

# John Tyler Community College Policies and Procedures

## Credit for Prior Learning Procedures

### Credits Earned at Post-secondary Institutions

Official transcripts are required. Only official transcripts will be evaluated. An official transcript is one that has the seal of the institution and the signature of an official of that institution. An official transcript must be received in a sealed envelope from the sending institution with no overt sign of having been opened or otherwise disturbed. Official transcripts may be mailed directly from the transferring institution to the Admissions and Records Office at JTCC or delivered in acceptable condition. Exception: Students who are seeking admission in the Funeral Services Program cannot submit hand-delivered transcripts. *Note:* Official transcripts are not required from other Virginia Community College System (VCCS) institutions. Official transcripts are not required if students do not wish to transfer any credits to JTCC. Exceptions are Allied Health Pre-Nursing, Allied Health Pre-Funeral Services, Funeral Services, Emergency Medical Services and Nursing.

Declare a Major Before Transcripts are Evaluated: The evaluation of transcripts is intended as a service to students who are pursuing academic programs at JTCC. It is not intended as a means for credentialing students or providing documentation for job promotions. **Students must declare a major and submit a Transfer Credit Request Form, to the Admissions and Records Office.**

Initiation of the Evaluation Process: Admissions and Records will perform an evaluation of all official transcripts upon receipt of the Transfer Request Form if the student is curriculum placed and enrolled in classes. Results will be posted to the student's myTyler account within 30 working days.

Accreditation Required: 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 transferred from other accredited institutions if the credit is deemed to be college-level by the registrar or assistant registrars and appropriate academic dean.

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 given. The appropriate academic dean will determine if such elective credit may be applied in a student's specific curriculum. Courses that are not considered applicable in the student's curriculum may not be transferred by the register or assistant registrars. The appropriate academic dean may subsequently recommend that such courses be transferred. Transfer courses accepted could affect financial aid eligibility.

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 that credit hours were awarded.

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

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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.

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.

Age of Course Credits - Demonstrating Currency: In general, JTCC does not have age limits on courses, but there are exceptions, particularly when the course is part of the major field of study. For example, some applied and/or technical programs (i.e. nursing, information technology, etc.) may have specific age limits on courses taken more than five years ago.

If a specific course has an expiration date within a major at JTCC, it will be stated in the notes section of the curriculum sheet for that major.

For students intending to transfer, length of time since a course was taken may be a factor in its acceptance by the intended transfer institution, even if accepted by JTCC for its degree requirements.

SDV 100-College Success Skills: Credit for College Success Skills (SDV 100) (1 credit) will be granted to transfer students who have completed associate or bachelor’s degrees. Students having 24 transferable semester credits denoted on their myTyler account can appeal to the registrar or assistant registrars for SDV 100 credit.

Physical Education: One credit of the physical education requirement will be granted for physical education courses taken at other institutions that have different methods of indicating completion of the physical education requirement. For example, some institutions do not award credit for physical education, simply indicating completion.

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.

Time of Evaluation: The registrar or assistant registrar will complete the official review of a student’s transcript once the student has completed a Transfer Credit Request Form and submitted the form to the Admissions and Records Office or the Advising Center. Review will take place within 30 working days if the student is curriculum placed and enrolled. Other credits such as CLEP will be reviewed at the time they are officially received through the U.S. mail and posted to the student’s account if the student is curriculum placed, currently enrolled and applicable to their degree program. In order to receive Advanced Placement or International Baccalaureate credit, students are encouraged to ensure that official score reports are forwarded by the College Board and request credit through submission of the Transfer Credit Request form or via email once they have been curriculum placed and enrolled. Students should complete the

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Transfer Credit Request Form to request AP scores be evaluated and awarded to the student's account if the student is curriculum placed and currently enrolled.

Transfer credit may be awarded from non-regionally accredited institutions with the approval of the appropriate academic dean. Students requesting transfer credit from non-regionally accredited institutions must submit course syllabi and course descriptions for review by the appropriate academic dean and, at his/her discretion, appropriate department chairs and faculty in the discipline in question. Upon the approval of the dean, transfer credit will be awarded consistent with JTCC policies addressing the acceptance of transfer credit from regionally accredited institutions.