

VIRGINIA WESTERN

COLLEGE CREDIT THROUGH PRIOR LEARNING 2025-2026

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At Virginia Western Community College (VWCC), we offer convenient options to earn college credit for prior learning and experience that is equivalent to college-level learning; therefore, making higher education more efficient and affordable. VWCC strives to provide students with opportunities to receive credit for prior learning while still maintaining the academic integrity of our programs.

Credit for Prior Learning policies at VWCC 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.

VWCC's Credit for Prior Learning Guidebook provides information for general guidance. The College offers no guarantee that information contained within the guidebook is up-to-date, complete, and accurate. Individuals assume any risks associated with relying solely upon guidebook information without checking other credible sources, (e.g., student's academic advisor). In addition, when making academic decisions, a student or prospective student's reliance upon information contained within these sources, individual program catalogs, or handbooks, 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, any method of credit for prior learning, whether during a student's enrollment or otherwise. Updates to the CPL Guidebook will occur annually. Evaluation of prior learning submitted for credit will be completed according to the most current CPL Guidebook at the time.

Links or references to outside materials or websites contained within the CPL Guidebook are also for information purposes only and do not constitute the College's endorsement of products or services.

This manual outlines the mechanisms for obtaining credit for prior learning at VWCC in the 2025-2026 Catalog Year. The term "credit for prior learning" refers to the academic process offering students the opportunity to earn college credit for demonstrated college-level learning acquired from experiences outside of the traditional classroom setting. This guide also provides procedures for granting various types of credit earned at other colleges and universities in this country and abroad.

What is Credit for Prior Learning?

Credit for Prior Learning: it's credit for what you know!

Virginia Western Community College recognizes that college-level learning doesn't always occur in the classroom. Skills and knowledge gained through work experience-whether in the military, an office, a preschool, or other life activities-may be equivalent to college-level learning.

Credit for Prior Learning (CPL) is the process of awarding a student credit for competency in subject matter that has been achieved through previous academic study or occupational experience. CPL learning encompasses any college-level learning has acquired outside of a traditional classroom setting.

Credit awarded for prior learning may satisfy Virginia Western's curricular requirements but may not transfer to or be accepted by another institution. **Students planning to transfer to another college should check with their intended institution for its policies.** The student or advisor can also refer to the Guaranteed Admission Agreement (GAA), articulation agreements, or the list of available on Virginia Western's website.

Prior Learning/Graduation Requirements

Eligibility

A student must be admitted to Virginia Western and officially enrolled in a program of study to apply for Credit for Prior Learning (CPL).

CPL Credit Limit

There is no cap on CPL credits; however, these credits cannot be used to fulfill the graduation residency requirement. A **minimum of 25%** of credits required in the graduation curriculum must be earned at Virginia Western. Nationally standardized exams (CLEP, DSST, AP and IB) may be accepted without limit, but the Virginia Western residency requirements still apply.

Recording of Credits Awarded for Prior Learning

All credits awarded for prior learning will be recorded in the student's permanent record and the transferring agency or other source of credit will be identified with a grade of T on the transcript. These credits do not affect the student's cumulative GPA. Unsuccessful CPL applications will not be recorded.

Please note: Credit for Prior Learning will not be substituted for any Virginia Western course that has previously been completed.

Financial Aid

Financial aid cannot cover fees associated with credit for prior learning. Students should consult financial aid sources regarding potential reimbursement implications.

Evaluation Process

College credits determined and awarded solely upon the recommendation of appropriately qualified teaching faculty to ensure learning experiences fall within established VWCC course outcomes.

The relevant academic dean (or designee) is responsible for final determination concerning the use of credit for prior learning in the student's curriculum.

Benefits of Credit for Prior Learning

- Accelerates completion of education
- Reduces duplication of learning
- Lowers cost of an education
- Increases likelihood of graduation
- Validates a student's knowledge and skills from prior learning

Credit for Prior Learning Policy and Procedure

Credit for Prior Learning Committee

The Credit for Prior Learning (CPL) Committee is a subcommittee of the Academic and Workforce Solutions Team. It reviews CPL policy requests and recommends course credit equivalencies in collaboration with faculty and in accordance with college policy. Recommendations are presented to the Curriculum Committee for approval. The CPL Committee also oversees policy and procedure implementation to ensure consistency across the college. The CPL Coordinator facilitates meetings and prepares agendas.

Submitting Course and Certification Proposals to the CPL Committee

Faculty, staff, and administrators may submit CPL proposals for the following reasons:

- New Credit for Prior Learning opportunities
- Updates to existing CPL policies
- Changes to current CPL policies or procedures

Proposals should be submitted to the CPL Coordinator at cplinfo@virginiawestern.edu using the CPL Course Credit Proposal or CPL Certification Proposal form, available in the Faculty and Staff Forms Library under CPL ([link](#)).

Proposals for new or updated CPL must include documentation demonstrating how course learning objectives can be met through non-traditional learning. The CPL Coordinator submits proposals to the Curriculum Committee for review and placement on a future agenda. If approved, the proposal is forwarded to the Vice President of Academic and Workforce Solutions for final disposition. The CPL Coordinator updates the CPL Guidebook and informs the Records Office of any changes.

Assessment and Evaluation

Faculty assess student learning outcomes for CPL in accordance with **Virginia Community College System** policy. Discipline faculty determine credit eligibility based on course outcomes; VWCC does not award credit based on evaluations from other institutions or agencies. The **VWCC Records Office** evaluates course equivalencies for all transcripts.

Appeals of Credit for Prior Learning Decisions

Students may appeal CPL decisions by submitting a request to the CPL Coordinator, including the reason for appeal and supporting documentation. The CPL Coordinator forwards the request to the CPL Committee, the appropriate Academic Dean, and the Vice President of Academic and Workforce Solutions for review. Appeals may take up to two weeks for a decision.

Ways to Earn Credit for Prior Learning

Students may receive credit for courses, programs, and credentials from employers, professional organizations, and other agencies if these have been evaluated by Virginia Western faculty or accepted third-party evaluations.

Virginia Western Community College may award credit for the following:

- [College Transfer/Transcript Evaluation](#)
- [Credit by Certifications and Credentials](#)
- [Credit by Exam](#)
- [Military Training](#)
- [Credit by Evaluated Program \(ACE/NCCRS\)](#)
- [Prior Learning/Work Experience](#)
- [Portfolio Development and Assessment](#)

The first step in assessing prior learning should be the **review of previous college transcripts** using the transcript evaluation processes outlined on pages 30-31. For example, taking a CLEP exam is unnecessary if equivalent credit can be transferred from another institution.

To request prior learning credit, submit a completed CPL form and supporting documentation to your advisor for review. The request will then be evaluated by the program head and academic dean. Students will be notified of credit approval.

For Portfolio Development and Assessment, schedule a meeting with the Credit for Prior Learning (CPL) Coordinator to discuss the e-portfolio process, associated costs, and whether a Portfolio Development class is required. Contact the CPL Coordinator at cplinfo@virginiawestern.edu or **540-857-6825** for more information or to schedule an appointment.

Credits2Careers – Credit Evaluation

Turn your experience into college credits! Virginia Western awards credit for military experience, FastForward or on-the-job industry certifications, professional licensures, and prior academic learning.

The **Credits2Careers (C2C)** portal translates industry certifications and military experience into academic credit, helping students maximize prior learning credit, explore credentials, and identify the fastest path to a degree and career. Save time, save money, and move forward with **C2C**.

For more information, visit www.credits2careers.org.



Credit for Certifications, Credentials and Evaluated Programs

Students must provide credential documentation (e.g., license, certificate). Requirements vary by program, so verify acceptable documentation formats (original, copy, fax, etc.) with the department dean or program head. Certifications older than five years are accepted only if the student is currently working in the field. A combination of certification and work experience may be considered.

- [Automotive](#)
- [Business](#)
- [Culinary](#)
- [Early Childhood Development](#)
- [Health Professions](#)
- [Information Technology](#)
- [Law Enforcement Training](#)
- [Mechatronics and Skilled Trades](#)
- [Student Development \(SDV 101\)](#)

Automotive

Automotive Service Excellence Certification

ASE certification, also known as Automotive Service Excellence, is granted to an automotive technician who has earned an Automotive Service Excellence Certified Master Technician certification or has obtained an ASE entry level certification in Electrical/Electronic Systems, Brakes or Suspension and Steering.

With the ASE Certification, credit for prior learning will be awarded for the Automotive Analysis and Repair Career Studies Certificate for the following courses. Please note: A student must complete **25% of the coursework** at Virginia Western to meet the residency requirement. This should be completed using Auto Fuel & Ignition Systems (AUT 126).

Course Code	Course Title	Credits
AUT 241	Automotive Electricity	4
AUT 265	Automotive Braking System	4
AUT 266	Auto Alignment, Suspension & Steering	4

[**Automotive Service Excellence Certification Form**](#) (PDF)

Business

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, part of a four-step process. Upon successful completion of the CAP examination, a student may be awarded credit in the following courses provided appropriate CAP documentation is attached. **Note:** **Former CPS holders** were automatically upgraded to CAP designation in 2011.

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

Certified Administrative Professional Form (PDF)

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

International Association of Administrative Professionals (IAAP)

10502 N. Ambassador Drive, Suite 100

Kansas City, MO 64153

Phone: 816-891-6600 Fax: 816-891-9118

<http://www.iaap-hq.org/>

Society of Human Resource Management Certified Professional (SHRM) and/or Senior Certified Professional (SHRM-SP)

Students presenting a valid SHRM Certified Professional or SHRM-SP Certified Senior Professional Certification, from the Society for Human Resource Management, may receive CPL credit for Human Resource Management, BUS 205. The certification must be active (at the time it is presented) and a hard copy must be provided.

Course Code	Course Title	Credits
BUS 205	Human Resource Management	3

SHRM Certified Professional and/or SHRM-SP Senior Certified Professional Form (PDF)

Culinary

ServSafe Food Protection Manager

Students enrolled in the Culinary Arts curriculum at Virginia Western may earn credit for prior learning for HRI 158 – Safety and Sanitation if they hold a current ServSafe Food Protection Manager Certification. The certification must be active at the time the credit is awarded.

Course Code	Course Title	Credits
HRI 158	Safety and Sanitation	3

[ServSafe Food Protection Manager Certification Form \(PDF\)](#)

Early Childhood Development

Child Development Associate

Students enrolled in the Early Childhood Development curriculum at Virginia Western may earn Prior Learning credit for CHD 120, Introduction to Early Childhood Education if they hold a **Child Development Associate (CDA) Certification**.

Course Code	Course Title	Credits
CHD 120	Introduction to Early Childhood Education	3

[Credit for Child Development Associate \(CDA\) Certification \(PDF\)](#)

Early Educator Fast Track Certification

Students enrolled in the Early Childhood Development curriculum at Virginia Western may earn Prior Learning credit for **CHD 120, Introduction to Early Childhood Education** if they hold an **Early Educator Fast Track Certificate** from the Virginia Early Childhood Foundation.

Course Code	Course Title	Credits
CHD 120	Introduction to Early Childhood Education	3

[Credit for Early Educator Fast Track Certification \(PDF\)](#)

Health Professions

Certified Medical Administrative Assistant

Students presenting a current NHA Certified Medical Administrative Assistant certification or an expired CMAA certification with a minimum of 3 years work experience in the field, may receive CPL credit for Introduction to Medical Practice Management, HIM 149.

Course Code	Course Title	Credits
HIM 149	Introduction to Medical Practice Management	2

[Certified Medical Administrative Assistant Form \(PDF\)](#)

Certified Phlebotomy Technician

The CPT Certification is an industry certification developed by the National Healthcareer Association to measure a student's knowledge and skills needed to become a certified phlebotomy technician. A student with this certification can be awarded credit for **MDL 105, Phlebotomy**. The certification must be current and should be renewed every 5 years. If the certification is expired and the student has been working in the field, documentation of the student's employment must be attached also. A copy of the certification is to be attached to this form.

Course Code	Course Title	Credits
MDL 105	Phlebotomy	3

[Credit for Certified Phlebotomy Technician \(CPT\) Certification \(PDF\)](#)

Credit for Pre-Health Certification

Students who have completed certain certification and licensure requirements for the Commonwealth of Virginia, in some healthcare related disciplines, can receive credit. View the PDF below for more information.

[Credit for Pre-Health Certification \(PDF\)](#)

First Aid, CPR and EMT

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

Credential	Subject	Course Code	Credits
CPR + First Aid and Safety	*First Aid and Cardiopulmonary Resuscitation	HLT 100	3
CPR Certification	*Cardiopulmonary Resuscitation	HLT 105	1
First Aid and Safety	First Aid and Safety	HLT 106	2
Emergency Medical Technician	Emergency Medical Technology I and II	EMS 112 & 113	7

** Advanced standing credit may be awarded for HLT 100 or HLT 105 if the Cardiopulmonary Resuscitation is BLS for Healthcare Provider (Basic Life Support) from the American Heart Association and must contain hands on training for infant, child, & adult AED.*

[First Aid, CPR and EMT Certifications Form \(PDF\)](#)

Health Professions (continued)

LPN to RN (A.A.S.)

Students who have been accepted to the LPN to AAS (RN) nursing program, and who have a current, **unencumbered Practical Nurse License** issued by the Virginia Board of Nursing 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.

Students that successfully complete transition courses NSG 115 and NSG 200 and complete the third semester courses NSG 210 and NSG 211 Healthcare Concepts 1 and II and have submitted a copy of the current LPN license can receive credit for the courses below.

Note: Students enrolled in the bridge program must maintain an unencumbered LPN license throughout their program enrollment.

Course Code	Course Title	Credits
NSG 100	Introduction to Nursing Concepts	4
NSG 106	Competencies for Nursing Practice	2
NSG 130	Professional Nursing Concepts	1
NSG 152	Health Care Participant	3
NSG 170	Health/Illness Concepts	6

[LPN to RN Credit for Certification \(PDF\)](#)

Information Technology

CompTIA A+

Students who hold a current **CompTIA A+ Certification** may receive credit for ITN 107. Appropriate documentation, including a copy of the certification, is required and must be submitted to the program head or the Dean of the School of Science, Technology, Engineering and Math.

Course Code	Course Title	Credits
ITN 107	Personal Computer Hardware and Troubleshooting	3

[Credit for CompTIA A+ Certification \(PDF\)](#)

CompTIA Linux+

Students who hold a current **CompTIA Linux+ Certification** may receive credit for ITN 170. Appropriate documentation, including a copy of the certification, is required, and must be submitted to the program head or the Dean of the School of Science, Technology, Engineering and Math.

Course Code	Course Title	Credits
ITN 170	Linux System Administration	3

[Credit for CompTIA Linux+ Certification \(PDF\)](#)

CompTIA Network+

Students who hold a current **CompTIA Network+ Certification** may receive credit for ITN 154. Appropriate documentation, including a copy of the certification, is required and must be submitted to the program head or the Dean of the School of Science, Technology, Engineering and Math.

Course Code	Course Title	Credits
ITN 154	Introductions to Networks-Cisco	3

[Credit for CompTIA Network+ Certification \(PDF\)](#)

CompTIA Security+

Students who hold a current **CompTIA Security+ Certification** may receive credit for ITN 260. Appropriate documentation, including a copy of the certification, is required, and must be submitted to the program head or the Dean of the School of Science, Technology, Engineering and Math. ITN 154 is a pre-requisite.

Course Code	Course Title	Credits
ITN 260	Network Security Basics	3

[Credit for CompTIA Security+ Certification \(PDF\)](#)

Law Enforcement Training

Police Academy Certificates

Based on information from the Virginia Department of Criminal Justice Services, students who have satisfactorily completed 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 Criminal Justice program head or the Dean of the School of Liberal Arts and Social Sciences. Credit for the courses listed below may not be transferable to four-year colleges or universities. Students desiring to transfer credit for prior learning should contact their four-year college of interest to determine its policy.

Entry Level Law Enforcement

Course Code	Course Title	Credits
ADJ 100	Survey of Criminal Justice	3
ADJ 110	Introduction to Law Enforcement	3
ADJ 130	Introduction to Criminal Law	3
ADJ 229	Community Policing in Modern Society	3
ADJ 236	Criminal Investigation	3
HLT 110	Personal and Community Health	3
SDV 101	Orientation to Public Service	2

Entry Level Jailor/Court Services

Course Code	Course Title	Credits
ADJ 120	Introduction to Court Services	3
ADJ 140	Introduction to Corrections	3
ADJ 146	Adult Correctional Institutions	3

General Instructor Development

Course Code	Course Title	Credits
CST 100	Principles of Public Speaking	3

Leadership Development

Course Code	Course Title	Credits
ADJ 195	Leadership Topics in Administration of Justice	3
ADJ 295	Police Administration	3

Internship

Course Code	Course Title	Credits
ADJ 290	Internship	3

[Police Academy Certificates Form \(PDF\)](#)

Mechatronics & Skilled Trades

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.

Course Code	Course Title	Credits
MEC 162	Applied Hydraulics and Pneumatics	3
ETR 113	DC and AC Fundamentals	4
MEC 140	Introduction to Mechatronics	3
IND 243	Principles and Applications of Mechatronics	3

Mechatronics Systems Certification Program – Siemens Level 1 Form (PDF)

NC3 Certifications: Fundamentals of Fluid Power/Pneumatics AND Fundamentals of Fluid Power/Hydraulics

Students who hold both an NC3 Fundamentals of Fluid Power-Pneumatics and NC3 Fundamentals in Fluid Power-Hydraulics may be awarded the following credits. Appropriate documentation is required and must be submitted to the program head or Dean of the School of Science, Technology, Engineering and Math.

Course Code	Course Title	Credits
MEC 162	Applied Hydraulics and Pneumatics	3 credits

NC3 Certifications – Fundamentals of Fluid Power Form (PDF)

Fundamentals of PLCs (AB/Siemens) AND Fundamentals of Sensors 1

Students who hold both a current NC3 Fundamentals of PLCs (AB/Siemens) and Fundamentals in Sensors 1 may be awarded the following credits. Appropriate documentation is required and must be submitted to the program head or Dean of the School of Science, Technology, Engineering and Math.

Course Code	Course Title	Credits
IND 250	Introduction to Basic Computer Integrated Manufacturing	3

NC3 Certifications – Fundamentals of PLCs and Fundamentals in Sensors 1 Form (PDF)

NCCER Electrical Certifications

Students who hold NCCER Certifications in Electrical, Level 1, 2 & 3 may be awarded the following credits. Appropriate documentation is required and must be submitted to the program head or Dean of the School of Business, Technology & Trade.

Course Code	Course Title	Credits
ELE 133	Practical Electricity I	3
ELE 134	Practical Electricity II	3

NCCER Electrical Certifications (PDF)

OSHA Certification

Students who have successfully documented that they have obtained certification from the Occupational Safety and Health Association by providing a copy of the certification shall be awarded the below credit.

Course Code	Course Title	Credits
BLD 215	Construction Safety – OSHA 30	2
SAF 127	Industrial Safety – OHSA 10	2
SAF 129	Construction Safety – OHSA 10	2

OSHA Certification (PDF)

Credit For SDV 101

Students who have successfully documented that they have completed the equivalent of one of the following shall be awarded credit for SDV 101.

Course Code	Course Title
SDV 101 (567909)	Orientation to Business/Profession
SDV 101 (567924)	Orientation to Communication Design
SDV 101 (567923)	Orientation to Culinary Arts
SDV 101 (558923)	Orientation to Engineering
SDV 101 (558923)	Orientation to Engineering & Math
SDV 101 (567968)	Orientation to Health Programs
SDV 101 (567928)	Orientation to Information Tech
SDV 101 (567907)	Orientation to LASS Transfer
SDV 101 (567908)	Orientation to Public Service
SDV 101 (567925)	Orientation to Science
SDV 101 (67679)	Orientation to Trades

Credit for SDV 101 (PDF)

Credit by Evaluated Program through ACE and 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 or any 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 <https://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 <https://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> to determine if the course has been evaluated for college credit recommendation and to view detailed information 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

Explore various ways to earn credit for prior learning by exams such as CLEP, DSST, AP, IB and VWCC Challenge exams. A successful performance on these exams can lead to college credit, potentially saving the student time and money.

- **CLEP** exams allow students to demonstrate their proficiency in specific subjects.
- **DSST** exams assess students' knowledge in various subjects.
- **Challenge** exams are locally developed department exams allowing students to demonstrate their knowledge in a particular course. They are not offered for all courses.
- **AP** exams can be taken by high school students taking Advance Placement courses. Credit may be given for introductory courses so a student may start with more advanced courses.
- **IB** exams can be taken by high school students taking International Baccalaureate courses. Credit may be given for introductory courses so a student may start with more advanced courses.

Students wishing to use any of the exams listed should check with VWCC regarding the availability and acceptance of these alternatives. Additionally, students should consult with an academic advisor to determine the best option for their individual academic goals and degree requirements.

Advanced Placement (AP)

Many high schools offer AP and honor courses giving students the opportunity to complete college-level work while attending high school. A minimum AP score of 3 is required (unless otherwise indicated) for credit at Virginia Western. **An official copy of the AP transcript must be submitted** to the Virginia Western Records Office to obtain credit. Unofficial student copies or high school transcripts noting the AP credit will not be accepted for credit. It is a student's responsibility to determine scores necessary to transfer to 4-year colleges or universities.

To learn more about AP and order an official transcript go to <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 2D Design	ART 131	3
Art – Studio 3D Design	ART 132	3
Art—History	ART 101-102	6
Biology	BIO 101	4
Biology (score of 4)	BIO 101-102	8
Calculus AB	MTH 263	4
Calculus BC	MTH 263 -264	8
Chemistry	CHM 111	4
Chemistry (score of 4)	CHM 111-112	8
Chinese Language and Culture	CHI 201	4
Chinese Language and Culture (score of 4)	CHI 202	4
Comparative Government and Politics	PLS 140	3
Computer Science A	CSC 221	3
Computer Science Principles	CSC110	3
Drawing	ART 121	3
English Language and Composition	ENG 111	3
English Language and Composition (score of 4)	ENG 111-112	6
English Literature and Composition	ENG 225	3
Environmental Science	ENV 121	4
European History	HIS 102	3
French Language and Culture	FRE 201	3
French Language and Culture (score of 4)	FRE 202	3

German Language and Culture	GER 201	3
German Language and Culture (score of 4)	GER 202	3
Human Geography	GEO 210	3
Subject Exam	VWCC Course	Credits Awarded
Italian Language and Culture	ITA 201	3
Italian Language and Culture (score of 4)	ITA 202	3
Japanese Language and Culture	JPN 201	4
Japanese Language and Culture (score of 4)	JPN 202	4
Latin	LAT 201	3
Latin (score of 4)	LAT 202	3
Macroeconomics	ECO 201	3
Microeconomics	ECO 202	3
Music Theory	MUS 111	4
Physics 1	PHY 201	4
Physics 2	PHY 202	4
Physics C: Electricity and Magnetism	PHY 202	4
Physics C: Mechanics	PHY 201	4
Precalculus *	MTH 162	3
Psychology	PSY 200	3
Spanish Language and Culture	SPA 201	3
Spanish Literature and Culture (score of 4)	SPA 202	3
Spanish Literature and Culture	SPA 225	3
Statistics	MTH 245	3
United States Government & Politics	PLS 135	3
United States History	HIS 121 – 122	6
World History: Modern	HIS 112	3

*Virginia Western will award credit for MTH 162, which will satisfy program requirements for MTH 161.

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 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
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

CLEP Exam

Earn College Credit with CLEP!

Administered by the College Board, the College-Level Examination Program (CLEP) offers an opportunity for students to earn college credit based on their performance on certain exams that cover introductory level college course material.

Key Facts about CLEP Exams

- Exams are multiple choice
- Exams take 90-120 minutes to complete
- Minimum score of 50 for most tests
- Higher level courses may require a higher minimum score
- Students receive their CLEP Exam score immediately upon completion
- An official CLEP transcript must be submitted for award credit
- Test equivalencies are checked annually by faculty and updated accordingly

Take a CLEP test at Virginia Western

1. Register with the College Board
 - Go to <https://cleportal.collegeboard.org> to register and pay for the exam.
 - \$93 per exam
 - Review exam topics to make sure you are registering for the appropriate exam.
 - Print your ticket or save a copy to your phone.
 - **You must bring your ticket with you the day of the exam.**
2. Schedule and Exam Appointment with VWCC
 - Register for an appointment with the [Testing Center](#) by calling 540-857-7250. They will let you know the days and times testing is available.

Questions? Contact the Testing Center at 540-857-7250 or testingcenter@virginiawestern.edu.

LEARN MORE ABOUT CLEP AND ORDER AN OFFICIAL TRANSCRIPT

<https://clep.collegeboard.org/test-takers/feedback>

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

CLEP Exams Recognized by Virginia Western

SUBJECT EXAM	VWCC COURSE	CREDITS AWARDED
American Literature	ENG 246	3
American Government	PLS 135	3
Biology	BIO 101-102	8
Business Law, Introduction to	BUS 240	3
Calculus	MTH 261 - 262	6
Chemistry	CHM 111-112	8
College Composition**	ENG 111-112	6
English Literature	ENG 245	3
Financial Accounting	ACC 211-212	8
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
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
Humanities	HUM 201-202	6
Information Systems	ITE 152	3
Macroeconomics, Principles of	ECO 201	3
Management, Principles of	BUS 200	3
Marketing, Principles of	MKT 201	3
Microeconomics, Principles of	ECO 202	3
Pre-Calculus with Trigonometry	MTH 167	5
Psychology, Intro to	PSY 200	3
Sociology, Intro to	SOC 200	3
Spanish, Level 1	SPA 101-102	8
Spanish, Level 2 Minimum score of 60 required	SPA 101-102 SPA 201-202	14
Western Civilization I, up to 1648	HIS 101	3
Western Civilization II, 1648 to Present	HIS 102	3
**College composition is the appropriate CLEP exam for AA, AS, and AAS degrees. VWCC does not accept the College Composition – Modular or the older English Composition CLEP exam.		

DANTES Subject Standardized Tests Program (DSST)

Earn college credit with DSST!

The nationally recognized DSST Credit-by-Exam Program, administered by Prometric, gives students the opportunity to get college credit for learning acquired outside the traditional classroom. Over 1,500 colleges and universities recognize the DSST program and award college credit for passing scores. With more than 30 exam titles in college subject areas such as Social Sciences, Math, Applied Technology, Business, Physical Sciences, and Humanities, DSST exams shorten the pathway to graduation while reducing college costs. Virginia Western accepts many of the DSST offered exams which have been evaluated and recommended by The American Council on Education (ACE), which is the major coordinating body for all the nation's higher education institutions. An official DSST transcript is required for the award of credit.

Key Facts about DSST Exams

- VWCC accepts many DSST offered exams (full list below).
- [Review the available tests](#) and see what preparation materials are available.
- DANTES funded eligible military test takers must provide a valid Common Access Card (CAC)
- DSST Exams are \$100, paid at the time of the exam (by credit card) on the vendor registration website.
- Military test takers are exempt from the Administration Fees.
- Exams are multiple choice (100 questions).
- Exam takers are given 2 hours to take the exam.

Take a DSST test at Virginia Western

Schedule an exam appointment with VWCC

- Register for an appointment with the [Testing Center](#) by calling 540-857-7250. They will let you know the days and times testing is available. **Walk-ins are not allowed.**

Register at the VWCC Testing Center the day of the exam

- Bring a current/valid picture identification (driver's license, passport, or picture student id)
- Review exam topics to make sure that you are registering for the appropriate exam.
- Enter the school code for **VWCC, 9589**, so your grade can be sent to VWCC.

Questions? Contact the Testing Center at 540-857-7250 or testingcenter@viriniawestern.edu.

Prepare for a DSST Test

For more information on DSST exams go to <http://getcollegecredit.com>.

A list of current exams accepted at Virginia Western are found on the next page.

DSST Exams Recognized by Virginia Western

Business		
Subject	Course	Credits
Introduction to Business	BUS 100*	3
Principles of Finance	FIN 215	3
Principles of Supervision	BUS 200	3
Human Resource Management	BUS 205	3

Composition		
Subject	Course	Credits
Technical Writing	ENG 210	3

History and Social Science		
Subject	Course	Credits
Introduction to World Religions	REL 230**	3
Introduction to Geography	GEO 210 **	3
Criminal Justice	ADJ 100	3

Science, Technology & Mathematics		
Subject	Course	Credits
Business Mathematics	MTH 132	3
Computing and Technology	ITE 152*	3
Statistics	MTH 155**	3

*This is a transfer course and transferability will be decided by the 4-year college admission policy, not VWCC.

** Passport Transfer Course

Challenge Exam

Credit by challenge examinations is a means of achieving credit for prior learning by satisfactorily demonstrating subject-matter competency through an examination developed, administered, and evaluated by college faculty. Challenge exams are **not required** to be offered by Virginia Western and most courses do not have a challenge exam offered. To inquire if a challenge exam is available, the student should reach out to the faculty member teaching the course. If a challenge exam is offered, the student must complete the [Application for Challenge Exam](#) with either the faculty member or program head. The request will be submitted for review and approval by the program head and the dean of the associated program. The student will be notified of approval to take the exam and the date and location for the exam. If the exam is to be taken in the Testing Center, the student is required to call and schedule an appointment. Walk-ins are not allowed. On the day of the exam, bring the completed and approved Application for Challenge Exam along with the photo ID to the Testing Center. The student will be notified by email of the award or denial of the credit.

Challenge Exam Requirements

- Student must complete an Application for Challenge Exam.
- Local challenge exams may only be attempted one time.
- Any class that has already been taken and received a letter or pass/fail grade cannot be attempted through a challenge exam.
- Student must be registered in the semester in which they want to take the exam.
- If a CLEP test is available, the challenge exam is not an option.
- 70% or higher is considered a passing grade.
- Grade does not count toward a student's GPA.
- Does not count towards the college's residency requirement of 25%.
- Grade will show as a T on the student's transcript in the Other section.
- No charge for a challenge exam.
- [Challenge Exam frequently asked questions can be found here.](#)

Military Training

A student's military training, courses, and occupational specialty may all be considered for college credit. Military service credit in some occupational/technical areas may require approval by the appropriate school dean prior to award.

To receive credit for military training, the student must submit a Joint Services Transcript (JST) 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. Request a transcript from the following:

Air Force

- Website: <http://www.au.af.mil/au/ccaf/transcripts.asp>
- CCAF/DFRS
Simler Hall STE 128
130 West Maxwell Blvd
Maxwell AFB AL 36112

Army, Coast Guard, Navy or Marine

- Joint Service Transcript (JST) website: <https://jst.doded.mil/smart/signIn.do>
- **For JST Technical Issues:**
NETPDTC
ATTN: JST Operations Center N615
6490 Saufley Field Road
Pensacola, FL 32509
email: jst@doded.mil

Credits2Careers (C2C): Credit for Prior Learning Predictor Tool



C2C is Virginia's Community College System's (VCCS) Academic and Career Portal.

It is a personalized virtual counseling tool that will provide military-connected users access to:

- Exchange the knowledge and skills you learned in the military for college credit at VWCC.
- Explore academic degree programs offered by all 23 community colleges.
- Instantly get an estimate of potential credits from your military education, experience, and training.
- Personalized exploration of civilian careers related to your military training and specialties; personal interests; or recommended by interest evaluations.
- Receive real time employment information to assist military/veteran students in making informed post-secondary decisions.

Your time in the military changed your life forever. Now it's time to let it change the course of your career. For more information go to: www.credits2careers.org.



Prior Learning/Work Experience/Portfolio Assessment

General Information

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, occupational, or life experience closely parallels the outcomes required by a college course. Credit is awarded only for documented learning that is equivalent to specific subjects and is considered sufficient in content and length to warrant consideration for credit. Proof of documentation is the responsibility of the student. Documentation 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.

Requirements

- 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 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 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.

Disclaimer

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 program head, school dean, and the registrar's approval.

Procedures

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, Enrollment center and from the Credit for Prior Learning Coordinator. Once reviewed, you will receive notice if you have been awarded or denied credit. In some cases, you may need to provide more extensive information and documentation through a Portfolio. Information on Portfolio Development and Assessment is listed on page 27.

Portfolio Development

Overview

Portfolio Assessment is a method of credit for prior learning in which a student uses a written/digital document to demonstrate that knowledge and skills obtained from work and life experiences are equivalent to the learning outcomes taught in a specific, postsecondary class. Students must be able to demonstrate that their competency, obtained through work/life experience, is aligned with the courses they wish to obtain credit. This type of credit is often referred to as **portfolio credit** because students must develop a portfolio to document their learning. Portfolio development requires strong written communication skills and valid documentation.

Portfolio Eligibility

- Enrolled in a major at VWCC.
- Have not already met the 75% CPL maximum award.
- 5 years of work experience equivalent to the VWCC course being challenged.
- Knowledge from the experience must be college equivalent.
- Experience must be able to be validated.
- Experience must be relevant to a student's program of study.

Pre-screening Activities

- Check academic advisement report and select which course(s) to challenge.
- Review the course outcomes from the course(s) to be challenged. A student must meet at 70% of the outcomes to meet the portfolio requirement.
- Review transcript to see if CPL credit has been awarded previously and the maximum amount of 75% has not been met.
- Answer the questions below:
 - Can I differentiate my **learning** from my **experience**?
 - Am I able to demonstrate my learning is appropriate in level and content to the **course outcomes** for the course I am seeking credit?
 - Do I understand both **practical and theoretical applications** of the course(s)?
- Schedule an appointment with the CPL Coordinator to discuss the approval process and complete the CPL Portfolio Application form.

Portfolio Development

Portfolio must clearly demonstrate sufficient relevant experience and evidence of learning; mastered knowledge and skills equivalent to your chosen course and learning outcomes; and this was applied in a real-world setting. The CPL Coordinator will meet with the student throughout the development process to ensure that the needed requirements are being met.

- Digital template will be provided to the student upon approval for portfolio assessment.
- Recommended that a student challenge a minimum of 3 classes.
- Extensive writing is required.
- It is the student's responsibility to provide validated documentation proving competency.
- Evaluation fee of \$125 per portfolio to be assessed.

Portfolio Components

- Cover Letter
- Resume/Chronological Record
- Course Content Summary
- Narrative of Competencies
- Valid Documentation

Portfolio Assessment

Overview

Portfolios will only be accepted in a digital format and must meet the portfolio component requirements. The assessment of a portfolio is completed by a faculty member at VWCC, who is a **subject matter expert** in the course that you are challenging for credit. The overall decision to award credit is based on:

- **The sufficiency of your relevant experience and supporting documentation.**
- **Your ability to articulate the alignment of the knowledge and skills obtained from your experience with the chosen course outcomes or objectives.**

Portfolio credit only applies to your VWCC credential. If you plan to attend a 4-year institution we suggest that you contact their registrar and admissions departments, to obtain information on their policy regarding credit for prior learning. Portfolio credit most likely will not be transferable.

Evaluation Process

- Student pays the evaluation fee of \$125 per portfolio.
- Student submits portfolio(s) to the CPL Coordinator for evaluation by email.
- CPL Coordinator assigns an evaluator and provides the portfolio and the grading rubric by email.
- The evaluation process may take up to 2 weeks.
- The evaluator will provide the completed rubric and decision of award to the CPL Coordinator.
- The CPL Coordinator will notify the student and the Registrar of an award.
- The Registrar will add the credit, on the transcript under Other, and with a letter grade of T.
- An appeals process is available for denied awards. The student has up to 2 weeks after notification of the denied award to request an appeal and submit additional documentation for the appeal.
- The CPL Coordinator will present the information to the Appeals Committee, which is made up of the Dean of the associated program, Vice President of Academics and Workforce Solutions and two members of the CPL Committee. The Appeals Committee has 2 weeks to review the documentation and to make a decision. The decision by the Appeals Committee is **final**.

Previous College/Transcript Evaluation

Transcript Evaluation

Students transferring from another college to Virginia Western Community College must submit an [application for admission](#). In addition, transfer students should have official transcripts from all colleges previously attended submitted directly to the Records Office, Virginia Western Community College, 3094 Colonial Avenue SW, Roanoke, VA 24015.

Please note that students who have attended another Virginia community college do not need to submit an official transcript from the community college when applying to Virginia Western. By completing the [Request for VCCS Transcript Evaluation form](#) (PDF), your credits can be transferred to Virginia Western.

Transfer students who are ineligible to return to a college previously attended will generally not be eligible to enroll at Virginia Western until at least one semester has elapsed. Special conditions for the admission of such students, including placement on probation, will be imposed as deemed appropriate by the college.

Curriculum Evaluation

A student must be enrolled in a program of study at the college in order to have a transcript evaluation and award of credit. The evaluating 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. Once your official transcript has been received it will be evaluated for transfer credit.

Regional Accreditation

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.

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.

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.

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.

Credit for Prior Learning 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 for Virginia Western to evaluate and award credit. The appropriate and official documentation should be sent to the college’s Records Office for determination of award.

International Credit Transfer

Virginia Western will review an international transcript for possible credit if the transcript is printed in English or translated into English by a private evaluation agency. Transcripts containing international credits must be translated and evaluated by either:

- World Education Services (www.wes.org)
- 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 academic dean for the curriculum in which they are enrolled and should provide the following information for each course being considered for transfer.

- Course Description
- Course Syllabus
- Faculty Credentials of the teaching instructor

Transfer from Regionally Non-Credited Institutions

Credits from nationally accredited schools, that are not regionally accredited, are **NOT** automatically accepted by Virginia Western. Students with these credits should consider **Credit by Exam** to assess their prior learning. Some courses may be evaluated by providing a copy of transcript, course syllabus, and verification of instructor credentials.

Questions

Students wanting to be assessed for college credit, through any of the previously mentioned credit for prior learning methods, should reach out to Virginia Western Community College Records Department, New Student Advising or Credit for Prior Learning.

Records Office: records@viriniawestern.edu

Credit for Prior Learning: cplinfo@viriniawestern.edu

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

VCCS Policy on Credit for Prior Learning

5.6.5.1 Credit for Prior Learning (C)

Credit for Prior Learning is the administrative awarding of academic credit to students for subject matter competency acquired through previous academic study, nonacademic study, work experience or other

nontraditional means. Each college is responsible for ensuring the validity and reliability of the procedures used in the administrative awarding of academic credit.

Colleges may award academic credit for demonstrated student learning acquired through many means, to include but not limited to the following:

- a. Equivalent coursework satisfactorily completed at a postsecondary institution accredited by an agency recognized by the U.S. Department of Education and verified through receipt of an official transcript.
 1. Courses taken at the secondary level shall not be accepted under this policy. Skills acquired through high school experiences may be awarded credit through one of the methods listed below.
- b. Satisfactory scores on comprehensive challenge examination developed and evaluated by college faculty in the discipline for which a course is being challenged.
 1. Developmental courses, supplemental courses, and courses including clinical practice are not eligible for challenge exams.
 2. A challenge exam may not be used to supersede an A-F grade a student already earned in the applicable course.
 3. Colleges are not required to offer challenge exams.
- c. Satisfactory scores on nationally recognized standardized examinations or college-approved external examinations. External examinations used for this purpose include but are not limited to the College Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST) of the Defense Activity for Non-Traditional Educational Support (DANTES), Excelsior Credit by Exam (ECE), the College Entrance Examination Board (CEEB), Advanced Placement (AP) program, Cambridge Advanced (A/AS) examinations, the International Baccalaureate (IB) program, and the Defense Language Proficiency Test (DLPT).

Upon receipt of official test scores, as required by Virginia Code and the Virginia Public Higher Education Policy on Course Credit for AP, Cambridge, CLEP and IB, all Virginia community colleges shall accept a score of three (3) and higher for Advanced Placement (AP) courses, a score of four (4) or higher for higher level International Baccalaureate (IB) courses, a score of five (5) or higher for standard level International Baccalaureate (IB) courses, a score of fifty (50) or higher on CLEP courses, and scores of E or better for Cambridge Advanced (A/AS) examinations when the equivalent course is offered by the college.

- d. Occupational experience or training determined by faculty that student learning is at least equivalent to the course(s) in which academic credit is awarded. As applicable, when student training or an earned certification or licensure such as military experience has been evaluated by sources such as the American Council on Education (ACE), the National College Credit Recommendation Service, or another college-approved organization, these evaluations may guide faculty recommendations.
- e. College-approved learning assessment service or process (e.g. portfolio) that student learning is at least equivalent to the course(s) in which academic credit is awarded.

5.6.5.1.0 Administration of Credit for Prior Learning (C)

1. The determination of such credit must be made by qualified faculty members at the institution or according to procedures and standards approved by qualified faculty ensuring that assessment procedures are appropriate for the credit awarded.

2. The institution must demonstrate that these methods provide assurances of academic comparability to credit earned by traditional means.
3. At least 25 percent of the credit hours required for an undergraduate degree must be earned through credit instruction offered by the institution awarding the degree.
4. In awarding credit for prior learning, the institution must:
 - a. award credit only for documented learning that aligns the prior experience to course learning outcomes;
 - b. only award CPL that is directly applicable to the declared program of study;
 - c. award credit only to matriculated students;
 - d. identify such credit on the student's transcript as credit for prior learning;
 - e. adopt, describe in appropriate institutional publications, implement and regularly review policies and procedures for awarding credit for prior learning;
 - f. clearly describe and establish the validity of the evaluation process and criteria for awarding credit for prior learning;
 - g. designate a staff member or office responsible for the application of Credit for Prior Learning to student records and student records shall reflect Credit for Prior Learning and the applicable source (s) of that credit;
 - h. clearly post to current and prospective students, faculty, staff and administrators Credit for Prior Learning guidelines, policies, and procedures; and
 - i. include in college publications a statement that the college cannot guarantee the acceptance of Credit for Prior Learning by other institutions to which the student may transfer.

Virginia Legislative Information System

Guidelines on Award of Academic Credit for Military Education, Training and Experience by Virginia Public Higher Education Institutions

Virginia Code §23.1-904, established by the 2012 General Assembly and amended in 2022, states:

The governing boards of each public institution of higher education shall, in accordance with guidelines developed by the State Council of Higher Education for Virginia, implement policies for the purpose of awarding academic credit to students for education, experience, training and credentials gained from service in the armed forces of the United States.

Virginia Western Community College Information

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 virginiawestern.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)

Virginia Western Credit for Prior Learning

3098 Colonial Ave., SW
Webber Hall, 215
Roanoke, VA 24015-4704
cplinfo@viriniawestern.edu
540-857-7086 (fax)