

COMMUNITY COLLEGE OF VERMONT

*See also:
Degree Completion policy*

ACCEPTANCE OF TRANSFER AND OTHER FORMS OF EXTERNAL CREDIT

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POLICY

The Community College of Vermont recognizes that students matriculating at CCV may have earned credit at other colleges and universities and/or may have engaged in college-level learning in other settings. This policy sets forth the premises and procedures for evaluating such external learning to determine whether it can be applied in some way to a student's program requirements at CCV.

PROCEDURES

A. Basic Guidelines:

- 1) College credits earned at appropriately accredited institutions of higher education may be accepted as transfer credits.
- 2) Credit equivalency may be determined for appropriately documented college-level learning acquired in non-college settings (e.g., Office of Prior Learning Assessment).
- 3) Accepted transfer credits and credit equivalencies will appear on the student's CCV transcript as blocks of "Transfer/Other Credits" but will not be listed as individual courses.
- 4) Transfer credits may be used to satisfy program requirements and are counted toward the student's cumulative credits for academic and financial aid purposes but are not counted in calculating the student's grade point average.
- 5) Credit accepted by CCV for external learning will reduce the total number of credits required to complete a degree or certificate only to the extent that they fulfill program requirements.
- 6) Determination of advanced standing status may place a student at a higher level in a sequence of courses and/or may earn a waiver of specific requirements but does not reduce the total number of credits required to complete a program.

B. Basic Procedures:

- 1) The student must arrange for official transcripts and/or other appropriate documentation to be sent directly to the Registrar's Office.
- 2) The Registrar's Office determines whether the documented learning meets CCV's criteria for acceptance and evaluates it for equivalency to CCV courses and applicability to CCV requirements.
- 3) The Registrar's Office records any accepted credits or advanced standing and notifies the student and the student's advisor that the evaluation has been completed.

- 4) Accepted credits will appear on the student's CCV transcript after the student has completed at least one semester as a degree- or certificate-seeking student.

C. Restrictions:

- 1) External learning to be evaluated by CCV must be submitted at the time the student applies for admission as a degree- or certificate-seeking student.
- 2) After a student has enrolled as a degree- or certificate-seeking student, credit earned for external learning will be accepted only with the prior approval of the student's advisor and the CCV Registrar's Office.
- 3) No transfer credits or credit equivalents will be accepted for non-degree students.

Listed below is information regarding the required documentation and assessment criteria for the most common forms of external learning for which credit is accepted or advanced standing is awarded by CCV.

I. CREDIT EARNED AT OTHER EDUCATIONAL INSTITUTIONS

(NOTE: Beginning with the 2002 summer term, credits earned at any of the Vermont State Colleges are treated as institutional credits at all of these institutions. These credits will appear on the transcripts of all of the colleges and may be applied as appropriate to the student's academic program at any of the five colleges. Only credits earned prior to summer 2002 at the other VSC institutions will be treated as transfer credits by CCV.)

Required Documentation: An official transcript issued directly from the institution is required. Only credits earned at or formally awarded by the institution issuing the transcript will be considered for transfer. Credit that appears on the transcript of another institution will not be accepted by CCV for transfer or external credit.

Evaluation Criteria:

- 1) Credits must be from an institution accredited by a regional accrediting association or by an accrediting agency recognized by both the U.S. Department of Education and the Council for Higher Education Accreditation.
- 2) Credits must be graded at a satisfactory level (C- or better). CCV may accept courses taken Pass/Fail, if the grade P indicates that the student has done C work or better in accordance with the grade standards of the institution, or if the student can prove through the institutional authorities that the course performance was a C grade or above.
- 3) Credits must be at a college level. Learning which is designated as developmental, pre-college, or remedial is not accepted for transfer.
- 4) CCV will consider accepting transfer credits from institutions outside the United States only upon receipt of the credit recommendations of a recognized credit evaluation service.

II. CREDIT EQUIVALENCY OR ADVANCED STANDING ESTABLISHED BY EXAMINATION

CCV awards advanced standing and/or transcripts academic credit to qualified students who have successfully completed certain nationally recognized examinations. These include the College Board's Advanced Placement (AP) and College Level Examination Programs (CLEP), the U.S. military's DANTES Subject Standardized Tests (DSST) Program, and other examination

programs for which the American Council on Education (ACE) has established college credit equivalencies. (See the ACE Guide to Educational Credit for more information.) Additionally, CCV generally awards advanced standing and/or transcripts academic credit to qualified students who have taken International Baccalaureate exams and achieved a score of 5 on standard level exams or 4 on higher level exams.

Required Documentation: An official score report issued directly from the examination program or organization or an ACE Credit Recommendations transcript is required.

Evaluation Criteria: CCV generally follows the American Council on Education's recommendations for determining minimum examination scores and the number of credits to be accepted (or advanced standing to be granted). However, CCV reserves the right to set a higher standard for some examinations in order to establish equivalency to CCV courses.

III. CREDIT EQUIVALENCY OR ADVANCED STANDING FOR MILITARY TRAINING

CCV may accept credit or grant advanced standing for military training which has been evaluated for college equivalency by the American Council on Education.

Required Documentation: An official Joint Services Transcript or ACE Registry transcript from the Army, Navy, or Marines (AARTS or SMART) or an official transcript from the U.S. Coast Guard Institute or the Community College of the Air Force is required. Veterans who are unable to secure such documentation because their military training predates these programs may submit DD Form 295, Application for the Evaluation of Learning Experiences During Military Service and DD Form 214, Certificate of Release or Discharge from Active Duty; and CCV will endeavor to determine college credit equivalencies.

Evaluation Criteria: CCV generally follows the American Council on Education's recommendations for determining minimum examination scores and the number of credits to be accepted (or advanced standing to be granted). However, CCV reserves the right to set a higher standard for some examinations in order to establish equivalency to CCV courses.

IV. CREDIT EQUIVALENCY OR ADVANCED STANDING FOR NONCOLLEGIATE INSTRUCTION AND TRAINING

CCV may accept credit or grant advanced standing for instruction and training conducted in non-college settings which has been evaluated for college equivalency by the American Council on Education or the National College Credit Recommendation Service (NCCRS). See the ACE College Credit Recommendations and NCCR's Online Directory for more information.

Required Documentation: An official ACE Credit Recommendations transcript or official certification of satisfactory completion of training issued directly from the training program or organization is required.

Evaluation Criteria: CCV generally follows the recommendations of the American Council on Education and the National Program on Noncollegiate Sponsored Instruction in determining whether credit will be accepted (or advanced standing granted) for this type of external

learning. However, CCV is not bound by these recommendations and may independently determine not to award credit for training or instruction that it deems not to be the equivalent of college-level learning.

V. CREDIT OR ADVANCED STANDING AWARDED BY THE VSC OFFICE OF PRIOR LEARNING ASSESSMENT

CCV participates in the Prior Learning Assessment (PLA) Course Challenge and portfolio evaluation and its Education and Training Evaluation Service (ETES). For further information about the policies and procedures of these programs contact the Office of Prior Learning Assessment.

- 1) The Course Challenge program is available to anyone who believes their prior experiential learning duplicates that of a specific CCV course for which essential objectives have been approved by the college.
- 2) PLA has been authorized by the Vermont State Colleges Board of Trustees to award undergraduate transfer credit to adult learners who have demonstrated college level competencies. To receive this credit, adult students must articulate and document their learning in the context of an individual portfolio for faculty evaluation.
- 3) The Education and Training Evaluation Service (ETES) determines the college equivalency of instructional programs sponsored by non-collegiate organizations and whether to award undergraduate college credit to successful participants.

VI. CREDIT AWARDED IN ACCORDANCE WITH ARTICULATION AGREEMENTS BETWEEN CCV AND OTHER EDUCATIONAL INSTITUTIONS

CCV awards credit for external learning satisfactorily completed under the terms of articulation agreements with other educational institutions, providing that all pertinent conditions governing the awarding of credit have been met. The requirements and procedures for the awarding of credit are specified in each articulation agreement. Contact the Registrar's Office for information regarding particular agreements.