

## **Administrative Procedure XXXX**

### **Acceptance of Transfer and External Exam Credit**

Victor Valley College may use coursework students have completed at other institutions or credit earned by external examinations such as: Advanced Placement (AP), DANTES and CLEP to fulfill program, general education and/or elective unit requirements for Associate Degree and/or certificate programs. Victor Valley College accepts coursework from institutions accredited by the following Regional Accrediting Agencies:

**MSCHE** - Middle States Commission on Higher Education

**NWCCU** - Northwest Commission on Colleges and Universities

**NCA** - North Central Association of Colleges and Schools, The Higher Learning Commission

**NEASC-CIHE** - New England Association of Schools and Colleges – Commission on Institutions of Higher Education

**SACS** - Southern Association of Colleges and Schools, Commission on Colleges

**WASC-ACCJC** - Western Association of Schools and Colleges-Accrediting Commission for Community and Junior Colleges

**WASC-SCUC** - Western Association of Schools and Colleges- Senior College and University Commission

Victor Valley College recognizes those institutions that are either fully accredited or are listed as a candidate for accreditation as published in the Database of Accredited Postsecondary Institutions and Programs maintained by the U.S. Department of Education.

### **Procedure for Evaluation of Credit**

Students must submit official transcripts or documents from other institutions they have attended to the Admissions and Records Office. This includes educational transcripts, foreign transcript evaluations, military transcripts, and exam reports (i.e. AP, CLEP, DANTES). Official transcripts or documents are required before degrees and/or certificates can be awarded.

Course equivalency may be determined by direct articulation, indirect articulation, and/or a critical evaluation using a course to course analysis. These reviews will be conducted by counselors and/or evaluations staff. Some courses may require review by appropriate faculty content experts. In general, credit from other institutions will be

placed into similar major and general education categories at VVC as they were applied at the issuing institution.

### **Quarter to Semester Conversion**

Credit accepted from institutions following a quarter system will be converted to semester units at VVC. The conversion is: Quarter units X 2/3 = Semester units. For example, a 4 quarter unit course would equate to 2.67 semester units.

### **External Exam Credit**

A maximum of 32 units earned through nontraditional means (i.e. AP, CLEP, DANTES, and Military Credit) may apply toward the Associate Degree with no more than 15 units permitted for college courses graded on a Pass/No Pass basis. Credit earned through Victor Valley College's Credit by Exam process is also included in the 32 unit maximum.

### **Military Credit**

Military Service credit will be granted upon review of a student's DD214 and/or military transcript. Credit from the Community College of the Air Force (CCAF), which is regionally accredited by SACS, will be granted accordingly. The maximum 32 semester unit limitation for nontraditional coursework does not apply to CCAF credits.

### **Foreign College Coursework**

Coursework completed at a foreign college or university must be evaluated by one of the Foreign Transcript Evaluation Services approved by the State of California Commission on Teacher Credentialing (last updated 2014):

APIE	Academic & Professional International Evaluations, Inc.	<a href="http://www.apie.org">www.apie.org</a>
ACEI	Academic Credentials Evaluation Institute	<a href="http://www.acei1.com">www.acei1.com</a>
ACREVS	Academic & Credential Records, Evaluation & Verification Services	<a href="http://www.acrevs.com">www.acrevs.com</a>
AERC	American Education Research Corporation	<a href="http://www.aerc-eval.com">www.aerc-eval.com</a>

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ECE	Educational Credential Evaluators, Inc.	www.ece.org
ERES	Educational Records Evaluation Service	www.eres.com
FCSA	Foreign Credential Services of America	www.foreigncredentials.org
FCSA-WEST	Foreign Credential Services of America West, Monterey, CA	www.foreigncredentials.org
IERF	International Education Research Foundation, Inc. Credentials Evaluation Service	www.ierf.org
WES	World Education Services	www.wes.org

An official Foreign Evaluation course by course analysis report must be sent to VVC and will be evaluated for course acceptance by counselors and/or evaluations staff. The evaluation must note that the institution has the equivalent of a U.S. regional accreditation. Some courses may require approval by the appropriate department chair or faculty member.