

# Transfer Evaluation Handbook

Fall 2013

J. Sargeant Reynolds Community College

## **Definitions**

**Advanced Standing** – is defined as the application of awarded credit, earned by means other than instruction at JSRCC toward satisfying program requirements.

Advanced standing is the administrative placement of a student that awards credit for subject matter competency based upon previous academic study or occupational experience. This may include, but is not limited to, college credit and advancement based upon individual college participation in the Advanced Placement Program of the College Entrance Examination Board; other placement examinations; training provided by non-collegiate institutions, such as armed forces and service schools; professional certification; or experiential learning.

**Credit by ABL (Assessment by Local Exam)** - a means of achieving Advanced Standing through satisfactorily demonstrating subject-matter competency by means of an examination administered by the college.

**Credit by previous completion** - a means of achieving Advanced Standing through an administrative determination by the college that equivalent course coverage has been satisfactorily completed at an accredited postsecondary institution.

**Credit by Equated Occupational Experience** – includes experiential learning and the submission of portfolios, is a means of achieving Advanced Standing through an administrative determination by the college that the occupational experience of an individual is at least equivalent to the course(s) to be exempted.

**Credit by Advanced Placement** -is a means of achieving Advanced Standing through the administration of the College Level Examination Program (CLEP), the College Entrance Examination Board (CEEB), advanced placement (AP) program, or the International Baccalaureate (IB) program, provided the examination scores are acceptable for credit.

**Military Credit** - Credit may be granted as a means of achieving Advanced Standing through applicable armed service school experiences, and for successful completion of correspondence courses and subject standardized tests (SST) of the Defense Activity for Non-Traditional Educational Support (DANTES), formerly the United States Armed Forces Institute (USAFI). Advanced Standing may also be awarded in accordance to the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.

**Credit for Occupational Experience** - Credit may be granted as a means of achieving Advanced Standing for previous non-collegiate education, training, and/or previous occupational experiences as recommended by the American Council of Education.

**Waiver** - An assessment by college faculty that could place a student into levels above the introductory course. Waivers are not considered advanced standing because the student is not receiving credit for the course.

**It is important to note however, that in regards to advanced standing credit, students are required to fulfill all of the course and credit-hour requirements of the curriculum with at least 25% of credit semester hours acquired at JSRCC.**

**Credit by ABLE**  
**(Assessment by Local**  
**Exam)**

**Credit by ABLE (Assessment by Local Exam)**

**Credit by ABLE is available at the discretion of the academic program and is not available for all courses taught at JSRCC. Academic deans and program heads have the discretion to deny requests for credit by examination. In programs where CLEP/AP/IB credit are not available as a means to test to receive academic credit, credit by local exam (Credit by ABLE) may be a means of earning college credit for prior learning by demonstrating satisfactory academic competency in a particular subject.**

**Students interested in pursuing credit by ABLE (Assessment by Local Exam), must first apply to the college and be admitted to the program for which the credit would be applicable. A meeting with the school dean and/or program head would be necessary to determine the availability and appropriateness of the request. At this meeting, the students must present evidence that they already possess the skills, competencies and knowledge equivalent to the course content. This evidence may be documentation of previous educational studies, training programs, military service or work experiences. Specifics relative to day and time of the examination are at the discretion of the school dean or designated representative.**

**Students are not eligible to petition for credit by examination for a course for which they have previously earned college credit, audited or from which they have withdrawn.**

**Each exam can be taken only one time for a course and the student must attain the grade that is considered passing for the course for which they are testing.**

**Examinations for courses with laboratory work or projects may include both written and skill performance tests. In addition to written exams, students in occupational technical programs may be required to demonstrate proficiency through an observational experience.**

**The cost of the examination, if there is one, is the responsibility of the student. This fee must be paid prior to taking the examination. The dean/director for each academic school will possess final authority in establishing costs of examinations and will maintain records that substantiate the calculations used to establish these costs.**

**Credits awarded by credit by ABLE examinations may apply towards graduation requirements and will become part of the students' permanent record. Grades earned on the examination however, will not be calculated into the student's grade point average.**

**Students should be cautioned that credits awarded through credit by able may not be accepted in transfer by other post-secondary institutions.**

**Credit by Previous**  
**Completion**  
**Transfer Credit from**  
**Other Postsecondary**  
**Institutions**

### **Procedures for Transcript Evaluation**

Students wishing to utilize credit earned at another college should have official transcripts sent to the Central Admissions and Records office for evaluation. Credit is generally acceptable for transfer if it is earned from an institution that is accredited by the Commission on Colleges of the Commission on Higher Education of one of the regional accrediting agencies and is comparable to the required course credit and description in the student's program or plan. Credit is awarded for classes in which grades of "C" or better are noted. Students earning a "P" pass grade for a class will be awarded credit if it is determined that "P" is equivalent to a "C" and if credit hours were awarded for the class. Transfer students may however, be advised to repeat courses if it is clearly to their advantage to do so in order to make satisfactory progress in their program/plan.

Official transcripts must be sent from the originating institution. Transcripts are considered official if they are received in a sealed (un-opened) envelop and contain the college seal and signature of the registrar or school official. Students that have attended more than one institution should have official transcripts sent from each institution they attended. Transfer credit will be evaluated from the originating institution only. Students must be admitted to the college and officially choose a program or plan of study before transcription evaluations are completed. Transcript evaluations are not processed for non-curricular students. Transcripts are evaluated based on the program that the student is officially in on the Student Information System. Students that change programs/plans after the initial transcript evaluation should be encouraged to indicate on the Change of Program/Plan form that re-evaluation of transferred credit is requested.

Courses listed on the transcript are evaluated. The process includes looking at the course description directly from the institution. In cases of classes not listed in current catalog(s), contact is made to the registrar at the college to determine the course content. If the course is equivalent, the course is entered in the system as that course. If the course is not equivalent, the course is listed as an elective, if an elective is necessary for the program.

When the equivalence of the course is in question, contact is made with the program head that would be responsible for the course. For example, if it is a math course, the course description is sent to the math program head for a determination on the equivalence of the course. The program head is also contacted in the case of an appeal. (Note: The program head is examining the course for the equivalency based on the JSRCC courses, not on the program in which the student is enrolled. This is completed in this fashion because if the course is in the VCCS system appropriately it would apply to any program that the student takes, not for the intent of a specific program.)

If the college is not accredited by one of the regional accrediting organizations, the student can obtain information specific to each course. This information must contain the credentials of the individual teaching the course and the detailed course syllabus. This information is forwarded to the program head to determine the equivalency of the course.

Courses are entered into the SIS system. Transfer courses are listed separately from Credit by Able, Computer Competency and other transfer credit.

## Transfer Evaluation Handbook

Students receive an e-mail to the VCCS e-mail account when the transfer evaluation process has been completed. A student may appeal a decision regarding the transferability of a specific course(s). The student must complete the [College Transcript Appeal Form](#) and submit the form to the Central Admissions and Records office to initiate the appeal of transcript evaluation. The appeal must take place by the end of the next semester after the evaluation has been made. The College Registrar and/or Director of Admissions and Records will examine all transcript evaluation appeals with the appropriate program head/dean offering the type of course in question.



### Foreign Transcripts

Student with foreign transcripts are directed to have the transcripts evaluated through one of the foreign/international evaluation services. Students are encouraged to utilize one of the evaluation organizations listed on the National Association of Credential Evaluation Services web site ([www.naces.org](http://www.naces.org)). The transcripts are to be translated into English and evaluated for course by course credit. Cost for the evaluation is the responsibility of the student. Students are directed to bring the original transcript and the transcript evaluation to JSRCC Central Admissions and Records.

Credits are awarded as above, with classes being placed on the Student Information System if they are applicable for the program for which the student is enrolled. No credit is awarded however, for English Composition from foreign transcripts or English composition taken in a foreign country.

### Information Technology Transfer Credit

Transfer credit for information technology courses that were taken more than ten years ago and are intended to be applied to graduation are not routinely accepted. Exceptions must be approved by the school dean/program head for the area.

# Credit by Equated Occupational Experience

### **Prior Learning Activity for Credit Evaluation**

**This process allows for students to develop portfolios based on their experiences to demonstrate learning equivalent to one or more college courses. If accepted by the faculty, credit is then awarded for the course or courses after successful completion of at least one course. This process is designed for adults who have gained college level learning through work, volunteer activities, participation in civic and community assignments and similar life experiences. Portfolio-based credit for prior experiential learning may be awarded for no more than 25 percent of the credit hours applied toward a degree.**

**The determination of such credit must be determined by the program head and approved by the school dean. The institution must demonstrate academic comparability to credit earned by traditional means if portfolio documentation is used in lieu of examinations.**

**In awarding credit for prior experiential learning, the institution must:**

- a) Award credit only for documented learning which ties the prior experience to the theories and data of the relevant academic field;**
- b) Award credit only to matriculated students, identify such credit on the student's transcript as credit for prior experiential learning, and**
- c) Upon request from another institution, document how such learning was evaluated and the basis on which such credit was awarded;**
- d) Adopt, describe in appropriate institutional publications, implement and regularly review policies and procedures for awarding credit for experiential learning; and**
- e) Clearly describe, and establish the validity of, the evaluation process and criteria for awarding credit for prior experiential learning.**

**Credit earned through this method will not be used to meet the residency requirement for graduation.**

**Portfolios and other documentation used to award credit for experiential learning will be kept in the school office, with copies sent to Admissions and Records. This documentation should include written explanation and rationale from the faculty member for determining the course equivalency in awarding academic credit.**

# **Credit by Advanced** **Placement**

# CLEP EXAM

<b>Exam Title</b>	<b>Written Test Minimum Score for credit prior to 7/1/01</b>	<b>Computer Test Minimum Score for credit as 7/1/01</b>	<b># of Credits Awarded</b>	<b>JSRCC/VCCS Course Equivalent</b>
<b>GENERAL EXAMS</b>				
English Composition with Essay	420	50	3	ENG 111
Humanities	460	50	6	Humanities Elective
College Mathematics	450	50	6	MTH 151-152
Social Sciences and History	430	50	6	Social Science or History Elective
<b>SUBJECT EXAMINATIONS</b>				
<b>Composition and Literature</b>				
American Literature	46 plus essay	50	6	ENG 241-242
English Literature	46 plus essay	50	6	ENG 243-244
<b>Foreign Language</b>				
French				
• Level 1	39	50	8	FRE 101-102
• Level 2	45	59	14	FRE 101-102,201-202
German				
• Level 1	36	50	8	GER 101-102
• Level 2	42	60	14	GER 101-102,201-202
Spanish				
• Level 1	41	50	8	SPA 101-102
• Level 2	50	63	14	SPA 101-102, 201-202
<b>History and Social Science</b>				
American Government	47	50	3	Social Science Elective
History of United States I Early Colonization to 1877	45	50	3	HIS 121
History of United States II, 1865 to Present	45	50	3	HIS 122
Human Growth and Development	45	50	3	PSY 230
Principles of Macroeconomics	44	50	3	ECO 201
Principles of Microeconomics	41	50	3	ECO 202
Introduction to Psychology	47	50	3	PSY 200
Introduction to Sociology – Comparative	47	50	3	SOC 200

## Transfer Evaluation Handbook

Western Civilization I Ancient Near East to 1648	46	50	3	HIS 101
Western Civilization II 1648 to the Present	47	50	3	HIS 102
<b>Science and Mathematics</b>				
Biology		50	8	BIO 101-102
Chemistry		50	8	CHM 111-112
Natural Sciences		50	8	BIO 141-142
College Algebra		50	3	MTH 163
Precalculus		50	5	MTH 166
Calculus		50	5	MTH 173

**For inclusion on the official record, students must have official CLEP score reports sent directly to the college. Information regarding CLEP testing locations and ordering of official score reports can be obtained through College Board, <http://clep.collegeboard.org>.**

# AP EXAM

Exam Title	Minimum Score for Credit	# of Credits Awarded	JSRCC/VCCS Course Equivalent
<b>THE ARTS</b>			
Art History	3	6	ART 101-102 History and Appreciation of Art I-II, 3 credits each
Art, Studio: Drawing	3	4	ART 121 Drawing I, 4 credits
Art Studio: 3D Design	3	4	ART 131 Fundamentals of Design I, 4 credits
Music Theory	3	4	MUS 111
<b>THE SCIENCES</b>			
General Biology	4	8	BIO 101-102
Chemistry	4	8	CHM 111-112
Computer Science A	4	4	CSC 201
Calculus AB	3	5	MTH 173
Calculus BC	3	10	MTH 173-MTH 174
Physics B	4	8	PHY 201-202
Physics C Mechanics	N/A	0	There is none. This is not equivalent to PHY 241 University Physics
Physics C Electricity and Magnetism	N/A	0	This is not equivalent to PHY 242 University Physics
Statistics	3	3	MTH 240
<b>LANGUAGES AND LITERATURE</b>			
English, Language & Composition	3	3	ENG 111
English, Literature & Composition	3	6	ENG 111
French, Language	3	8	FRE 101-102
	4	11	FRE 101-102-201
	5	14	FRE101-102-201-202
German, Language	3	8	GER 101-102
	4	11	GER 101-102-201
	5	14	GER 101-102-201-202
Spanish, Language	3	8	SPA 101-102
	4	11	SPA 101-102-201
	5	14	SPA101-102-201-202
Spanish, Literature	3	3	SPA 233
<b>SOCIALSCIENCES</b>			
Human Geography	3	3	GEO 210
United States Government and Politics	3	3	PLS 211
Comparative Government and Politics	3	3	Social Science Elective
History, United States	3	6	HIS 121-122
History, European	3	6	HIS Electives
Economics, Macro	3	3	ECO 201

Economics, Micro	3	3	ECO 202
Psychology	3	3	PSY 200
World History	3	6	History Electives

**For inclusion on the official record, students must have official AP score reports sent directly to the college. All Virginia community colleges shall accept a score of three (3) and higher for Advanced Placement (AP) courses. The amount of credit awarded for each examination will be consistent with The College Board’s recommendations. Students should note that some senior institutions require a minimum score of 4 for transfer.**

Information about obtaining official AP score reports can be obtained through College Board, <https://apstudent.collegeboard.org/home>.



# International Baccalaureate Diploma

<b>Exam Title</b>	<b>Minimum Score for Credit</b>	<b># of Credits Awarded</b>	<b>JSRCC/VCCS Course Equivalent</b>
<b>ARTS AND SOCIAL SCIENCES</b>			
Art Design HL	5 6,7	4 8	ART 131 – Fundamentals of Design ART 131-132 - Fundamentals of Design I & II
English A1	5 6,7	3 6	ENG 111 College Composition I ENG 111-112 College Composition I and II
English B	5,6,7	3	ENG 111 College Composition I
French Language HL	5,6,7	12	FRE 101, 102, 201, 202
German Language HL	5,6,7	12	GER 101, 102, 201, 202
History: Americas HL	5,6,7	6	HIS 121 – 122 United States History I-II
History: Africa HL	5,6,7	3	HIS 203- History of African Civilization
History: Europe HL	5,6,7	6	HIS 101-102 History of Western Civilization I-II
Philosophy HL	5,6,7	3	PHI 101 – Introduction to Philosophy
Spanish HL	5,6,7	12	SPA 101, 102, 201, 202
Theory of Knowledge	A,B,C	3	PHI 101 – Introduction to Philosophy
<b>MATHEMATICS AND SCIENCES</b>			
Biology HL	5 6 7	4 4 8	BIO 106 Life Science BIO 101 General Biology I BIO 101-102 General Biology I - II
Chemistry HL	5 6,7	4 8	CHM 111 College Chemistry I CHM 111-112 College Chemistry I-II
Physics HL	5 6,7	4 8	PHY 201 General College Physics PHY 201-202 General College Physics 201-202
Mathematics (Higher) HL	5,6 7	3 5 10	MTH 163 – Precalculus MTH 173 – Calculus/Analytic Geo. I MTH173-174 - Calculus/Analytic Geo. I-II
Mathematical studies	5,6,7	3	MTH 163 - Precalculus
Computer Science HL	5 6,7	4 8	CSC 201 CSC 201-202

**For inclusion on the official record, students must have official IB score reports sent directly to the college from the International Baccalaureate Organization.**

# **Military Credit**

### **Military Credit**

Credit will be granted for military service school courses and skills if the awarding of credit is recommended in the current edition of the American Council on Education publication, *a Guide to the Evaluation of Educational Experiences in the Armed Services* and approved by the division dean of the student's chosen curriculum. The following information must be obtained:

- a. Full and correct title of course;
- b. Location of training;
- c. Length of course in weeks;
- d. Exact dates of attendance;
- e. Branch of Service that gave the course.

Students must submit an official record and initiate the request for evaluation. Active duty service members must request that a DD295 certified by the commanding officer and the education officer be mailed directly from the Education Office to JSRCC. Veterans and reserve personnel must submit a certified copy of the DD214. The veteran's advisor on each campus can certify a copy of the original.

**Students entering the army on or after January 1984 must submit an AARTS (Army ACE Registry Transcript System) transcript in lieu of a DD295 or DD214.** Transcripts may be requested by fax from AARTS Operation Center, at 913-684-2011 or DSN 552-2011 or by email to [aarts@aarts.army.mil](mailto:aarts@aarts.army.mil) and use "Transcript Request" as the subject.

Military service courses and skills should be equivalent to JSRCC courses and will be used as the student's program determines. Military service credit in occupational-technical areas, which is 10 or more years old and is to be applied toward graduation in the occupational-technical area, must be approved by the appropriate school dean. Students who have completed basic training, regardless of the date of military experience, may receive credit for a PED elective. **Military Service/Basic Training** Students who have completed basic training may receive credit for PED. Students should contact the Office of Admission and Records at their campus of record for procedures required to initiate an evaluation of transfer credit.

### **Army Military Occupational Specialties (MOS):**

Credit may be granted for Army primary and secondary MOS's at Skill level 30-40 if current proficiency can be documented. Credit for MOS Skill Level 10 will only be granted for ratings prior to October 1991, but credit may be granted for courses leading to this skill level after October 1991. After March 1995 skill levels 30 and 40 may yield credit for management skills but not technical skills. Skill level 20 is valid only from January 1990 to February 1995. No credit is awarded for duty MOS's.

### **Community College of the Air Force:**

Air Force personnel, both active and veteran, must submit a CCAF (Community College of the Air Force) transcript. Transcripts may be obtained from CCAF/RRR, 130 West Maxwell Blvd, Maxwell Air Force Base, AL 36112-6613. CCAF will not accept fax requests for transcripts.

**Marine Corps (MCE), Navy (NER) and Coast Guard (CGR) Ratings & Schools:**

Credit may be given in accordance with ACE Guide recommendations. Students who are active duty or Reserve Sailors/Marines or who separate/retire on or after 10/1/99 must submit a Sailor/Marine American Council on Education Registry Transcript (SMART). Download and complete a copy of the SMART Request Form by going to <https://smart.navy.mil>. If you are unable to access these sites you may obtain it from your local Navy College Office or Marine Corps Lifelong Learning Center. If you cannot visit one of these offices, call the Navy College Center toll free at 1-877-253-7122 or e-mail [ncc@navy.mil](mailto:ncc@navy.mil). NCC is open 7 days a week 6:00 A.M. to 9:00 P.M. CST. Mail or fax the form to the address/fax number on the form. The Navy College Center will mail the official SMART to the college(s) you designate. The other option is that you submit the form in person or by fax to your local Navy College Office or Marine Corps Education Center, which will order the official SMART to be mailed to JSRCC.

**Marine Corps Correspondence Courses (MCI):**

Transcripts listing completed correspondence courses may be obtained from the Marine Corps Institute, Arlington, VA 22222-0001 or call toll free 1-800-MCI-USMC.

# **Credit for Occupational Experience**

**Credit for Occupational Experience**

Credit for occupational experience may be granted for courses or programs offered by employers, professional organizations and other agencies only if those courses or programs have been evaluated by the American Council on Education (ACE). Non-traditional sources of college-equivalent learning may include a combination of the following, but are not limited to formal and informal workplace training programs as evaluated by ACE and military training programs.

Transfer Credit Equivalency Chart  
 Program/Course: Fire Science Technology AAS and Certificate

Course	Equivalency	Forms of Documentation Acceptable
FST 100 Principles of Emergency Services 3 credits	Fire Fighter I and II	Certificate from: Commonwealth of Virginia Virginia Department of Fire Programs
FST 112 Hazardous Materials Chemistry 3 credits	Hazardous Materials Technician or Specialist NFA or State of Virginia HazMat Chemistry Course	Certificate from: Commonwealth of Virginia Virginia Department of Fire Programs
FST 115 Fire Prevention 3 credits	Inspector I or II	Certificate from: Commonwealth of Virginia Virginia Department of Fire Programs
FST 135 Fire Instructor I 3 credits	Fire Instructor plus Train the Trainer (FF1/2) or Fire Instructor II	Certificate from: Commonwealth of Virginia Virginia Department of Fire Programs
FST 230 Fire Investigation 3 credits	Fire Investigator	Certificate from: Commonwealth of Virginia Virginia Department of Fire Programs
EMS 111 Emergency Medical Technician 6 credits Or EMS 112 plus EMS 113 Emergency Medical Technician – Basic I & II 3 credits each	Emergency Medical Technician-BASIC	Current card from: Commonwealth of Virginia Department of Health Emergency Medical Technician - BASIC

Program Head Approval \_\_\_\_\_

Transfer Evaluation Handbook

School Dean Approval \_\_\_\_\_

Associate Vice President of Academic Affairs Approval \_\_\_\_\_

NOTE: Effective January 2006 Fire Science Technology Common Curriculum at VCCS Colleges;  
Crosswalk Conversion of Virginia Department of Fire Program Certificates to VCCS Course Credits as  
approved



Transfer Credit Equivalency Chart

Program/Course: Automotive Technology AAS and Certificate

Course	Equivalency	Forms of Documentation Acceptable
AUT 111 Automotive Engines I 4 credits	ASE Exam A1 Engine Repair	ASE Report of Certification
AUT 112 Automotive Engines II 3 credits	ASE Exam A8 Engine Performance	ASE Report of Certification
AUT 141 Auto Power Trains I 4 credits	ASE Exam A3 Manual Drive Train and Axles	ASE Report of Certification
AUT 142 Auto Power Trains II 4 credits	ASE Exam A2 Automatic Transmission/Transaxle	ASE Report of Certification
AUT 165 Auto Diagnosis and Tune-Up 2 credits	ASE Exam L1 Advanced Engine Performance Specialist	ASE Report of Certification
AUT 236 Automotive Climate Control 4 credits	ASE Exam A7 Heating and Air Conditioning	ASE Report of Certification
AUT 241 Automotive Electricity I 3 credits	ASE Exam A6 Electrical Systems	ASE Report of Certification
AUT 267 Automotive Suspension and Braking Systems 4 credits	ASE Exam A5 Brakes	ASE Report of Certification
AUT 268 Automotive Alignment 2 credits	ASE Exam A4 Suspension and Steering	ASE Report of Certification

Program Head Approval \_\_\_\_\_

School Dean Approval \_\_\_\_\_

Associate Vice President of Academic Affairs Approval \_\_\_\_\_

Transfer Credit Equivalency Chart

Program/Course: Emergency Medical Services-Paramedic (AAS), Emergency Medical Services EMT-Basic (CSC), Emergency Medical Services EMT-Intermediate CSC, Emergency Medical Services EMT-Paramedic (CSC)

Course	Equivalency	Forms of Documentation Acceptable
<p align="center"> <b>EMS 111</b>  <b>Emergency Medical Technician - Basic</b>  <b>6 credits</b>  <b>or</b>  <b>EMS 112 and 113</b>  <b>Emergency Medical Technician – Basic I and II</b>  <b>3 credits each</b>  <b>Plus</b>  <b>EMS 120</b>  <b>Emergency Medical Technician-Basic Clinical</b>  <b>1 credit</b> </p>	<p align="center">EMT-Basic</p>	<p align="center">National or Virginia Certification</p>
<p align="center"> <b>EMS 151</b>  <b>Introduction to ALS - 4 credits</b>  <b>EMS 153</b>  <b>Basic ECG Recognition - 2 credits</b>  <b>EMS 155</b>  <b>ALS – Medical Care - 4 credits</b>  <b>EMS 157</b>  <b>ALS – Trauma Care - 3 credits</b>  <b>EMS 159</b>  <b>ALS – Special Populations - 2 credits</b>  <b>EMS 170</b>  <b>ALS Internship - 1 credit</b>  <b>EMS 172</b>  <b>ALS Clinical Internship II - 2 credits</b>  <b>EMS 173</b>  <b>ALS Field Internship II - 1 credit</b>    <b>Plus Courses above for EMT-Basic</b> </p>	<p align="center">EMT-Intermediate</p>	<p align="center">National or Virginia Certification</p>

<p style="text-align: center;"> <b>EMS 207</b>  <b>Advanced Patient Assessment - 3 credits</b>  <b>EMS 209</b>  <b>Advanced Pharmacology - 4 credits</b>  <b>EMS 211</b>  <b>Operations - 2 credits</b>  <b>EMS 242</b>  <b>ALS Clinical Internship III - 2 credits</b>  <b>EMS 243</b>  <b>ALS Field Internship III - 2 credits</b>  <b>EMS 244</b>  <b>ALS Clinical Internship - 1 credit</b>  <b>EMS 245</b>  <b>ALS Field Internship IV - 1 credit</b>    <b>Plus Courses above for EMT-Basic and EMT-Intermediate</b> </p>	<p style="text-align: center;">EMT-Paramedic</p>	<p style="text-align: center;">National or Virginia</p>
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Advanced standing credits may be awarded to JSRCC students who present to the Program Head current, original certification cards for the following Emergency Medical Services (EMS) levels: EMT-Basic (7 credits), EMT-Intermediate (26 credits), and EMT-Paramedic (41 credits). Certifications may be National or Virginia, as shown in the chart above. Students must be currently enrolled in the EMS Program at JSRCC and must have completed successfully at least one course in the plan prior to any credit being awarded. Certifications must be kept current throughout the completion of the AAS in EMS program.

The Program is accredited by the Committee on Accreditation of Education Programs for Emergency Medical Services Professions (CoAEMSP) in cooperation with the Commission on the Accreditation of Allied Health Education Programs (CAAHEP).

Program Head Approval \_\_\_\_\_

School Dean Approval \_\_\_\_\_

Associate Vice President of Academic Affairs Approval \_\_\_\_\_

Transfer Evaluation Handbook

*Transfer Credit Equivalency Chart*

*Program / Course: Early Childhood Development – AAS; Early Childhood Development – Certificate; Early Childhood Education – Career Studies Certificate; Early Childhood Education – Advanced Career Studies Certificate*

<u>COURSE</u>	<u>EQUIVALENCY</u>	<u>FORMS OF DOCUMENTATION ACCEPTABLE</u>
CHD 120 Introduction to Early Childhood 3 credits	CDA – Child Development Associate Credential	Certificate from: Council for Professional Recognition – Child Development Associate Credential ( Active Certification)
CHD 120 Introduction to Early Childhood 3 credits	Preschool Endorsement	Virginia Department of Social Services (VDSS) Early childhood Endorsement Program (ECEP)
CHD 166 Infant & Toddler Programs	Infant & Toddler Endorsement	Virginia Department of Social Services (VDSS) Early childhood Endorsement Program (ECEP)

Note: A CDA (Child Development Associate) is a national credential issued by the Council for Professional Recognition and received after completing the CDA assessment. Using the Direct Assessment method, a choice of three specializations can be earned. (Preschool, Infant/Toddler, Family Child Care.) To earn a CDA, 120 hours of child care training is required in eight content areas (a minimum of 10 hours needs to be completed in each content area). The CDA Credential is valid for three years from the date of award, after which it may be renewed for five-year periods. CDAs may renew their Credential only for the original setting, age-level endorsement, and specialization. ([www.cda.org](http://www.cda.org))

The Early Childhood Endorsement Program is designed to provide basic knowledge for working with children of specific ages (infants and toddlers or preschool). The ECEP is a collaboration between VDSS, the Virginia Community College System (VCCS), and the Community College Workforce Alliance (CCWA). ([http://www.dss.virginia.gov/files/division/cc/provider\\_training\\_development/catalog/03EndorsementMAT\\_FIN.pdf](http://www.dss.virginia.gov/files/division/cc/provider_training_development/catalog/03EndorsementMAT_FIN.pdf))

Program Head Approval  4/28/11  
 School Dean Approval  7/28/11  
 Associate Vice President of Academic Affairs Approval  7/29/11

Transfer Credit Equivalency Chart

Program/Course: HLT 105

Course	Equivalency	Forms of Documentation Acceptable
HLT 105 <i>Cardiopulmonary Resuscitation</i>	<u>American Heart Association</u> Health Care Provider  <u>American Red Cross</u> CPR/AED for the Professional Rescuer	Current AHA Health Care Provider card  Current ARC CPR/AED for Professional Rescuer

The two certificates that the college should accept include: adult, child, and infant CPR and choking scenarios, two-person adult, child, and infant scenarios, AED and bag valve mask procedures, and artificial respiration with and without face masks.

NOTE: At this time, no outside First Aid course can be found that is equivalent to our two credit, three contact-hour class.

Program Head Approval *Robert A. Wyzul*

School Dean Approval *Dwan Hunt*

~~Associate~~ Vice President of Academic Affairs Approval *DMye*

**International Association of Administrative Professionals**

The Certified Administrative Professional (CAP) Examination is administered by the International Association of Administrative Professionals formerly known as Professional Secretaries International. The three-part exam (offered November 2004 to present) covers Office Systems Technology, Office Administration and Management. Upon successful completion of all parts of the CAP exam, students in the Administrative Support Technology plan may be awarded credit for the following courses:

Course Number	Course Title	Credits
ITE 115	Introduction to Computer Applications and Concepts	3
AST 137	Records Management	3
AST 205	Business Communications	3

NOTE: If the student has successfully passed the Certified Administrative Professional (CAP) Examination and completed the course AST 101, Keyboarding I, with a grade of "C" or better, the student will also receive credit for AST 243, Office Administration I.

**International Association of Administrative Professionals**

The Certified Professional Secretary (CPS) Examination is administered by the International Association of Administrative Professionals formerly known as Professional Secretaries International. The three-part exam (offered November 2004 to present) covers Office Systems and Technology, Office Administration and Management. Upon successful completion of all parts of the CPS exam, students in the Administrative Support Technology plan may be awarded credit for the following courses:

Course Number	Course Title	Credits
ITE 115	Introduction to Computer Applications and Concepts	3
AST 137	Records Management	3
AST 205	Business Communications	3

NOTE: If the student has successfully passed the Certified Professional Secretary (CPS) Examination and completed the course AST 101, Keyboarding I, with a grade of "C" or better, the student will also receive credit for AST 243, Office Administration I.

Program Head Approval *Christine [Signature]* (Christine) 9/30/08

School Dean Approval *James C. Hanna* 9/3/08

Associate Vice president of Academic Affairs Approval *[Signature]* 9/10/08

**RECEIVED** SEP 08 2008 DEAN OF INSTRUCTION

Received SEP 17 2008 The School of Business

Received (revised) AUG 27 2008 The School of Business

Transfer Credit Equivalency Chart

Program/Course: \_\_\_\_\_

Course	Equivalency	Forms of Documentation Acceptable

Program Head Approval \_\_\_\_\_

School Dean Approval \_\_\_\_\_

Associate Vice President of Academic Affairs Approval \_\_\_\_\_

# **Waivers and** **Substitutions**



### **Waiver of Curricular Requirements**

Under certain conditions, students may receive a waiver of a specific curriculum course requirement. In such cases, credits are not awarded; the student is certified as having the requirements waived and is required to substitute other course work for the requirement. To complete a program, the student would be required to complete the minimum number of required credits. The substitution of the waived course must meet guidelines as set forth in [Table 5-1A VCCS Degree Requirements](#) and [Table 51-B Minimum Requirements for Associates Degrees in the VCCS](#) .

Students should contact the program head responsible for the program to inquire about a course waiver. The program head or designee completes the [Class Substitution and Waiver Form](#), receives the necessary signatures and forwards the form to Admissions and Records.

### **Course Substitutions**

In some instances, courses required for the program may not be available or a different course may be appropriate as a substitution for another course. This is provided the course has not been previously used to satisfy a requirement in the curriculum. The program head or designee should complete the [Class Substitution and Waiver Form](#) and submit the completed form to the academic dean for approval. The course that is substituted must meet the content and/or intent of the course that is being replaced. Course substitutions approved for one program may not be approved for other college programs if there is a change of program.

