



### Transfer of Credit Statement

Students interested in receiving credit transfers for courses taken at another college or post-secondary institution, service schools and/or in Military Occupational Specialties (MOS) should contact the Admissions Representative during the enrollment process. The granting of such credit transfer is entirely at the discretion of the designated Valley College Director of Academic Affairs (DOAA) and, when appropriate, the Vice President overseeing Academics. All credit transfer evaluations are to be completed during the enrollment process. The Director of Academic Affairs or Program Administrator will complete a preliminary credit evaluation for the transfer of credits using the student's unofficial transcript(s). However, if the official transcript is not received in a timely manner or does not substantiate the transfer of credits, the preliminary credit evaluation will be voided. Only the Vice President overseeing Academics may, at his/her sole discretion, authorize accepting credit transfers after the enrollment process. No fees are assessed for evaluating or granting transfer of credit.

Students who are not Valley College graduates are required to complete at least 60% of the total program credits as a Valley College student to earn an Associate or Bachelor degree. For diploma programs, due to the nature of the curriculum more restrictions may apply for credit transfer. It is typical that a student may transfer no more than 25% of the program credits for a diploma program. The Valley College's Nursing Associate degree program also has a stricter transfer of credit policy. Valley College graduates, who return to complete an additional program, may be permitted to transfer more credits if they completed similar discipline programs. Information regarding credit transfers and Advanced Standing tests is available in the Admissions Office and in the Valley College Student Catalog.

Before the Director of Academic Affairs can process a credit evaluation, the applicant must provide the College with the appropriate documentation, which may include one or more of the following documents:

- Official Transcripts from the college and/or university. If the student's college transcript(s) is not in English, the transcript must be translated and evaluated by a Valley College approved agency, and any associated costs will be incurred by the student.
- Military transcripts and training documents
- Copies of test scores that have been evaluated by the American Council on Education (ACE) and recommended for college level credit (i.e. AP Exams, CLEP, DSST, DAN TES, etc.)

Credit for prior education at an accredited institution acceptable to Valley College may be granted to incoming students based on an official transcript when a "C" or better course grade(s) has been earned at the previous school. The acceptance of credit transfers is at the discretion of Valley College. The student's transcript, from the previous college, must show that the student earned a grade of 70% or higher to qualify for a credit transfer to a VTA course taught at Valley College. **Practical Nursing program:** The transcript, from another college, must show that the student earned a grade of 78% or better or a letter grade of "B" or higher to be considered for a credit transfer for an NUR course at Valley College -Cleveland or Valley College – Fairlawn. The **Nursing Associate program** offered at Valley College – Beckley and Valley College – Martinsburg has a stricter credit transfer evaluation policy. Other colleges' credits will not be accepted for any NUR course. It may be possible for a student who had Anatomy and Physiology at the Associate level or higher to take an Advanced Standing test and test out of Anatomy and Physiology courses.

Valley College will grant credit for qualified courses that were completed in service schools and in Military Occupational Specialties (MOS) on the basis of recommendations made by the American Council on Education (ACE) in its Guide to the Evaluation of Educational Experiences in the Armed Services. Such credit is granted only if it is applicable to the student's chosen curriculum. Ordinarily such credit may not be applied toward the general education requirements. Recommendations made by ACE for vocational or technical credit are considered on the same basis as and with the same limitations as those placed in nonmilitary sources of credit.

We may award credit by examination toward the associate's degree, provided there is no duplication of other academic credit, and the scores presented meet Valley College standards. Examinations may include the Excelsior College Examinations (formerly ACT/PEP and Regents), the Advanced Placement examinations administered by the College Board, the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) examinations, and the American College Testing/Proficiency Examination program (ACT/PEP). Credit by examination awarded by other approved institutions will be accepted for courses that appear on an official transcript with a grade of C or better.

### **Credit Transfer from Valley College to Other Educational Institutions**

Valley College does not guarantee transferability of its credits earned at the College to any other college, university, or institution. The decision on the acceptance of credits earned at Valley College is at the sole discretion of the receiving institution. Students should not assume that any courses or programs can be transferred to another institution and are advised that the College's programs are not designed for transfer to other institutions. It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.