

VIRGINIA WESTERN
WE'LL TAKE YOU THERE



COLLEGE CREDIT

THROUGH
PRIOR LEARNING

Table of Contents

Introduction	4
What is meant by Prior Learning Assessment?	4
What is Credit for Prior Learning?	4
Prior Learning/Graduation Requirements	5
Prior Learning Options	6
Advanced Placement (AP)	6
Credit for Evaluated Programs or Credentials	8
Programs or Credentials Evaluated by Virginia Western	8
Process for Virginia Western Evaluated Programs or Credentials	8
Sanitation and Safety	8
Certified Administrative Professional	9
Early Childhood Development Program Exemption	10
LPN to RN CPL Credits	10
First Aid and CPR Certification	10
Police Academy Certificates	11
Siemens Level 1 - Mechatronics Systems Certification	12
Credit by Evaluated Program through ACE/NCCRS	12
American Council on Education (ACE)	
National College Credit Recommendation Service (NCCRS)	13
Credit by Exam	14
College Level Examination Program (CLEP)	14
Assessment by Local Exam (Challenge)	16
International Baccalaureate (IB)	17
Military Training	18
Credits 2 Careers	18
Previous Completion Credit (Experiential Learning/Work Experience Credit)	19
Previous Colleges	20
Traditional Transcript	20
Non-Traditional Transcript	20
Requirements for Transfer Credit	21

Official Transcripts Required:	21
Curriculum Enrollment:	21
Course Credit:.....	21
Required Grades:.....	21
Advanced Standing Awards on Transcripts:	21
Virginia PLA Legislation/VCCS Policy on Previous Learning Assessment	22
VCCS Policy Manual	22
Virginia Legislative Information System.....	22

Introduction

In a survey of a variety of 48 public and private 2- and 4- year institutions, the Council for Adult and Experiential Learning (CAEL, April 2011) found the following to be true:

- Students who received Prior Learning Assessment (PLA) credits were more than twice as likely to graduate
- 56% of students who received PLA credits went on to earn an associate or bachelor's degree, compared to 21% of those with no PLA credit
- Employers are recognizing the benefit of PLA to help employees gain higher education, thus adding value to the company

What is meant by Prior Learning Assessment?

Prior learning assessment (PLA), formerly known as Advanced Standing, is becoming more widespread at many colleges and universities throughout the world. Prior learning encompasses any college-level learning that a student has acquired outside of a traditional classroom setting. This includes

- workplace training
- skills learned on the job (in a career)
- volunteer activities, civic duties
- and major life experiences

Virginia Western Community College has been granting credit for prior learning and has been awarding such credit for decades. Prior learning assessment at Virginia Western is intended to encourage degree completion, and in many cases, PLA can help students save time and money by reducing the amount of courses a student must take to earn a degree.

What is Credit for Prior Learning?

Credit for Prior Learning is the process of awarding a student credit for competency in subject matter that has been achieved through previous academic study or occupational experience. This may include, but is not limited to, credit for external advanced placement such as the Advanced Placement Program (AP), College Level Examination Program (CLEP), and International Baccalaureate (IB), credit for non-traditional professional certifications, credit for educational/training programs (military, industry, state and federal government) and credit for Cambridge Advanced (A/AS) examinations with scores of C or better.

Credit for Prior Learning policies at Virginia Western are consistent with the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) principles and with Virginia Community College System (VCCS) policy.

Virginia Western Community College may award credit for the following:

- [Advanced Placement \(AP\)](#)
- [Credit by Credentials](#)
- [Previous College Transfer Credit](#)
- [Credit-by-Exam](#)
- [Military Training](#)
- [Previous Completion](#)

The first step in assessing prior learning should always be to review previous college transcripts, using the transcript evaluation processes outlined on page 19. There is no need to take a CLEP exam, for example, if the same credit can be transferred from another institution. Please note that for cases where credit awarded for prior learning satisfies Virginia Western curricular requirements, it may not necessarily transfer to or be accepted by another institution. Students desiring to transfer advanced standing credit should contact their four-year college of interest to determine its policy. The student or advisor can also refer to the GAA or articulation agreement, or the list of articulation agreements listed on Virginia Western's website.

Prior Learning/Graduation Requirements

To be eligible to apply for Prior Learning credit, a student must be admitted to Virginia Western and officially placed in a program of study.

There is no limit to the number of credits that may be awarded through Prior Learning credit. However, credit achieved through Prior Learning may not be used to fulfill the graduation residency requirement. A minimum of 25% of the credit required in the graduation curriculum must be earned at Virginia Western.

Prior learning credits will appear as Virginia Western-equivalent courses or elective (EEE) courses for which credit has been earned. The source of the credit is clearly shown on the transcript.

Prior learning credits will be listed on the student's transcript with a grade of T. These grades will not affect the student's GPA.

Financial aid cannot be used to pay for credit for prior learning. Students should check with financial aid sources for the possible impact of outside reimbursement for these courses.

All accepted Prior Learning credits will be acknowledged and recorded on the student's permanent record with the transferring agency or other source of credit identified. No unsuccessfully attempted Prior Learning applications or examination results will be recorded on the student's permanent record.

Please note that once a student takes a Virginia Western course, he or she **may not** substitute the course grade with credit awarded for prior-learning assessment.

Prior Learning Options

Advanced Placement (AP)

Many area high schools offer AP or honors courses to their students giving them the opportunity to complete college-level work while attending high school. A minimum AP score of 3 is required for credit at Virginia Western. **An official copy of the AP transcript must be submitted** to the Virginia Western Records Office in order to obtain credit. Unofficial student copies or high school transcripts noting the AP credit will not be accepted for credit. It is your responsibility to determine scores necessary to transfer to 4-year colleges or universities.

To learn more about AP and order an official transcript:

<https://apscore.collegeboard.org/scores/score-reporting>

AP Services
PO Box 6671
Princeton, NJ 08541-6671
Phone: 888-225-5427
Fax: 610-290-8979

Subject Exam	VWCC Course	Credits Awarded
Art—Studio/Drawing	ART 121-122	6
Art—Studio 2D Design	ART 131-132	6
Art—History	ART 101-102	6
Biology	BIO 101-102	8
Calculus AB (formerly MTH 173)	MTH 263	4
Calculus BC (formerly MTH 173)	MTH 263	4
Calculus BC (score of 4 or 5)	MTH 263 -264	8
Chemistry	CHM 111-112	8
Chinese Language and Culture	CHI 101-102	10
Computer Science A	CSC 201	4
Computer Science Principles	CSC 202	4
English Language and Composition	ENG 111-112	6
English Literature and Composition	ENG 245	3
French Language and Culture	FRE 101-102	8
German Language and Culture	GER 101-102	8
Government and Politics: United States	PLS 135-136	6
History, US	HIS 121-122	6
History, World	HIS 111-112	6
Human Geography	GEO 210	3
Italian Language and Culture	ITA 101-102	8
Japanese Language and Culture	JPN 101-102	8

Subject Exam	VWCC Course	Credits Awarded
Latin	LAT 101-102	6
Macroeconomics	ECO 201	3
Microeconomics	ECO 202	3
Physics 1	PHY 201	4
Physics 2	PHY 202	4
Psychology	PSY 200	3
Spanish Language	SPA 101-102	8
Spanish Literature and Culture	SPA 201-202	6
Statistics	MTH 155	3

Credit for Evaluated Programs or Credentials

Students may be granted credit for courses, programs, and credentials offered by employers, professional organizations and other agencies if those courses, programs, or credentials have been evaluated by faculty at Virginia Western, or accepted third party evaluations.

Programs or Credentials Evaluated by Virginia Western

Several training programs and credentials have been pre-approved for Virginia Western credit, including:

[Safety and Sanitation](#)

[Certified Administrative Professional](#)

[Police Academy Certificates](#)

[Early Childhood Development](#)

[First Aid and CPR](#)

[LPN to RN Credits for LPN License](#)

[Siemens Mechatronic Systems Certification Program Level 1](#)

Process for Virginia Western Evaluated Programs or Credentials

Student must provide credential documentation (license, certificate, etc.). Because each program's requirements may differ, please verify with the department dean or program head the acceptable form of credential documentation (original, copy, fax, etc.).

Safety and Sanitation:

Students enrolled in the Culinary Arts curriculum at Virginia Western may earn Prior Learning credit for:

HRI 158 – Safety and Sanitation: Students will receive Prior Learning credit for HRI 158 if they hold a current ServSafe Food Protection Manager Certification.

The certification must be active at the time of credit transfer.

Certified Administrative Professional:

The CAP examination is developed and administered by IAAP® Headquarters and Assessment Systems. To attain the CAP rating, a candidate must meet certain educational and work experience requirements which are part of a four-step process. Upon successful completion of the CAP examination, successful candidates may be awarded credit in the following courses provided that appropriate CAP documentation is attached. **Note: Former CPS holders** were automatically upgraded to CAP designation in 2011.

- **New Certified Administrative Professional – (CAP):**
 - **Credits Allowed: 18**

Subject	Course Title	Credits
AST 101	Keyboarding I	3 credits
AST 205	Business Communications	3 credits
AST 243	Office Administration	3 credits
BUS 205	Human Resources Management	3 credits
BUS 200	Principles of Management	3 credits
BUS 202	Applied Management Principles	3 credits

To learn more about the CAP exams, and to obtain an official transcript, contact:

International Association of Administrative Professionals (IAAP)
10502 N Ambassador Dr.,
Suite 100
Kansas City, MO 64153
Phone: 816-891-6600
Fax: 816-891-9118
<http://www.iaap-hq.org/>

Early Childhood Development Program Exemption

Students enrolled in the Early Childhood Development curriculum at Virginia Western may earn Prior Learning credit for:

CHD 120: Students will receive Prior Learning credit for CHD 120 if they hold a current CDA.

LPN to RN CPL Credits

Upon acceptance into the RN program, students who have a current LPN license in Virginia may be awarded 11 prior learning credits for NSG (nursing) courses (including 125 clinical hours) representing 1st and 2nd semesters of the nursing program of study.

First Aid and CPR Certification

Students who successfully completed and have graduated from a certified first aid or CPR training program may be granted credit for a variety of courses at Virginia Western. In order to be awarded the following credit, the student must submit the appropriate documentation to the Dean of the School of Health Professions:

Subject	Course	Credits
CPR + First Aid and Safety Certification—Credits Awarded: 3		
*First Aid and Cardiopulmonary Resuscitation	HLT 100	3
CPR Certification—Credits Awarded: 1		
*Cardiopulmonary Resuscitation	HLT 105	1
First Aid and Safety Certification—Credits Awarded: 2		
First Aid and Safety	HLT 106	2
Emergency Medical Technician Certificate—Credits Awarded: 7		
Emergency Medical Technology I	EMS 112	4
Emergency Medical Technology II	EMS 113	3

**In order for advanced standing credit to be awarded for HLT 100 or HLT 105 the Cardiopulmonary Resuscitation should be BLS for Healthcare Provider (Basic Life Support) from the American Heart Association and must contain hands on training for infant, child, adult and AED.*

Police Academy Certificates

Based on the articulation agreement between the Virginia Community College System and the Virginia Department of Criminal Justice Services, students who have satisfactorily documented successful completion of the VA State Police Academy or a regional and independent certified training academy may be awarded the following credit. Appropriate documentation is required and must be submitted to the Administration of Justice program head or the Dean of the School of Liberal Arts and Social Sciences. Credit for the courses listed below is not transferable to four-year colleges or universities.

Subject	Course Title	Credits
Entry Level Law Enforcement Training		
ADJ 100	Survey of Criminal Justice	3 credits
ADJ 115	Patrol Operations	3 credits
ADJ 229	Community Policing in Modern Society	3 credits
ADJ 236	Criminal Investigation	3 credits
HLT 110	Personal and Community Health	3 credits
Entry Level Jailor / Court Services		
ADJ 140	Introduction to Corrections	3 credits
ADJ 146	Adult Correctional Institutions	3 credits
General Instructor Development		
CST 100	Principles of Public Speaking	3 credits
Leadership Development		
ADJ 195	Leadership Topics in Administration of Justice	3 credits
ADJ 295	Police Administration	3 credits

Siemens Level 1 – Mechatronics Systems Certification

Students who hold a current Siemens (Mechatronics Systems Certification) Level 1 credential may be awarded the following credits. Appropriate documentation is required and must be submitted to the program head or the Dean of the School of Science, Technology, Engineering and Math.

Subject	Course Title	Credits
Siemens Level 1 Certification		
MEC 162	Applied Hydraulics and Pneumatics	3 credits
ETR 113	DC and AC Fundamentals	4 credits
MEC 140	Introduction to Mechatronics	3 credits
IND 243	Principles and Applications of Mechatronics	3 credits

Credit by Evaluated Program through ACE/NCCRS

Students may be granted credit for courses or programs offered by employers, professional organizations and other agencies if those courses or programs have been evaluated and recommended for course credit by the American Council on Education (ACE) College Credit Recommendation Service or the National College Credit Recommendation Service (NCCRS). *Virginia Western is not obligated to accept every recommendation made by ACE or NCCRS.*

American Council on Education (ACE)

- Refer to the American Council on Education's National Guide to College Credit for Workforce Training at www.acenet.edu/nationalguide to determine if the student's employee training program has been recognized for credit.
- If the training program has been recognized for credit, the student needs to request a transcript by utilizing the CREDIT Online Transcript System found at www2.acenet.edu/credit. ACE will send the transcript to Virginia Western on behalf of the student.

National College Credit Recommendation Service (NCCRS)

- Refer to the college credit recommendations directory at [http://www.nationalccrs.org/course-credit- directory](http://www.nationalccrs.org/course-credit-directory) to determine if the course has been evaluated for college credit recommendation and to view detailed in- formation about the course and credit recommendation. If the organization is not in the directory, be sure to look in the Former Members link.
- Student must contact the organization that sponsored the course or learning experience and have an official transcript sent to the Virginia Western records office (NCCRS does NOT issue transcripts.)

Credit by Exam

College Level Examination Program (CLEP)

CLEP is a national program of credit-by-examination that offers students the opportunity to obtain college credit for prior academic achievement. Virginia Western accepts most of the CLEP offered exams and uses the American Council on Education recommended minimum score of **50** for most tests when awarding CLEP credit. For higher level courses, the minimum score may be higher and will be noted. An **official CLEP transcript** is required for the award of credit.

Want to learn more about CLEP and order an official transcript?	Want to learn more about CLEP and to take a test locally?
https://clep.collegeboard.org/test-takers/feedback	http://www.education.edu/testing/
CLEP Transcript Request Services P.O. Box 6600 Princeton, NJ 08541-6600 Phone: 800-257-9558 Fax: 610-628-3726 email:clep@info.collegeboard.org	Roanoke Higher Education Center 108 N. Jefferson Street, Suite 216 Roanoke, VA 24016 540-767-6010

Virginia Western Community College currently recognizes the following CLEP exams and equivalent course credit:

Composition and Literature		
American Literature	ENG 246	3
College Composition**	ENG 111-112	6
English Literature	ENG 245	3
Humanities	HUM 201-202	6
Science and Mathematics		
Biology	BIO 101-102	8
Calculus	MTH 261 - 262	6
Chemistry	CHM 111-112	8
Pre-Calculus with Trigonometry	MTH 167	5

Foreign Languages		
French, Level 1	FRE 101-102	8
French, Level 2 – Minimum score of 60 required	FRE 101-102 FRE 201-202	14
German, Level 1	GER 101-102	8
German, Level 2 - Minimum score of 60 required	GER 101-102 GER 201-202	14
Spanish, Level 1	SPA 101-102	8
Spanish, Level 2 - Minimum score of 60 required	SPA 101-102 SPA 201-202	14
History and Social Science		
American Government	PLS 135	3
History of the US I, Colonization to 1877	HIS 121	3
History of the US II, 1865 to the Present	HIS 122	3
Human Growth and Development	PSY 230	3
Macroeconomics, Principles of	ECO 201	3
Microeconomics, Principles of	ECO 202	3
Psychology, Intro to	PSY 200	3
Sociology, Intro to	SOC 200	3
Western Civilization I, up to 1648	HIS 101	3
Western Civilization II, 1648 to Present	HIS 102	3
Business		
Business Law, Introduction to	BUS 241	3
Information Systems	ITE 115	3
Financial Accounting	ACC 211-212	8
Management, Principles of	BUS 200	3
Marketing, Principles of	MKT 100	3

****College Composition is the appropriate CLEP exam for AA, AS and AAS degrees. Virginia Western does not accept the College Composition – Modular or the older English Composition CLEP exam.**

Assessment by Local Exam (Challenge)

In disciplines where no CLEP or AP exam is accepted by Virginia Western, locally developed department “challenge” exams may be a means of earning college credit for prior learning by demonstrating satisfactory academic competency in a particular subject.

In order to be eligible for credit-by-exam, the student must be admitted to the college in a program of study, and the request must be made with at least two weeks’ prior notice of the requested exam date. Credit-by-Exam is not available for all courses taught at the college. Requests for department exams must be submitted to the appropriate academic office.

Each departmental exam may be taken only one time for a course, and the student must attain a grade of “C” or higher in order to receive credit for the examination. An exam may not be used to remove grades of “I”, “F”, “X”, or “W”, or to improve a grade already earned. In addition, a student may not challenge a lower level course in a subject which he/she has previously earned credit. Credits awarded by challenge examination may apply toward graduation requirements and will become part of the student’s permanent record. However, the grade earned on the exam will not be calculated into the student’s cumulative GPA. The grade earned on a department exam will be recorded on the student’s official transcript. There is no charge for the Challenge exams or for having credit recorded on the student’s permanent record.

International Baccalaureate (IB)

Students who have completed an IB exam with a score of 5 to 7 may be granted Prior Learning credit for a variety of courses. Students requesting IB credit must have an official transcript sent from the IB organization to the Virginia Western Records Office in order to be considered for credit. For detailed information, please contact the IB organization at:

<http://www.ibo.org/iba/transcripts/>

**7501 Wisconsin Avenue,
Suite 200 West
Bethesda, MD 20814
Phone: 301-202-3000
Fax: 301-202-3003**

Subject Exam	Score of 5	Score of 6 or 7
Art Design	ART 131	ART 131-132
Biology	BIO 101	BIO 101-102
Business and Management	BUS 200	BUS 200 and 202
Chemistry	CHM 111	CHM 111-112
Computing Studies	CSC 201	CSC 201-202
Economics	ECO 202	ECO 201-202
English A1	ENG 111	ENG 111-112
English B	ENG 111	ENG 111
French A1 or B	FRE 101-102	FRE 201-202
Geography	GEO 210	GEO 200 and 210
German A1 or B	GER 101-102	GER 201-202
History	HIS 101	HIS 101-102
History of the Americas	HIS 121	HIS 121-122
History of Europe	HIS 225	HIS 225-226
Mathematics SL (Standard Level)	MTH 161	MTH 161 and 261
Mathematical Studies	MTH 154	MTH 154
Music	MUS 121	MUS 121-122
Philosophy	PHI 101	PHI 101-102
Physics	PHY 201	PHY 201-202
Psychology	PSY 200	PSY 200 and 230
Social Anthropology	SOC 211	SOC 211-212
Spanish A1 or B	SPA 101-102	SPA 201-202
Theater SL and HL	CST 130	CST 130
Visual Arts	ART 101	ART 101-102

Military Training

A student's military training, courses, and occupational specialty may all be considered for college credit. As a participating member of Service members Opportunity Colleges (SOC), Virginia Western follows the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service when applicable to the service member's program of study. Military service credit in the occupational/technical areas (i.e., Engineering, Health Technology) may require approval by the appropriate school dean prior to award.

In order to receive credit for military training, the student must submit a military transcript which includes the ACE recommended credit and initiate a request for evaluation to the Virginia Western Records office. Note: If the student submits only the DD214 and no military transcript, only credit for HLT 110 will be awarded. Students who have completed basic training, regardless of the date of military experience, and have been honorably discharged may receive up to three credits for HLT 110.

The DSST program, formerly known as DANTES, is currently offered by Prometric. Virginia Western may award course credit for acceptable DSST scores, as recommended by the ACE. DSST credit cannot be given for a course that is not offered by the college. A complete listing of current and prior tests and recommended scores may be found at: www.GetCollegeCredit.com

Each branch of the service has its own transcript request service. Depending on the branch in which you served, a transcript can be requested from the following:

Air Force
<ul style="list-style-type: none">Website: http://www.au.af.mil/au/ccaf/transcripts.aspCCAF/DFRS, Simler Hall STE 128, 130 West Maxwell Blvd, Maxwell AFB AL 36112-
Army, Coast Guard, Navy or Marine
<ul style="list-style-type: none">Joint Service Transcript (JST) website: https://jst.doded.mil/smart/signIn.doFor JST Technical Issues: NETPDTC , ATTN: JST Operations Center N615 , 6490 Saufley Field Road, Pensacola, FL 32509, email: jst@doded.mil

Credits 2 Careers

C2C is a personalized virtual counseling tool that will provide military-connected users to instantly get an estimate of potential credits from your Military education, experience, and training.

Access Credits2Careers portal at:

- <https://www.credits2careers.org/> or
- By logging into: [MyVWCC](#) account.

Previous Completion Credit (Experiential Learning/Work Experience Credit)

Virginia Western Community College recognizes that college-level learning occurs in settings other than the traditional classroom and, therefore, may grant credit to students who can demonstrate the academic merit of such experiences.

A student may be eligible for previous completion/experiential learning credit when the student's educational or occupational background or life experience closely parallels those experiences and objectives required by a college course. Credit is awarded only for documented learning that is equivalent to specific subjects at the college and is considered sufficient in content and length to warrant consideration for credit. It is the student's responsibility to provide proper documentation of experiences to be considered for credit. Documentation for special training or experience that is submitted with the request for credit will be retained in the student's file. The documentation must include samples of work or projects completed to assist the academic school in credit determination.

For consideration of experiential learning credit, the following apply:

- The student must be enrolled in a program of study at the college;
- The student should contact the appropriate academic school in which the course is taught (i.e. a request for credit for First Aid is submitted to the School of Health Professions) and complete the *Application for Prior Learning—Previous Completion/Experiential Learning* form.
- A student may not fail or audit a course at the college and later receive credit for the same course through a previous completion/ experiential learning option;
- Credit earned through previous completion/experiential learning may not be used to meet the residency requirement for graduation;
- A maximum of 25 percent of credit toward graduation will be allowed for experiential learning;
- A grade of "T" will be assigned if previous completion/experiential learning credit is awarded. This grade will not be counted toward the student's cumulative GPA.

Virginia Western reserves the right to accept or reject credits earned from non-traditional, academic sources and to place a time limit on prior learning experiences for which Prior Learning credit may be granted. With some exceptions, this credit is not guaranteed. Specific licenses, certifications, and specialized training that have been pre-assessed by the college (i.e., police academies, CPS) are provided with the submittal of the certification alone.

The applicability of previous completion/experiential learning credit toward specific degree program requirements is subject to the advisor, school dean, and the registrar's approval.

If you are interested in receiving credit for previous completion/experiential learning, please submit the *Application for Prior Learning—Previous Completion/Experiential Learning* form, along with the appropriate documentation, to your faculty advisor or to the school dean that is responsible for the course. These forms are available in the college academic offices and the Enrollment center.

Previous Colleges

The first step in prior learning assessment should always be to review previous college transcripts, using the transcript evaluation processes on this page.

Traditional Transcript

Transfer from Regionally Accredited Schools

Virginia Western Community College accepts credits from colleges and universities that are accredited by SACS or another Commission on Colleges regional accrediting association, or by the Commission on Higher Education. Credits such as these should follow regular credit transfer procedures.

International Credit Transfer

Transcripts containing international credits must be translated and evaluated by either

- World Education Services (www.wes.org) or
- American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org)

For review of an international transcript, the student must make an appointment with the appropriate academic dean

- Business, Technology & Trades; Liberal Arts & Social Sciences; Science, Technology, Engineering & Mathematics; or Health Professions depending on the curriculum in which they are enrolled.

You will need to provide the dean with the following information for each of the courses you wish to transfer:

- course description
- course syllabus
- faculty credentials of the instructor who taught the course

Non-Traditional Transcript

Transfer from Non-Regionally Accredited Schools

Credits from nationally accredited schools that are not also regionally accredited are **NOT** automatically accepted by Virginia Western. If the student has such credits, [Credit by Exam](#) should be recommended to assess student's prior learning. Some courses may be evaluated by providing a copy of transcript, course syllabus, and verification of instructor credentials.

NOTE: If none of the above situations apply, the best options for the student may be Credit by Exam, evaluated program/credentials, or other experiential learning.

Requirements for Transfer Credit

Official Transcripts Required: Students transferring from another post-secondary institution must submit a Virginia Western Application for Admission and should have all transcripts from previous institutions attended sent to the college Records Office. All official transcripts received from other colleges and institutions will be evaluated for transfer credit without student initiation to do so. Students transferring from another Virginia community college do not need to submit an official transcript but do need to submit a [Request for VCCS Transcript Evaluation form](#) to initiate the transfer of credits. This form can be submitted through the Enrollment center or New Student Advising office.

Curriculum Enrollment: A student must be enrolled in a program of study at the college in order to have a transcript evaluated and be awarded credit. The evaluation of transcripts is intended as a service to students who are pursuing academic programs at Virginia Western. It is not intended as a means for credentialing students or providing documentation for job promotions.

Course Credit: All acceptable courses will be transferred as closely to the Virginia Western course equivalent as possible. Transfer credit may be allowed for certain courses which do not directly correspond to a Virginia Western course. These courses are classified as Humanities, Social Science, Natural Science, or Business, and will be notated with an “EEE” on the student’s record.

Required Grades: Generally, no credit will be given for transfer courses with grades lower than a “C”, courses with grades of “P” or “S”, or for developmental courses. In determining transfer credit, course work applicable to the curriculum at Virginia Western may be accepted if the work completed at an institution is applicable to the student’s program at Virginia Western and the course content and level of instruction is at least equivalent to the content and level at Virginia Western.

Advanced Standing Awards on Transcripts: Virginia Western does not award transfer credit for tests (e.g., AP or CLEP) or credit evaluated by another institution or recorded on an external transcript. Students must submit official copies of transcripts or appropriate documentation in order for Virginia Western to evaluate and award credit according to college policy.

Prospective students desiring to earn college credit through any of the afore-mentioned means should contact the Virginia Western Community College Records or New Student Advising Offices.

Records Office: records@viriniawestern.edu

Virginia Western’s 24/7 Student Services Support Center 1-855-874-6690

Virginia PLA Legislation/VCCS Policy on Previous Learning Assessment

VCCS Policy Manual

5.6.5.1 Advanced Standing (C)

“Advanced standing is the administrative placement of a student that awards credit for subject matter competency based upon previous academic study or occupational experience. This may include, but is not limited to, college credit and advancement based upon individual college participation in the Advanced Placement Program of the College Entrance Examination Board; College Level Examination Program (CLEP); the College Entrance Examination Board (CEEB); the International Baccalaureate (IB) program; the Cambridge Advanced program; other placement examinations; training provided by non-collegiate institutions, such as armed forces and service schools; professional certification; or experiential learning.”

Virginia Legislative Information System

HB 195 Higher educational institutions; course credit for military service.

Summary: Requires the governing boards of each public institution of higher education, in accordance with guidelines developed by the State Council of Higher Education for Virginia, to implement policies that award academic credit to students for educational experience gained from military service.

Virginia Western Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of [viriniawestern.edu](http://www.viriniawestern.edu), and the associated social media sites of <http://www.facebook.com/viriniawestern>, <http://www.twitter.com/viriniawestern>, and <http://www.youtube.com/viriniawestern> is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a college advisor. In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise. Supplements may be issued to this catalog when deemed necessary by the college. Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the college's endorsement of products or services referenced.

Virginia Western Records Office
3094 Colonial Ave., SW
Chapman Hall, Room 107
Roanoke, VA 24015-4704
records@viriniawestern.edu
540-857-6102 (fax)