

**Transfer Evaluation and
Credit for Prior Learning
Handbook**

Revised January 2019



Part 1. Transfer Credit

Introduction

Transfer credit evaluations at Patrick Henry Community College (PHCC) are completed by the Coordinator of Admissions and Records. Evaluation involves a careful review of each course that the student has completed or is requesting credit for. The policies are consistent with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) principles and with the Virginia Community College System (VCCS) policy. This document will provide you with information as to how PHCC evaluates and awards credit for coursework and other life experience and/or industry certification earned outside of the college.

Credits earned at a regionally accredited post-secondary institutions.

Credit is generally accepted for transfer if it is earned from a college or university that is accredited by one of the nine regional accrediting agencies in the United States, and is comparable to the coursework required in the student's curriculum. Credits earned at post-secondary institutions without regional accreditation do **not** transfer to PHCC even if the awarding institution is accredited by a national accrediting organization or a specialized or professional accrediting body.

To have credit evaluated, students must submit an official transcript from their previous institution(s). For a transcript to be considered official, it must be in a sealed envelope from the original institution and must show no evidence of being opened or otherwise tampered with. Transcripts may be directly mailed to the Coordinator of Admissions and Records or delivered to the Admissions office in Walker Hall, Room 240.

Incoming transcripts will be evaluated based on the curriculum for which the student is enrolled. If the student changes their curriculum after the evaluation, it may be necessary for the student to request to have their transcripts re-evaluated. If the student is listed as non-curricular, the transcript will be placed in their student file until they complete a Student Information Change Form and select a program of study.

If a student has attended more than one school, transcript evaluations will be completed once all transcripts are received in the Admissions and Records office. In evaluating the transcript, the Coordinator of Admissions and Records will review the course descriptions of the awarding college and compare those with the course offerings at PHCC. Courses that do not align with a specific PHCC course may be awarded elective credit (EEE). It is the discretion of the faculty advisor and academic dean as to how the elective credits may or may not be used within the student's curriculum. Students will receive an email to their VCCS email account when the transfer evaluation process is complete.

Transfer credit for career and technical courses that were taken more than ten years ago and are intended to be applied to graduation in the career-technical area are not routinely accepted. Exceptions must be approved by the academic dean responsible for the student's curriculum.

- **Transferring Credits from another VCCS Institution** – Students who have completed courses at another VCCS institution and wish to have those courses evaluated should complete the *VCCS Community College Transcript Evaluation Request Form*. They do not need to request an official copy of their transcript from the other VCCS school(s).
- **SDV 100 credit** - Credit will be awarded for SDV 100: College Success Skills or its equivalent if 20 or more semester credit hours have been completed at a four-year institution or if a similar course has been successfully completed for credit at the other institution.
- **“D” grades** – Generally, no courses with grades below “C” will be granted transfer credit. Exceptions may be made by the appropriate academic dean provided the course was completed at another VCCS institution. However, no “D” grades will be accepted where competency is connected to the curriculum. A “D” grade may be accepted in a sequence (with no more than one “D”), if the total progression of the sequence demonstrates greater success in the latter course. In any case, no more than three “D” grades will be accepted.

Part 2. Credit for Prior Learning

Introduction

In a survey of 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

Patrick Henry Community College has been granting credit for prior learning for decades. Prior learning assessment at Patrick Henry 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, and credit for educational/training programs (military, industry, state and federal government). Credit for Prior Learning policies at Patrick Henry are consistent with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) principles and with Virginia Community College System (VCCS) policy.

Patrick Henry Community College may award credit for the following:

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| ➤ <u>Advanced Placement (AP)</u> | ➤ <u>Credit by Exams</u> |
| ➤ <u>Credit by Credentials</u> | ➤ <u>Military Training</u> |
| ➤ <u>International Baccalaureate</u> | ➤ <u>Foreign Transcripts</u> |

The first step in assessing prior learning should always be to review previous college transcripts, using the transcript evaluation processes outlined on pages 2-3. 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 Patrick Henry Community College curricular requirements, it may not necessarily transfer to or be accepted by another institution. Students desiring to transfer advanced standing/prior learning 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 Patrick Henry Community College’s website.

Prior Learning/Graduation Requirements

To be eligible to apply for Prior Learning credit, a student must be admitted to Patrick Henry Community College 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,

with the exception of previous experiential portfolio learning credit. Credit for previous experiential portfolio learning may be awarded for no more than 25% of the credit hours required for a certificate or degree. In addition, 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 Patrick Henry.

Prior learning credits will appear as Patrick Henry-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 Patrick Henry Community College 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 Patrick Henry Community college. An official copy of the AP transcript must be submitted to the Patrick Henry Admissions and Records Office 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://apstudent.collegeboard.org/home>

Advanced Placement Program (AP)
Students and Parents 888-225-5427
apstudents@info.collegeboard.org

Advanced Placement Exam and Scores

Subject Exam	Minimum AP Score	PHCC Course	Credits Awarded
Art History	3	ART 101 & 102	6
Biology	3	BIO 101	4
Biology	4	BIO 101 & 102	8
Calculus AB	3	MTH 263	4
Calculus BC	3	MTH 264	4
Calculus BC	4	MTH 263 & 264	8
Chemistry	4	CHM 111 & 112	8
Computer Science A	3	CSC 201	4
English Language & Composition	3	ENG 111	3
English Language & Composition	4	ENG 111 & 112	6
English Literature & Composition	3	ENG 243	3
English Literature & Composition	4	ENG 243 & 244	6
European History	3	HIS EEE	3
Government: United States	3	PLS 211	3
Government: United States	4	PLS 211 & 212	6
History: United States	3	HIS 121	3
History: United States	4	HIS 121 & 122	6
Psychology	3	PSY 200	3
Statistics	3	MTH 245	3

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. Patrick Henry Community College 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/ Enter clep scores in search window	https://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
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Patrick Henry Community College currently recognizes the following CLEP exams and equivalent course credit:

Composition and Literature		
American Literature	ENG 241-242	6
College Composition**	ENG 111-112	6
English Literature	ENG 243-244	6
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 66 required	SPA 101-102 SPA 201-202	14
History and Social Science		
American Government	PLS 211	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 235	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 and Computer App.	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. Patrick Henry does not accept the College Composition – Modular or the older English Composition CLEP exam.**

Challenge Exams

In disciplines where no CLEP or AP exam is accepted by Patrick Henry Community College, 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.

Challenge exams, or credit by examination, are an internal means of achieving advanced standing in a course through satisfactorily demonstrating mastery of a course's objectives by means of either a comprehensive examination and/or a summative assignment administered by the college.

Students who believe they have gained college-level learning through work, volunteer, activities, participation in civic and community assignments, travel, independent study, or other similar “life experiences” should meet with their academic dean to determine if their experience can be evaluated for credit.

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. Challenge exams are not available for all courses taught at the College. Requests for challenge exams must be submitted to the appropriate academic office. Each challenge 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 challenge exam will be recorded on the student's official transcript. There is a \$50 charge per challenge exam.

International Baccalaureate

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 Patrick Henry Admissions and Records Office to be considered for credit. For detailed information, please contact the IB organization at:

<https://www.ibo.org/programmes/diploma-programme/>

Click on assessments and exams

IB Global Centre, Washington, D.C.
7501 Wisconsin Avenue,
Suite 200 West
Bethesda, MD 20814
Phone: 301-202-3000
Fax: 301-202-3003

Credits earned in nontraditional educational/training programs (military, industry, state and federal government).

Military

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), Patrick Henry Community College 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 academic dean prior to award.

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 Patrick Henry Admissions and Records office. Note: If the student submits only the DD214 and no military transcript, only credit for HLT 100 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 100.

The DSST program, formerly known as DANTEs, is currently offered by Prometric. Patrick Henry Community College 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: <https://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: https://www.airuniversity.af.edu/Barnes/CCAF/ click on order a transcript• CCAF/DESS, 100 South Turner Boulevard, Maxwell Gunter AFB, AL 36114-3011• CCAF Student Services at (334) 649-5066
<ul style="list-style-type: none">• Army, Coast Guard, Navy or Marine
<ul style="list-style-type: none">• Joint Service Transcript (JST) website: https://jst.doded.mil/smart/signIn.do• For JST Technical Issues: NETPDTC N644, ATTN: JST Operations Center, 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: [myPHCC](#) account.

Previous Completion Credit (Experiential Learning/Work Experience Credit)

Patrick Henry 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 dean in which the course is taught (i.e. a request for credit for First Aid is submitted to the STEM-HAP Division) 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.

Patrick Henry Community College 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, etc.) are provided with the submittal of the certification alone.

Prior Learning Credit for Advanced Placement in Nursing and EMS

Advanced Placement -- Licensed Practical Nurses that meet the admission requirements may be eligible for advanced placement. To be considered for advanced placement, an LPN must meet the following listed below:

1. A graduate from a Board of Nursing approved Practical Nursing School.
2. Candidate must have passed the NCLEX-PN licensing exam and hold a current unencumbered Virginia license to practice as a Practical Nurse, and maintain licensure throughout the duration of the program.
3. Candidate must have met Step ONE and step TWO of the Admission Requirements, **and also be enrolled in BIO 142 at the time of program application**, as this is a pre-requisite course to one of the nursing courses for which LPN's will receive advanced credit.
4. Upon meeting the above (numbers 1-3) submit a nursing application during the posted Transition Application periods.
5. LPN's who are accepted and receive advanced placement will be required to take NSG 115 (4 credits); NSG 200 (3 credits) and BIO 205 (4 credits) during the first semester of

clinical courses. Successful students will then complete the last two semesters of the RN program.

6. Students must complete all program and general education courses with a grade of “C” or higher.

Transfer of Nursing Credits:

Transfer Options: Students interested in program transfer must meet all admission requirements of the program and may be accepted on a space available basis. The following additional requirements will be used for transfer consideration:

- Transfer applicant is currently accepted and enrolled in an approved associate degree nursing program or equivalent whose graduates are candidates for licensure;
- Nursing student transfer applicants must have successfully completed (grade of “C” or higher) didactic, clinical laboratory, and clinical nursing major courses within the previous 12 months; and
- Nursing student transfer applicants must submit a written statement from the dean or director of the nursing program from which the student is leaving, that indicates the student is in good standing and eligible to return to complete the program of nursing at the current college.

Emergency Medical Services (EMS)

Advanced Placement: Current credentialed Virginia EMT, EMT-Advanced or EMT-Intermediate providers may be eligible for advanced placement.

Transfer of EMS Credits: Students seeking to transfer credit received from EMS courses at other institutions will be considered on an individual basis by the EMS faculty. The student may be asked to provide course descriptions, course syllabi, achievement scores and selected data from the course instructor in order to determine placement in the EMS program, subject to availability of space. **Since there frequently are differences among EMS programs, students wishing to transfer should be aware that there might be an interruption in program progression.**

National Registry Emergency Medical Technician - Advanced (AEMT)

EMS 150	Advanced Emergency Medical Technician	7	To be counted toward the EMT-Advanced Certificate or CSC
EMS 170	ALS Internship I	1	
	Total	8	

Or

EMS 121	Preparatory Foundations	2	To be counted toward the AAS-Paramedic Degree
EMS 123	EMS Clinical Preparation	1	
EMS 125	Basic Pharmacology	1	
EMS 126	Basic Pharmacology Lab	1	
EMS 127	Airway, Shock & Resuscitation	1	
EMS 128	Airway, Shock & Resuscitation Lab	1	
EMS 135	Emergency Medical Care	2	
EMS 136	Emergency Medical Care Lab	1	
EMS 137	Trauma Care	1	
EMS 138	Trauma Care Lab	1	
	Total	12	

National Registry Emergency Medical Technician or Virginia State

EMT-Basic

EMS 111	Emergency Medical Technician	7	To be counted toward the EMT-Basic CSC or the AAS-Paramedic Degree
EMS 111-L1	Emergency Medical Technician Lab	0	
EMS 120	Emergency Medical Technician Clinical	1	
	Total	8	

Virginia Emergency Medical Technician – Intermediate

EMS 125	Basic Pharmacology	1	To be counted toward the AAS-Paramedic Degree
EMS 126	Basic Pharmacology Lab	1	
EMS 127	Airway, Shock & Resuscitation	1	
EMS 128	Airway, Shock & Resuscitation Lab	1	
EMS 135	Emergency Medical Care	2	
EMS 136	Emergency Medical Care Lab	1	
EMS 137	Trauma Care	1	
EMS 138	Trauma Care Lab	1	
EMS 139	Special Populations	1	
EMS 140	Special Populations Lab	1	
EMS 141	Cardiovascular Care	2	
EMS 142	Cardiovascular Care Lab	1	
EMS 175	Paramedic Clinical Experience I	2	
	Total	16	

National Registry Paramedic or Virginia State EMT-Paramedic

EMS 121	Preparatory Foundations	2	To be counted toward the AAS-Paramedic Degree
EMS 123	EMS Clinical Preparation	1	
EMS 125	Basic Pharmacology	1	
EMS 126	Basic Pharmacology Lab	1	
EMS 127	Airway, Shock & Resuscitation	1	
EMS 128	Airway, Shock & Resuscitation Lab	1	
EMS 135	Emergency Medical Care	2	
EMS 136	Emergency Medical Care Lab	1	
EMS 137	Trauma Care	1	
EMS 138	Trauma Care Lab	1	
EMS 139	Special Populations	1	
EMS 140	Special Populations Lab	1	
EMS 141	Cardiovascular Care	2	
EMS 142	Cardiovascular Care Lab	1	
EMS 175	Paramedic Clinical Experience I	2	
EMS 202	Paramedic Pharmacology	2	
EMS 203	Advanced Patient Care	2	
EMS 204	Advanced Patient Care Lab	2	
EMS 206	Pathophysiology for Health Professions	3	
EMS 247	Paramedic Clinical Experience II	1	
EMS 248	Paramedic Comprehensive Field Experience II	2	
EMS 210	EMS Operations	1	
EMS 212	Leadership & Professional Development	1	
EMS 165	Advanced Cardiac Life Support	1	
EMS 163	Prehospital Trauma Life Support	1	
EMS 167	Emergency Pediatric Care	1	
EMS 164	Advanced Medical Life Support	1	
EMS 216	Paramedic Review	1	
EMS 249	Paramedic Capstone Internship	2	
		40	

The chart below represents badge courses that will be acknowledged if the certification is current.

Badge Courses

EMS 165	Advanced Cardiac Life Support (ACLS)	1
EMS 164	Advanced Medical Life Support (AMLS)	1
HLT 105	Cardiopulmonary Resuscitation (CPR)	1

EMS 167	Emergency Pediatric Care (EPC)	1
EMS 169	Pediatric Advanced Life Support (PALS)	1
EMS 168	Pediatric Education for the Prehospital Professional (PEPP)	1
EMS 163	Prehospital Trauma Life Support (PHTLS)	1

Students who have completed First Aid & CPR through American Red Cross or American Heart Association can present their current certification to the Coordinator of Admissions and Records. Credit will be awarded for HLT 100 and can satisfy as the PED/HLT requirement for many curricula. Expired certification cards will not be accepted and credit will not be awarded.

NOTE: The health programs typically only accept American Heart Association credentials due to the clinical affiliation agreements.

Microsoft Office Specialist (MOS) Certifications

The following MOS certifications are eligible for Credit for Prior Learning in our Administrative Support Technology area:

Subject	Course Title	Credits
Microsoft Office Specialist (MOS) Certification in Word		
AST 141	Word Processing	3
AST 239	Word Processing Advanced Operations	3
Microsoft Office Specialist (MOS) Certification in PowerPoint		
AST 260	Presentation software	3

Certified Administrative Professional:

The CAP examination is developed and administered by IAAP® Headquarters and Assessment Systems. To obtain 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: 21

Subject	Course Title	Credits
ITE 115	Introduction to Computer Applications and Concepts	3 credits
AST 102	Keyboarding II	3 credits
CST 227	Business and Professional Communication	3 credits
AST 243	Office Administration	3 credits
BUS 205	Human Resources Management	3 credits
BUS 200	Principles of Management	3 credits
BUS 125	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/>

Law Enforcement Training – 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 HAP-STEM.

Credit for the courses listed below is not transferable to four- year colleges or universities.

Subject	Course Title	Credits
	Law Enforcement (17 week academy)	
ADJ 100	Introduction to Law Enforcement	3
ADJ 111	Law Enforcement Administration	3
ADJ 130	Criminal Law	3
ADJ 236	Basic Principles of Investigations	3

PED 100	(Marksmanship, Weightlifting, physical training, CPR)	3
ADJ 140	Introduction to Corrections	3
ADJ 146	Adult Correctional Institutions	3
	General Instructor Training (60 hour training)	
CST 110	Principles of Public Speaking	3
	Jail Basic Officer (10 week academy)	
ADJ 140 or ADJ 146	Introduction to Corrections or Adult Corrections	3
PED 100	(Marksmanship, Weightlifting, physical training, CPR)	3

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 Dean of the School of STEM-HAP.

Subject	Course Title	Credits
Siemens Level 1 Certification		
MEC 140	Introduction to Mechatronics	3
MEC 155	Mechanisms	3
MEC 165	Applied Hydraulics and Pneumatics	3
ETR 156	Digital Circuits and Microprocessors	4
IND 243	Principles and Applications of Mechatronics	3
Virginia Commonwealth Journeyman’s License		
ELE 110	Home Electric Power	3
ELE 138	National Electric Code Review	3

Computer aided Drafting (DRF 201/202):

DRF 202 completed with a C or higher will satisfy the CAD 201 requirement in any Patrick Henry Community College program of study. Program faculty must validate coursework due to changes in CAD prior to awarding prior learning credit. Awarding of credit is at the faculty's discretion.

Workforce:

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 <http://www2.acenet.edu/credit/?fuseaction=browse.main> . ACE will send the transcript to Patrick Henry Community College 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.

- The student must contact the organization that sponsored the course or learning experience and have an official transcript sent to the Patrick Henry Community College admissions and records office (NCCRS does NOT issue transcripts).

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).

Patrick Henry Community College is not obligated to accept every recommendation made by ACE or NCCRS.

Foreign Transcripts

Students with foreign transcripts are required to have their transcripts evaluated through one of the following foreign/international evaluation services. The transcripts are to be translated in English and evaluated for course by course credit. Cost for the evaluation is the responsibility of the student. Students should bring the original transcript and the transcript evaluation to the Admissions and Records Office located in the Walker Building, Room 240.

Credits are awarded based on their transfer credit policy if they are applicable to the program for which the student is enrolled. No credit is awarded for English Composition from foreign transcripts or English composition taken in a foreign country. A short list of available agencies is included below:

Foreign Credential Evaluation Services:

Educational Credential Evaluators, Inc.

P.O. Box 514070 Milwaukee, WI 53202-0970

Phone: (414)289-3400

Web: <https://www.ece.org/ECE>

Foundation for International Services, Inc.

505 5th Avenue South, Suite 101

Edmonds, WA 98020

Phone: 425-248-2255

Web: <https://www.fis-web.com/>

Global Credential Evaluators, Inc.

3515-B Longmire Drive PMB 323

College Station, TX 77845

Phone: 800-707-0979

International: 301-421-4581

Web: <https://gceus.com/>

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Student Appeal Procedure

Transcripts and other academic certifications are evaluated by the Coordinator of Admissions and Records based on the preceding policies and practices and in conjunction with PHCC curriculum requirements. The Coordinator of Admissions and Records also works in conjunction with appropriate academic deans and faculty when applicable. If a student feels that the records were not correctly evaluated, the following steps should be taken:

1. Provide, in writing what you feel was evaluated incorrectly. Include an explanation and course descriptions and/or outcomes that should be considered. The Coordinator of Admissions and Records and the academic dean will review the information provided and make a decision.

2. If the student still believes that the evaluation is incorrect, they may follow the student grievance procedure found in the college catalog.

SUMMARY

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

If you are interested in receiving credit for previous completion/experiential learning, please submit the appropriate documentation, to your faculty advisor or to the academic dean that is responsible for the course.