning or returning to school after being out of the educational system for several years? The process may not be as difficult as you may think!

Academic Credit for Prior Learning, as defined by the Washington State Legislature, is the "knowledge and skills gained through work and life experience; through military training and experience; and through formal

and informal education and training from in-state and out-of-state institutions including foreign institutions." (RCW 28B.77.230).

Legislation passed by the state of Washington requires Clark College to collaborate with the State Board of Community and Technical Colleges in supporting the state goals for credit for prior learning. Clark College is committed to fostering an educated and skilled workforce, which is essential for economic prosperity and meaningful work for the citizens in Clark's service area. Further, Clark College is dedicated to awarding credit for applicable learning experiences that can help more students complete their training and degree programs sooner by evaluating an individuals existing knowledge and competencies for college credit.

Students may be assessed through various processes that will determine the degree to which you have met the learning outcomes of the content in question. This could be a test, written assessment, oral interview, project, performance, or another appropriate method by which the faculty member determines your understanding of the subject matter. No more than forty-five (45) credits/units of Academic Credit for Prior Learning can be applied to the Associate of Arts, Associate in Science Tracks 1 & 2, and Bachelor of Applied Science Degrees.

Clark College, in accordance with the State Board for Community and Technical College guidelines, recognize four categories of Academic Credit for Prior Learning:

### Credit by Testing

Standardized exams provide credit opportunities to students who have already acquired specific knowledge and skills that they would otherwise be acquiring in a college course. This category will be noted on transcripts as awarded for prior learning and includes Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), and Cambridge "A" Level Exam.

### College Level Examination Program (CLEP)

Clark College awards credit for successful CLEP examinations. An up-to-date list of subjects and required scores can be found on <https://www.clark.edu/enroll/credential-evaluation/clep.php>. To be considered for credit, a student must pass the examination with the equivalent of a "C" or better grade. The transcript will reflect the credit/unit granted by listing the equivalent course number, title, and credits/units. Not all institutions accept CLEP credits. Students intending to transfer to another institution should contact the transfer institution for information on their CLEP policy.

### Procedure for Requesting CLEP Credits

Students should have an official copy of their CLEP scores sent to:

Clark College  
Attn: Enrollment Services/GHL128  
1933 Fort Vancouver Way  
Vancouver, WA 98663

Once scores are received and reviewed, an email will be sent to the student at the Clark College student email address regarding the credits/units to be awarded. CLEP credits are posted to the transcript at the end of the term in which the scores were submitted as long as the student is enrolled in that term.

### Where to Get CLEP Scores

CLEP Transcript Service  
PO Box 6600  
Princeton, NJ 08541-6600  
Phone: 1-800-257-9558

[www.collegeboard.org](http://www.collegeboard.org) (<https://www.collegeboard.org/>)

## Course Challenges

Students who believe that previous experience has provided them with the competencies essential for passing a course may request to challenge that course. Faculty or departments will create these assessments. The assessments can be written, oral, practical demonstration, or some combination thereof. A course challenge process may be used when:

1. There is a specific Clark College course for which the student believes that the learning outcomes can be met, and
2. The course can be challenged (some courses may not be challengeable).

Students wishing to challenge a course may not be currently enrolled in the course they wish to challenge, nor may students challenge courses if they have completed a course with a higher degree of difficulty. Courses that have been successfully challenged will be appear on the student's transcript with an "S" grade. There will be no transcript entry for an unsuccessful challenge. The successful challenge will appear on the student's transcript within the term earned and does not count toward the Clark College residency requirement. Students should check with the Credentials and Evaluation Office for the current application process and course challenge fees.

## Extra-institutional Learning

This category assesses the knowledge and skills acquired outside the institution, and is objectively verified through third-party certifications, industry-recognized testing/training, and crosswalks. Credit may be awarded for documented experiential learning outside the college upon the recommendation of appropriately qualified teaching faculty. This category also includes Joint Services Transcripts and American Council on Education (ACE).

### Military Experience

360-992-2711

Students can receive academic credits/units for experience and knowledge gained through military participation. Credits/Units will be conferred based on ACE credit recommendations, in consultation with academic departments. Academic credit for military experience will be limited to twenty-five (25) percent of total credits/units required for degree/certificate completion. Students should consult the Veterans Affairs Department to discuss applying military credits/units to their degree plan. The Credential Evaluations Department will evaluate all incoming military credits/units upon receipt.

Clark College meets the requirements of RCW 28B.10.057 by awarding academic credit for military training. The academic credit awarded for prior military training is granted only for training that is applicable to the student's degree or certificate requirements. The individual must be enrolled in Clark College and have successfully completed any military training course or program as part of the military service that is:

- Recommended for credit/unit by a national higher education association that provides credit/unit recommendations for military training programs
- Included in the individual's military transcript issued by any branch of the armed services

- Documented military training or experience that is substantially equivalent to any course or program offered by the institution of higher education

Clark College enrolled students who are veterans of any branch of the United States armed services who wish to receive transfer credit must 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. Upon receipt of the official transcript the following actions will occur:

- The Credentials Evaluations Office will evaluate the transcript for reading, English, and mathematics placement and any academic (general education) credits/units earned, posting to the student record as applicable.
- Technical classes that require more review to determine a direct equivalency will be forwarded to appropriate program faculty along with the course description and the accompanying ACE (American Council on Education) course recommendation.
- Military credit/unit recommendations that are direct equivalents to Clark course offerings may be articulated to that specific course. If direct course equivalents do not exist, elective credit/unit (non-direct equivalent) will be awarded when possible. Both direct and non-direct equivalents must be applicable toward the veteran's program of study.
- The Credentials Evaluations Office will post the credit/unit to the student record and then notify the student of credits/units accepted with directions on how to access their records so they may view credit/unit applicability to their program of study.
- In the case of a change of program, the veteran must notify the Credential Evaluations Office so the transfer credit/unit may be re-evaluated and applied to the student record as applicable.
- Per the Veteran's Administration, all veteran student transfer credit/unit must be evaluated within two (2) terms of program start. After the third term, if the student does not submit all transcripts, he/she may be decertified for the use of VA education benefits.
- Veteran students using education benefits are not permitted to opt out of transfer credit/unit evaluation.

Military credit will not be granted for:

- Non-credit/unit courses and workshops
- Remedial or college preparatory courses
- Sectarian religious studies

## Prior Experiential Learning

This includes the skills, knowledge, and attitudes gained through non-formal (mainly work-based) and informal (life-experience) means. Prior experiential learning is assessed through portfolio development and review. Academic credits awarded for this category must not exceed twenty-five (25) percent of the credits needed for a degree.

For more detailed information on Academic Credit for Prior Learning please contact 360-992-2805.

## Graduation Ceremony

### Participation in Commencement Ceremonies

The June Commencement ceremony is for those students who have completed or plan to complete their degree or certificate during the current academic year. Participation is not required. Candidates must file their graduation application and cap and gown order by the appropriate

deadline to be eligible. Ceremony participation does not guarantee degree completion. Students completing their degree in the summer term may participate in Commencement of the previous academic year.

## Caps & Gowns

Only students who submit a Cap and Gown Order Form and Graduation Application will be allowed to participate in the Commencement ceremony. The Cap and Gown Order Form is online and is available to students once they have submitted the graduation (program completion) application. The Cap and Gown Order Form deadline for submission will be published on the website. There is a fee for caps and gowns; please refer to the order form for current pricing. If you have received honors, honors regalia will be available in the bookstore at the time you pick up your cap and gown packet. Students who have submitted the Cap and Gown Order Form will receive detailed information in May regarding the process for ceremony participation and cap and gown disbursement.

## Transfer Credit

### Transfer Institution Accreditation Requirements

Clark College accepts credits/units from approved accredited institutions of higher education. Recognized accrediting bodies are as follows:

- Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC)
- Higher Learning Commission (HLC)
- Middle States Commission on Secondary Schools (MSA-CESS)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- WASC Senior College and University Commission (WSCUC)

### Domestic Institution Transfer Policy

Students who have attended other recognized accredited institutions of higher education may choose to transfer credit to Clark College to meet course prerequisites and degree requirements. All coursework, including courses earned as part of prior degrees, will be evaluated on a course-by-course basis for transferability to Clark College. The Credential Evaluations Office will review the content of each course transferred and determine the appropriate course equivalency.

Official copies of transcripts are required for evaluation. Transcripts are considered official if issued directly from the prior institution or delivered in the original sealed envelope. Course descriptions and/or syllabi may be required to complete evaluations in some instances. It is the student's responsibility to request course and catalog information from an outside institution and provide them to Clark College. Once transcripts from other institutions are received, they become part of a student's permanent educational record and cannot be released by Clark College.

Although there is no limit on the number of credits/units that can transfer into the college, students must meet the Academic Residency requirements for their program. Dental Hygiene and Nursing students MUST provide all transfer institution transcripts during the application process.

### International Institution Transfer Policy

Students with credits/units from international institutions of education may submit their academic records for credit/unit consideration. The amount of credit/unit awarded will vary, based on the individual record

of the student. Clark College does not recognize English coursework completed in countries outside of the United States, with the exception of Australia, Canada (except Quebec province), Ireland, New Zealand, and the United Kingdom.

Clark College requires translation and evaluation of the student's academic record from an agency that is a member of the National Association of Credential Evaluation Services. A current list of members is available online at [www.naces.org](http://www.naces.org) (<http://www.naces.org>). The costs of agency services are the responsibility of the student.

## Distribution Reciprocity

The Washington State Community and Technical College Inter-College Reciprocity Policy (Distribution Reciprocity) provides guidelines for transfer credit/unit treatment among the Washington state community colleges. If a student transfers an individual course that meets a Communication Skills, Quantitative Skills, or Distribution Requirement at the sending college for a specific transfer degree, that course is considered to have met that requirement at the receiving college for a similar transfer degree, even if this course does not have an exact equivalent. The receiving institution will accept a specific course's distribution area for a transfer degree if that student:

1. Has met the sending institution's residency credit/unit and meets the receiving institution's policy on continuous enrollment (enrollment pattern needed to complete under the catalog at entrance).
2. Has met the entire Communication Skills, Quantitative Skills, or Distribution Requirement of a transfer degree, according to the sending institution's degree criteria.
3. Has maintained a cumulative college-level grade-point average (GPA) of 2.0 or better at the sending institution.

Students who believe they may qualify for the Distribution Reciprocity agreement should contact the Credential Evaluations Office.