

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 130.0 TRANSFER TRANSCRIPT EVALUATION

Policy #: I – 130.0
Effective: September 1982
Revised: February 2014
Responsible Dept.: VPISS

PURPOSE

To provide a systematic evaluation method for transfer credit of academic courses completed at other accredited institutions of higher education.

POLICY

Courses presented for transfer credit are analyzed in terms of level, content, quality, comparability, and degree program relevance as set forth by the Southern Association of Colleges and Schools Commission on Colleges.

RECOGNIZED ACCREDITING ORGANIZATIONS

Courses taken at colleges and universities accredited by the following regional accrediting organizations are generally transferrable if they are equivalent in content to a Piedmont Virginia Community College course.

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

SPECIFIC GUIDELINES

Individuals requesting to have courses evaluated for transfer credit must complete the Transcript Evaluation Request Form and submit to the Admissions and Advising Center for processing.

PVCC will award transfer credit for courses taken at regionally accredited institutions. Credits earned at institutions without regional accreditation do not transfer to PVCC even if the institution is accredited through a different accrediting agency.

Only official transcripts will be reviewed. An official transcript is one that has the seal of the institution and the signature of an official at that institution. An official transcript comes from a Records Office at an institution and is either sent directly to the Records Office at PVCC or given to the student for delivery to the College. Once a transcript has been opened, it is no longer considered official.

To have credits evaluated for transfer credit, students must declare a major.

Only grades of “C” or better will be considered for potential transfer credit.

Developmental coursework will not be accepted for transfer credit.

To be eligible for graduation, at least 25% of the credit semester hours in any degree or certificate must be acquired at PVCC.

Transfer Credit may be awarded 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. Students apply at the division office
- 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. If a student is planning to transfer to another college or university, he or she should be aware that the transfer institution may require a different AP score to award credit.
- Credit by Evaluation of Military Service: Credit may be given for military experience 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. Documentation including a military transcript and a DD 214 should be submitted to the Admission and Advising Center.

Transfer credit may be awarded for certain courses which do not correspond directly to PVCC courses. General Elective credit is awarded for these classes.

Students who have credits from a foreign university must have their transcripts reviewed by a NACES accredited credential evaluation service.

Students who have attended a four year college or university or who have graduated from a two-year collage which required a college orientation courses will have the SDV course requirement in degree programs waived.

Quarter hour credits are multiplied by 0.67 to determine equivalent semester hours.

If a student needs to take a course that has prerequisites and transcripts from other institutions have not been evaluated, he or she should bring an unofficial copy of the transcript to an advising appointment to verify all prerequisites have been met.

Once all transcripts have been received, credits are evaluated for transfer credit. Students are notified via email that transfer credits have been awarded. Students should check the Student Information System for a listing of all transfer credits awarded.

All accepted transfer credit will be recorded on the student’s permanent record, with the transferring agency or other source of the credit identified. No grades, scores, or grade points will be recorded on the student’s permanent record for transferred credits. The student record will show a “T” instead of a grade.

Students have the right to question or appeal transfer credit decisions and to request a re-evaluation. Additional documentation including a course description from the transfer institution may be requested from the student.