

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
5	2P	Veterans Transfer Credit Procedures	Adopted 2015	Campus Forum	Reviewed 2022
			Revised		Next review 2025

PROCEDURE

Clover Park Technical College enrolled students who are veterans of any branch of the United States armed services must request transfer credit for military training by contacting the Credentials Evaluator in the Enrollment Services office. The student must provide an official Joint Services Transcript (JST) through the armed services in which he/she/they served, from the Community College of the Air Force or any other college/university attended.

The following actions will occur upon receipt of the official transcript:

- Within two business days of transcript receipt, the Credential’s Evaluator will evaluate the transcript for reading, English, and mathematics placement as well as any academic (general education) credits earned and post 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.
- Exception: Military transfer credit for some programs must meet outside agency criteria prior to CPTC 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 program faculty will have three (3) weeks to evaluate the courses submitted for evaluation and return it to the Credentials Evaluator.
- The Credentials Evaluator will post the technical credit to the student record within five (5) business days of receipt, and 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.
- Per the Veterans Administration, all veteran student 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 for the use of VA education benefits.
- Veteran students using education benefits are not permitted to opt out of prior credit evaluation.

APPROVAL:	
By: <u>Deann Kelly</u>	Date: <u>1/11/24</u>
Vice President Name Here	