

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

Revised April 2016



Introduction

Transfer credit evaluations at Patrick Henry Community College are completed by the Coordinator of Admissions and involve 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.

SECTION A. Credits are 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 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 office. In evaluating the transcript, the Coordinator of Admissions 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 division 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 108 credit** - Credit will be awarded for SDV 108: College Survival 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 germane 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.

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

- **Military** - Credit may be granted for military training and skills if the awarding of credit is recommended by the American Council of Education publication, *Military Guide: A Guide to the Evaluation of Educational Experiences in the Armed Services* and approved by the academic dean of the student's chosen curriculum. Students must submit an official record that can be obtained through the **Joint Services Transcript portal** (<https://jst.doded.mil/smart/signIn.do>). JST will send the transcript directly to the PHCC Coordinator of Admissions for evaluation. Military service courses should be the equivalent to PHCC courses and will be used as the student's program determines.

Military training credit in career and technical areas that is more than 10 years old and is to be applied toward graduation in the career and technical area must be approved by the appropriate division dean. Students who have completed basic training, regardless of the date of military experience, may receive credit for a PED/HLT elective. The student will need to provide a copy of the DD-214 form to the Admissions office in order for credit to be awarded.

- **Industry** – Students who have completed other industry recognized certifications should contact their division dean to ensure the credit can be applied towards their academic curriculum.

- In particular, 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. Credit will be awarded for HLT 100 and can satisfy as the PED/HLT requirement for many curriculums. Expired certification cards will not be accepted and credit will not be awarded.
- **Law Enforcement Training** – The VCCS has an articulated agreement to award credit for successful completion of the Virginia State Police Academy courses and the Virginia Department of Criminal Justice Services Regional Academies. Credit is awarded based on this agreement and review/recommendations by ACE in the National Guide to Education Credit for Training Programs. This agreement is subject to review every few years. Students should submit copies of their completion credentials to the PTHS dean who will notify the Registrar of the credits to be awarded.

Section C: Credit by Examination

Credit will be granted for selected national exams. Advanced Standing through the administration of the College Level Examination Program (CLEP), the Advanced Placement (AP) program or the International Baccalaureate (IB) program can be accepted provided the examination scores are acceptable for credit. The list below includes courses that are commonly evaluated at PHCC. If a specific course is not listed, please contact the Coordinator of Admissions for scoring requirements.

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 173	4
Calculus BC	3	MTH 174	4
Calculus BC	4	MTH 173 & 174	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 241	3

Section D: Assessment by Local Examination or through Life Experiences

Credit by examination is 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. The student must attain a grade of C or higher on the examination and/or assignment to gain credit. The comprehensive exam and/or summative assignment may be obtained by completing the required application and submitting it to the division dean for approval. If approved, students must pay \$50 prior to testing or submission of the assignment for every course for which credit by examination is undertaken. A student who earns credit through a comprehensive examination and/or summative assignment will only receive credit and will not receive a course grade.

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 division dean to determine if their experience can be evaluated for credit.

Credit for Advanced Study in Nursing and EMS

Nursing

Licensed Practical Nurses (LPN) that meet the admissions requirements to the RN program may be eligible for advanced placement. To be considered for advanced placement, an LPN must have:

- 1.) Graduated from an approved practical nursing school.
- 2.) Passed the LPN licensing exam and hold a current unencumbered Virginia license.

LPNs receiving advanced placement will be required to take NUR 115: LPN Transition (2 cr.). Please contact the nursing office for additional information.

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

Emergency Medical Services (EMS)

Currently certified Virginia EMPT, EMTEnhanced, or EMT-Intermediate providers may be eligible for advanced placement. (NREMT-Intermediate will be accepted).

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.

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

Current Certification	Equivalent PHCC Course for credit
American Heart Association Heartsaver CPR or Healthcare Provider CPR and First Aid	HLT 100 (2 cr.)
American Heart Association Health Care Provider Basic Life Support (BLS) or Heartsaver CPR	HLT 105 (1 cr.)
American Heart Association Advanced Cardiac Life Support (ACLS)	EMS 165 (1 cr.)
American Heart Association Pediatric Life Support (PALS)	EMS 169 (1 cr.)
American Academy of Pediatrics in Emergency Pediatric Care (PEPP)	EMS 168 (1 cr.)
American College of Emergency Physicians as International Trauma Life Support Provider (ITLS)	EMS 161 (1 cr.)
American College of Surgeons in Prehospital Trauma Life Support (PHTLS)	EMS 163 (1 cr.)
National Association of Emergency Medical Technicians Advanced Medical Life Support (AMLS)	EMS EEE (1 cr.)

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 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 list of available agencies can be included in this Transfer Evaluation Handbook.

Foreign Credential Evaluation Services:

Educational Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, WI 53202-0970
Phone: (414)289-3400
Web: www.fis-web.com

Foundation for International Services, Inc.

21540 30th Drive SE, Suite 320
Bothell, WA 98201
Phone: (425)487-2245 FAX: (425)487-1989
Web: fis-web.com EMAIL: info@fis-web.com

Global Credential Evaluators, Inc.

P.O. Box 36
28 Westhampton Way
Richmond, VA 23173
Phone: (804)639-3660 FAX: (512)528-9293
Web: www.gcevaluators.com

World Education Services, Inc.

P. O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311 FAX: (212)739-6100
Web: www.wes.org E-MAIL: info@wes.org

Student Appeal Procedure

Transcripts and other academic certifications are evaluated by the Coordinator of Admissions based on the preceding policies and practices and in conjunction with PHCC curriculum requirements. The Coordinator of Admissions also works in conjunction with appropriate division 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 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.