

**EASTERN SHORE COMMUNITY COLLEGE  
ACADEMIC AND STUDENT AFFAIRS POLICIES  
AWARDING CREDIT FOR PRIOR LEARNING**

---

**Last Reviewed: December 12, 2018**

**Responsible Department: Chief Academic Officer**

---

**I. PURPOSE**

To establish policy and procedures for granting and recording credit for prior learning.

**II. AUTHORITY**

The President has given the Chief Academic Officer the responsibility and authority to establish and enforce the college's Awarding Credit for Prior Learning Policy.

**III. APPLICABILITY**

This policy applies to all curriculum placed and enrolled students at the college.

**IV. POLICY AND PROCEDURES**

Students may seek credit for prior learning through (A) course work taken at regionally accredited and other approved colleges and universities; (B) non-collegiate training and experiences such as military service, participation in business/industry training programs, and earned professional certifications and licensures; (C) taking and achieving acceptable scores on standardized tests and examinations; and (D) taking and achieving acceptable scores on faculty-prepared examinations.

To be eligible to apply for advanced credit, a student must be admitted to the College, curricular-placed and currently enrolled. Students will earn advanced credit only when it applies to their curriculum.

To initiate an evaluation, students must complete and submit a *Student Request for Evaluation* form and any required documentation to the College Registrar at:

Eastern Shore Community College  
Attention: Registrar  
29300 Lankford Highway  
Melfa, VA 23410

Registrar@es.vccs.edu

There is no limit on the number of credits that may be awarded, but credit awarded for prior learning may not be used to fulfill the residency requirement for graduation. A minimum of 25 percent of the credits required for a degree or certificate must be earned at ESCC.

All credits awarded will be acknowledged and recorded on the student's permanent record, with the transferring agency or source of the credit identified. No grades, scores, or grade points will be recorded on the student's permanent record for credits earned through prior learning assessment. Results will be posted to the eligible student's *myESCC* account within 30 working days.

Students may appeal decisions regarding the transferability of prior learning. To initiate appeals, students should direct a letter along with supporting documentation to the Vice President of Academic and Student Affairs within 15 business days of official notification of the evaluation results.

For additional information regarding credit for education and prior learning, contact the Registrar at [registrar@es.vccs.edu](mailto:registrar@es.vccs.edu), or see the college's *Awarding Credit for Prior Learning Policy* at <https://es.vccs.edu/about/college-policies/>.

#### **A. Transferring Credit from Other Colleges**

Official transcripts are required for evaluation, with the exception of any coursework taken at a Virginia Community College System (VCCS) college. An official transcript is one that has the seal of the institution and the signature of an official at that institution. An official transcript must be received from the sending institution electronically and/or with no overt sign of having been opened or otherwise disturbed. Official transcripts that are mailed should be directed from the transferring institution to the Registrar at the address above, or electronically to [Registrar@es.vccs.edu](mailto:Registrar@es.vccs.edu).

In collaboration with faculty and/or the Chief Academic Officer, as needed, the Registrar will perform an initial evaluation of all official transcripts. Final determination of any disputed credit awarded resides with the Chief Academic Officer.

Credit is transferable from colleges and universities that are accredited by the Commission on Colleges or the Commission on Higher Education of the regional accrediting associations. Credit also may be awarded for courses taken at institutions accredited by agencies recognized by the U.S. Department of Education's Office of Post-secondary Education (OPE) Department of Education if the credit is deemed to be college-level by faculty in the discipline and the Chief Academic Officer. Students

requesting transfer credit from non-regionally accredited institutions must submit course syllabi and course descriptions for review by the Chief Academic Officer and faculty in the discipline. Upon approval of the Chief Academic Officer, transfer credit will be awarded consistent with ESCC policies addressing the acceptance of transfer credit from regionally accredited institutions.

Transfer credit may be awarded for course work completed at international colleges and universities that are accredited or approved by the appropriate Ministry of Education or other governmental agency. Transcript(s) must be evaluated by a professional organization or agency that is a member of the National Association of Credential Evaluators or is approved by the Virginia Department of Education. The fee for this evaluation and the time required for completion is the responsibility of the student.

1. **Course Specific Credit:** All courses that are applicable in the student's curriculum will be transferred as closely to the VCCS course equivalents as possible. If this is not possible, elective credit may be awarded if appropriate for the student's curriculum. Transfer credits awarded may affect financial aid eligibility.
2. **Required Grades:** Only courses with grades of "C" or higher will be accepted for transfer credit. Courses with grades of "P" (for a pass/fail course) or the designation "Cr" (for credit) will be accepted for transfer if the transcript indicates the equivalent of a "C" grade or higher as required to assign a "P" or "Cr" grade.
3. **Sequence Quarter Courses:** Sequential quarter courses (two or three quarters) in which one or more grades of "D" were earned may be transferred as a sequence at full credit if the grades for the sequence average at least a grade of "C". Failing grades will not be accepted for averaging. Grade averaging will be weighted by the credit hour value of the courses.
4. **Natural Science Courses with Separate Labs:** For courses with separate lecture and laboratory grades, a "C" average or higher must be earned in order for credit to be awarded. Failing grades are not accepted for averaging. If a student receives a grade of "F" in either the lecture or the laboratory, the course will not be accepted. Grade averaging will be weighted by the credit hour value of the courses.
5. **SDV 100-College Success Skills:** Credit for College Success Skills (SDV 100) will be granted to transfer students who have completed associate or bachelor's degrees. Students awarded 24 or more transfer semester credits may appeal to the Chief Academic Officer for SDV 100 credit.
6. **Physical Education:** Up to two (2) credits of physical education/health credits may be awarded for basic military training.

7. **English on International Transcripts:** International students presenting an evaluated transcript from a non-U.S. college or university that recommends credit for English composition may be awarded credit for ENG 111 if the student qualifies for ENG 111 on the institution's placement tests.

## **B. Credits Earned through Non-collegiate Training and Experiences**

The college awards credit for applicable armed service school experiences, non-collegiate institutions, and earned professional certifications/licensures. Where applicable, credit shall be awarded in accordance with The American Council on Education's College Credit Recommendation Service (CREDIT), the ACE Guide to the Evaluation of Educational Experiences in the Armed Services as reflected on the official Joint Services Transcript (JST), or the National College Credit Recommendation Service (NCCRS), or another college-approved organization.

When the Registrar receives evaluation requests of this nature, a copy of the request with documentation shall be directed to qualified faculty for review. The faculty shall compare the students' documented experiences and outcomes against the course learning outcomes when making credit recommendations. Recommendations by college-approved organizations (e.g., CREDIT, NCCRS, ACE Guide) shall also be used by faculty when performing evaluations.

Qualified faculty shall document the evaluation of student credentials via the *Student Request for Evaluation* form and submit it to the Chief Academic Officer upon completion. If the credit is recommended for approval by qualified faculty, the faculty may also recommend applicability of the decision for future requests. Qualified faculty may also recommend disapproval of the request. The CAO will make a final determination regarding the awarding of credit and the applicability of future requests by students. If the CAO approves of the awarding of credit, the CAO will direct the Registrar to post the academic credit to the student's permanent record. If approved and applicability of the decision for future requests is appropriate, as determined jointly between qualified faculty and the CAO, the Registrar shall record this for use in future requests by students.

## **C. Credits Earned through Standardized Examinations**

Students may be awarded credit through achieving the college's minimum scoring requirements on the following standardized examinations: Advanced Placement Examination Program (AP); College-Level Examination Program (CLEP); Defense Activity for Non-Traditional Educational Support (DANTES); and higher-level International Baccalaureate

courses (IB). Minimum score requirements and their ESCC equivalent are posted on the college's website.

The awarding of credit through standardized examinations shall be given, to the extent possible, to courses listed in the current ESCC Catalog. In certain instances, credit may be awarded for courses listed in the Virginia Community College System Master Course File (MCF).

Official test scores must be directed from the testing agency to ESCC's Registrar.

### **1. Advanced Placement Examination Program (AP)**

The College Entrance Examination Board (CEEB) administers advanced placement examinations that enable high school students to complete college-level courses while still in high school, to demonstrate college-level achievements through examinations, and to receive college course credit when they matriculate at an institution of higher learning. AP credit is only awarded to students who are enrolled in classes at ESCC and are curriculum-placed, and who earn a score of 3 or higher. AP courses and their ESCC equivalent are posted on the college's website. For evaluation, students must have official AP score reports from ETS forwarded to the Admissions and Records Office at ESCC.

### **2. College-Level Examination Program (CLEP)**

CLEP is a national program of credit-by-examination that offers students the opportunity to document their existing knowledge for 100 and 200 level collegiate courses. Eastern Shore Community College accepts most of the CLEP exams, and uses the American Council on Education recommended minimum score of 50 for most tests when awarding CLEP credit. For higher level courses, the minimum score may be higher and as noted. CLEP courses and their ESCC equivalent are posted on the college's website at: XXX.

CLEP examinations are administered at Eastern Shore Community College by the Testing Center. CLEP examinations are not administered at Eastern Shore during the last two weeks of a semester or during the final examination period.

### **3. Defense Activity for Non-Traditional Educational Support (DANTES)**

ESCC awards specific course credit for acceptable scores, as recommended by the American Council on Educations, on DANTES college-level examinations. Several types of examinations are reported: end of course examinations for correspondence; extension courses from regionally accredited colleges and universities; College-Level Tests of General Educational Development given prior to 1960; and General Examination of the College-Level Examination Program. Also, college course credits may be granted for tests administered by the United States Armed Forces Institutes (USAFI) prior to June 1, 1974. Scores at the 40th percentile and above are accepted by ESCC. Scores at the 20th percentile and above are accepted for DANTES exams taken prior to September 1981. A complete listing of current and prior tests and recommended scores may be found in ACE's *2004 Guide to Educational Credit by Examination*.

### **4. International Baccalaureate (IB)**

Students completing the Higher Level exams for International Baccalaureate may be granted academic credit for these exams if a score of 5 or above is achieved. IB courses and their ESCC equivalent are posted on the college's website.

### **D. Credits Earned through Faculty Prepared Examinations**

In instances where there is no CLEP examination available, students may request a faculty-prepared examination from a faculty member qualified in the subject area sought. At the discretion of the faculty member and with approval from the CAO, a local examination may be prepared, scheduled and administered. The student shall be advised in advance of the examination, the score required for credit to be earned. Results of the examination will be forwarded to the Registrar, who will record credit to the student's permanent record. Students may not challenge courses through faculty-prepared examinations for courses in which they have been previously enrolled.

### **V. SANCTIONS**

The college considers violation of this Policy to be a serious offense. Violations of this policy shall be referred to the Chief Academic Officer for enforcement and sanctions.

**VI. INTERPRETATION**

The authority to interpret this policy rests with the President, and is generally delegated to the Chief Academic Officer.

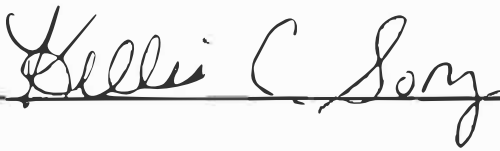
**Approved:**

  
\_\_\_\_\_


William T. Greer, Jr., President (Interim)

  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Kellie C. Sorey, Vice President/CAO (Interim)

  
\_\_\_\_\_

Date