

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 130.0 TRANSFER TRANSCRIPT EVALUATION

Policy #: I – 130.0
Effective: September 1982
Revised:
Responsible Dept.: VPISS

PURPOSE

Provide a systematic evaluation method of academic courses completed at other accredited institutions of higher education.

POLICY

It is our practice "to analyze credit accepted for transfer in terms of level, content, quality, comparability, and degree program relevance" as put forth by the Commission on Colleges, Southern Association of Colleges and Schools.

RECOGNIZED ACCREDITING ORGANIZATIONS

PVCC accepts transfer credits from institutions accredited by the following organizations:

Middle States Association of Colleges and Schools
Northwest Commission on Colleges and Universities
North Central Association of Colleges and Schools
New England Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and Colleges

GENERAL PROCEDURE

1. To begin the evaluation process, confirm that the transfer institution is accredited by one of the six organizations listed above. If so, proceed; if not, send a letter explaining that we cannot accept transfer credit because the transfer college/university is not accredited by one of the six accrediting organizations which Piedmont Virginia Community College recognizes.
2. Next, peruse the transcript and eliminate all courses which received F, W, I, R (repeat).
3. Look for courses that obviously correspond to courses given at Piedmont and enter them.
4. Then look for courses that have a direct connection to our programs of study. For example, most of our programs require social science, humanities, and psychology courses. Look to find courses which could be considered the equivalent of these courses.

5. Do not transfer courses which are obviously high-level or aimed at a student's major course of study. We are interested in lower-level, more general courses. It is our intention to avoid, as much as possible, having the student repeat a course already taken.
6. Fundamentally, we look for courses which meet the spirit of our institution and the curriculum of a two-year degree program.
7. Students have the right to question our evaluation of a particular course and to request a re-evaluation; a course description from the transfer institution must be provided.

SPECIFIC GUIDELINES

- Enter all credits by Course ID numbers which are available in the Transfer Credit Booklet.
- Do not accept a science course as the equivalent of our 4 credit science courses (BIO 101, etc.) which doesn't have a lab: use it as general science credit.
- The SDV course is waived for students with a four-year college degree or who have graduated from a two-year college which required an orientation course.
- English 111 and 112 are assumed for any student who graduated from a four-year college.
- For a core course like math, foreign language, science, if the number of credits allotted to the course are fewer than what we offer for the equivalent course, transfer the course as general credit; it is not considered a comparable course.
- If a student has taken multiple sections of a core course that is listed as fewer credits than our course, the sections can be combined to be the equivalent of one semester or a year of our course.
- If a student received a C or better in a science course or lab but below a C in the other, he/she gets elective science credit for the one that is accepted.
- Check the prefix before the course number; it does impact on how or whether the course is accepted (ex. REL 201).
- When competing the sheet, group all courses by subject; i.e. all math, history, English, etc. courses should be grouped together.
- With a dance course, if we do not have a comparable course, give PE credit not EEE.
- Computer courses FIVE years or older are not accepted as fulfilling our computer literacy requirement. These courses can be allotted general IST credit.
- For the nursing program, microbiology, anatomy, physiology and math courses have an EIGHT year limit.
- For general electives, give the exact number of credits as the course being evaluated.
- If our course offers fewer credits than a transferred course, give the lower number unless it is a recent course, the student received an A or A-, and there is only a discrepancy of one credit. In this case, the extra credit can be given.

- Quarter credit transfer credit received cannot exceed the credit earned. For example, if our course is 3 credit hours, it cannot be compared to a course that met in a quarter time system. This course would have met for much less time i.e. English 111 is not equal to a transfer English course on the quarter system; general credit is given.
- Multiply quarter-term courses by 0.67.

College credit may be given through the following programs:

- College Level Examination Program (CLEP): If applicable to the student's program and if scores are above the minimum level suggested by the American Council of Education (ACE), credit may be given through this program.
- Credit by Locally Prepared Examinations: Students may apply to take a proficiency exam for any course for which there are proficiency exams.
- Credit by Evaluation of Military Service: Credit may be given for military service that is applicable to the student's program if credit is recommended in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.
- Advanced Placement (AP): Students may receive credit through participation in the advanced placement program in their secondary school. Generally, a 3, 4, or 5 score is considered passing and appropriate credit is awarded.