

Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policies

I – 20.0 Awarding Academic Credit for Non-Traditional Learning

Effective Date: April 2010

Last Revised: March 2026

Responsible Dept.: Vice President of Academic Affairs and Workforce Development

1. Purpose

To provide a process whereby students may obtain academic credit for non-traditional learning while maintaining the academic integrity of the college's courses and programs.

2. Policy Statement

VCCS Policy (Policy No. 5.6.5.1) allows for the awarding of credit based on previous academic study or acquired through nontraditional means.

3. Definitions

N/A

4. Applicability

This policy applies to all credit courses.

5. Responsibilities

The Office of the Vice President of Academic Affairs and Workforce Development is responsible for the implementation of this policy.

6. Procedures for Implementation

The awarding of credit based on previous academic study or through non-traditional means

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. View the full nondiscrimination statement and find contacts at pvcc.edu/nondiscrimination.

may include but is not limited to college credit and advancement based upon the administration and evaluation of locally-developed examinations, individual college participation in nationally recognized standardized examinations; experiential learning; and training provided non-collegiate institutions, such as armed forces and service schools.

6.1 Awarding Credit Based on Examinations

- a) Nationally recognized standardized examinations including AP, IB, Cambridge, and CLEP. Upon receipt of official test scores, PVCC accepts 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 C or better for Cambridge Advanced (A/AS) examinations when the equivalent course is offered by PVCC. PVCC assumes no responsibility regarding the acceptance of Advanced Standing credit by other institutions to which the student may transfer.
 - i. Student will complete examination through a third-party provider. Many third-party providers offer testing at PVCC's Testing Center (including Pearson VUE and Certiport).
 - ii. Student will present certificate of successful completion of examination to the Division Dean of the program in which the student is enrolled.
 - iii. The Division Dean will submit approval of Credit for Advanced Standing to the PVCC Registrar within 10 business days during the academic semester.

- b) Locally Developed Examinations - Students may satisfactorily demonstrate subject-matter competency by means of an examination developed and evaluated by PVCC's faculty. Examinations are based on established course learning outcomes and are comprehensive. Practical examinations or skills assessments may be required to demonstrate competencies.
 - i. Student will select course(s) from approved list for which he/she wishes to receive credit for prior learning.
 - ii. Student will contact the testing center to make an appointment to take the selected examination.
 - iii. Examinations will be evaluated by faculty within 10 business days during the academic semester.
 - iv. The Division Dean will submit approval of Credit for Advanced Standing to the PVCC Registrar within 10 business days during the academic semester.

- c) Relevant industry certification, state, or national licensure

6.2 Awarding Credit by Experiential Learning

Students will consult the Division Dean of the program in which the student is enrolled. Credit may be granted for prior learning for non-collegiate education, training, and/or occupational experiences that demonstrate college-level learning as recommended by college faculty, the American Council on Education (ACE), the National College Credit Recommendation Service, or another college-approved organization. In addition PVCC awards academic credit to any enrolled student who has successfully completed a military training course or program as part of the student's military service that is applicable to the certificate or degree requirements and is recommended for academic credit by a national higher education association that provides academic credit recommendations for military training courses or programs, noted on the student's military transcript issued by any of the armed forces of the United States, or otherwise documented in writing by any of the armed forces of the United States.

6.3 Armed Forces and Service Schools (Including Police Academies)

Students will complete a transcript Evaluation Request Form so that the Registrar can determine credit transferrable to PVCC. Students should obtain the form from Admissions and Advising or on the college website.

6.4 Credit awarded based upon locally recognized standardized examinations

By taking a locally developed examination, credit may be awarded in the following courses:

- a) CSC 110 Introduction to Computing
- b) ETR 113 DC and AC Fundamentals I
- c) ETR 141 Electronics I
- d) HLT 141 Introduction to Medical Terminology
- e) ITD 110 Web Page Design I
- f) NAS 2 Foundations of Life Science
- g) NUR 230 Pharmacology

6.5 Credit awarded based upon nationally recognized standardized examinations

Next to each course listed below is a link to a website by an organization that offers a nationally recognized standardized examination that can be completed to earn academic credit. Please consult with the Office of the Vice President of Academic Affairs and Workforce Development for additional information.

- a) CSC 110 Introduction to Computing; [OSHA 30-Hour Construction Training Course](#)
- b) ETR 113 DC AC Fundamentals I; [Siemens Certified Mechatronics System Assistant](#)
- c) ETR 156 Digital Circuits and Microprocessor Fundamentals; [Siemens Certified Mechatronics System Assistant](#)
- d) MEC 155 Mechanisms; [Siemens Certified Mechatronics System Assistant](#)

- e) MEC 161 Basic Fluid Mechanics; [Siemens Certified Mechatronics System Assistant](#)
- f) HLT 100 First Aid and Cardiopulmonary Resuscitation (CPR); [American Red Cross Adult and Pediatric First Aid/CPR/AED](#) (For healthcare programs, verify eligibility of advance standing for this certification with Division Dean)
- g) EMS 111 Emergency Medical Technician; [National Registry of Emergency Medical Technicians](#)
- h) EMS 121 Emergency Medical Technician Clinical; [National Registry of Emergency Medical Technicians](#)
- i) IND 243 Introduction to Mechatronics; [MSi Manufacturing Specialist](#) or [MSSC Certified Product Technician](#)
- j) ITE 119 Information Literacy; [IC3 Digital Literacy Exam](#) and [Project SAILS Information Literacy Exam](#) (Additional information can be found in the Other General Information Section of this policy)
- k) ITE 120 Principles of Information Systems; [IC3 Digital Literacy Exam](#) and [Project SAILS Information Literacy Exam](#) (Additional information can be found in the Other General Information section of this policy)
- l) ETR 164 Upgrading and Maintaining PC Hardware; [CompTIA A+ Certification](#)
- m) ITN 106 Microcomputer Operating Systems; [CompTIA A+ Certification](#)
- n) ITN 101 Introduction to Network Concepts; [CompTIA Network+ Certification](#)
- o) ITN 111 Server Administration; [CompTIA Server+ Certification](#)
- p) ITN 170 Linux System Administration; [CompTIA Linux+ Certification](#)
- q) ITN 260 Network Security; [CompTIA Security+ Certification](#)
- r) SAF 130 Industrial Safety OSHA 10; [OSHA 10-Hour Industry Training Course](#)

7. Sanctions for Violation of Policy

N/A

8. Other General Information

- a) IC3 Digital Literacy Exam - This certification requires the completion of three examinations: Computing Fundamentals, Key Applications, and Living Online. Vouchers can be purchased as a bundle or as three separate vouchers. All three exams must be completed successfully in order for this certification to be eligible for advanced standing.
- d) ProjectSAILS Information Literacy Exam - Students should contact the PVCC Testing Center to schedule this exam. There is an exam fee of \$6.00.