



**Credit for Prior Learning Manual**  
**(an appendix of the Curriculum Procedures Manual)**

## Table of Contents

1.0 Introduction	4
2.0 Purpose	4
3.0 Definition of Credit for Prior Learning	4
4.0 Criteria Governing Credit for Prior Learning	4
5.0 Appeals Procedure	5
6.0 Program Adjustment Procedure	5
7.0 Advanced Placement (AP) Examinations	6
8.0 International Baccalaureate (IB)	7
9.0 College Level Examination Program (CLEP)	13
10.0 University of Cambridge, Advanced Level Exams	16
11.0 Credit-by-Examination	16
11.1 Steps to Petition for Credit-by-Examination	16
11.2 Steps to Petition for Credit-by-Examination for Developmental Math (MTE) Courses	16
12.0 Credit for Licensed Practical Nurses (LPN)	16
13.0 Transfer of Credit Awarded at Another College	17
13.1 Student Requirements	17
13.2 Criteria to Grant Transfer Credit	17
13.3 International Transcripts	18
14.0 Military Credit	18
14.1 DSST/DANTES Exams	18
14.2 Military Service Training	20
14.3 ROTC Cadet Initial Entry Training (CIET)	21
15.0 Credit through Training Provided by Other Programs	21
15.1 American Heart Association	21
15.1.1 Basic Life Support for Healthcare Providers	21
15.2 American Red Cross Certifications	21
15.2.1 CPR/AED and Community First Aid and Safety	21
15.2.2 Lifeguard Training	21
15.3 American Welding Society (AWS)	21
15.4 Career Readiness Certification (CRC)	22
15.5 Certified Administrative Professional (CAP) Certification	22
15.6 Certified Safety Inspector	22
15.7 CompTIA Certifications	22
15.7.1 A+	22
15.7.2 Network+	22
15.7.3 Security+	22
15.8 Emergency Medical Services Certifications	23
15.8.1 Emergency Medical Technician	23
15.8.2 Advanced Emergency Medical Technician	23
15.8.3 Paramedic	23
15.9 Federal Aviation Administration Mechanic's Certification	23
15.9.1 Technician	23
15.9.2 Pilot	24
15.10 Manufacturing Specialist (MS) Certification	24
15.11 MTI: Manufacturing Technician Level 1	24
15.12 National Institute for Metalworking Skills (NIMS)	24
15.13 nTelos Management Training Program	25

**Table of Contents**

15.14 Virginia Criminal Justice Training Academies	25
15.14.1 Basic Law Enforcement Certification	25
15.14.2 Basic Jail Certification	25
15.14.3 Basic Emergency Communications Officer Certification	26
15.14.4 General Instructor Certification	26
15.14.5 Training and Registration for DCJS Armed Security Officer	26
15.14.6 DCJS Crime Scene Processing and Evidence Collection Training	26
15.14.7 DCJS Crime Scene Photography Training	26
15.14.8 DCJS Crime Prevention Specialist Certification	26
15.14.9 Certificate in Police Executive Leadership Development	26
16.0 Credit through Portfolio Development	26
16.1 Process for Developing and Submitting a Portfolio	27
16.2 How to Demonstrate Achievement of the Learning Outcomes	27
16.3 Reasons Portfolio Credit Does Not Get Approved	28
16.4 Resources to Help with Portfolio Development	28

## 1.0 Introduction

Credit for prior learning policies at [Blue Ridge Community College \(BRCC\)](#) are consistent with the [Commission on Colleges of the Southern Association of Colleges and Schools \(SACS\)](#) principles and with [Virginia Community College System \(VCCS\)](#) policy.

## 2.0 Purpose

The Credit for Prior Learning Manual describes the current opportunities for obtaining college credit at BRCC for prior learning. Procedures are designed to respect the balance between upholding the academic standings of the college and recognizing a student's previous learning experiences which apply to a chosen curriculum.

## 3.0 Definition of Credit for Prior Learning

The credit for prior learning program provides an opportunity to receive academic credit for learning acquired through non-college experiences prior to entering or returning to BRCC. Credit may be granted in approved areas upon successful completion of accepted national examinations, locally designed tests, or portfolio development.

## 4.0 Criteria Governing Credit for Prior Learning

The following criteria apply to all forms of credit for prior learning:

- Credit will only be evaluated from official source documentation.
- To be eligible for credit for prior learning, you must be currently enrolled in a program at BRCC. Non-curricular students are not eligible for credit for prior learning.
- In order to graduate from BRCC, a student must complete a minimum of 25% of the total credits required for the degree, diploma, certificate, or career studies certificate through BRCC.
- Credit-by-portfolio may be awarded for up to 25% of the academic degree's requirements.
- Award of credit for prior learning shall be given, to the extent possible, for courses listed in the current [BRCC Catalog and Student Handbook](#). In certain rare instances, credit for prior learning may be awarded for courses listed in the Virginia Community College System's [Master Course File](#).
- The official transcript shall specify the type of credit, equivalent courses, and the number of credits awarded. Prior learning credit shall be distinct from earned course credit.
- No grades, grade point average, or other indication of academic standing shall be associated with prior learning credit entries on the official transcript.
- No credit shall be awarded that duplicates earned course credit at BRCC, at other institutions, or other credit awarded through prior learning.
- Students may not petition for Institutional Credit by Examination for a particular course if they have enrolled (either for credit or audit) in that course, either at BRCC or at another institution.
- BRCC reserves the right to place a time limit on prior learning experiences for which credit for prior learning may be granted. BRCC has a time limit for accepting credit for technical courses taken previously at other institutions. The registrar, in consultation with the appropriate program faculty, will determine if courses taken five or more years ago can be used in the student's current program of study.
- Students are responsible for providing BRCC with appropriate official documentation of prior learning experiences. In the case of foreign transcripts, the student must assume the responsibility of having transcripts evaluated by an approved evaluation agency. Students are encouraged to have their foreign transcripts evaluated course-by-course rather than by degree. A listing of agencies that are approved to evaluate foreign transcripts is found on page 12.
- Credit awarded for prior learning is applicable only to BRCC's curricular requirements. Students are cautioned that credits awarded through AP examinations, International Baccalaureate, articulation, CLEP examinations, University of Cambridge, credit-by-examination, credit-by-portfolio, or other means of credit for prior learning may not be accepted as transfer credit by other post-secondary institutions.

## 5.0 Appeals Procedure

After a transcript evaluation has been processed, if a student is aggrieved and wishes to dispute the outcome, he or she may initiate a Transcript Evaluation Appeal. The student can obtain a Transcript Evaluation Appeal form from the Admissions and Records office. The form requires that the student identify which course decision(s) he or she is appealing and the desired outcome for transfer credit. It is recommended, but not required, that the student consult with an academic advisor to complete the form. For the appeal to be considered, it is the student's responsibility to provide additional documentation, such as a syllabus or detailed course description.

The Transcript Evaluation Appeal form and supplementary documentation are reviewed by Dean of Student Services in conjunction with the Registrar. If the Dean of Student Services feels that faculty expertise is required, then he or she may consult with teaching faculty in the related area to make a determination. The Dean of Student Services will determine the final outcome of the appeal. Once a decision is made, the Registrar will make any needed updates to the student's incoming transfer credit and notify the student in writing as to the outcome of the appeal.

## 6.0 Program Adjustment Procedure

When a student seeks to meet a specific program requirement by using credit from a course outside of the required curriculum for a given credential, the student should request a program adjustment. Similarly, if the student has academic credit for a course that has been successfully completed at another college or university, and that course has been evaluated as one which is (a) not equivalent to one in the [BRCC Catalog](#) or (b) equivalent to a course outside of the required curriculum for the student's program, the student may also discuss a program adjustment with his or her advisor. If a program adjustment is deemed appropriate, the student should initiate completion of the Program Adjustment Form. The student should identify both his or her main academic program and any Certificates or CSCs affiliated with that program on the Program Adjustment Forms. By default, all approved Program Adjustments will count for all academic credentials in a given curricular path.

As with any request of this nature, presentation of supporting documentation is helpful in making a fair and reasonable decision. The specific supporting documentation required to request a program adjustment is detailed on the Program Adjustment Form.

Upon completion of the form:

- Forward to the designated faculty lead for the student's academic program (faculty leads are identified on the back of the form).
- The faculty lead reviews the request and determines if the proposed course is an appropriate substitution for the required course. (Note: To be approved, the proposed course does not have to be equivalent to the required course.). Upon the faculty leads' decision, he or she will forward the recommendation to the Division Dean.
- The Division Dean reviews the request and faculty lead's recommendation, designates his or her own support or opposition to the request, and forwards the paperwork to the Dean of Student Services.
- The Dean of Student Services makes a final decision regarding whether or not the request is approved, works with the college Registrar to implement the decision, and communicates the outcome to the student.

Should approval for the substitution be denied, the student has the right to appeal his or her petition to the next higher authority, the Vice President of Instruction and Student Services.

## 7.0 Advanced Placement (AP) Exams

BRCC awards credit for successful completion of the following Advanced Placement examinations in high school. Credit will be granted for a score of “3” or higher on examinations that are applicable to the student’s current plan of study. To receive AP credit, students must provide the Admissions and Records Office with official score reports from the [CollegeBoard](https://collegeboard.org). Unofficial copies of score reports will not be accepted.

Exam Title	BRCC Course	Credits
Art: History of	ART 101-102	6
Art: Studio Drawing	ART 121	3
Biology	BIO 101-102	8
Calculus AB	MTH 263	4
Calculus BC	MTH 263, 264	8
Chemistry	CHM 111-112	8
Chinese Language	CHI 101-102	10
Computer Science A	CSC 201	4
Computer Science Principles	CSC 200	3
Economics/Macroeconomics	ECO 201	3
Economics/Microeconomics	ECO 202	3
English Language and Composition	ENG 111-112	6
English Literature and Composition	ENG 111-112	6
French Language & Culture	FRE 101-102	8
Geography, Human	GEO 210	3
Government and Politics/U.S.	PLS 135 & PLS 211	6
History/European	HIS 101-102	6
History/United States	HIS 121-122	6
History, World	HIS 111-112	6
Japanese Language	JPN 101-102	10
Physics 1	PHY 201	4
Physics 2	PHY 202	4
Physics C/Mechanics	PHY 201	4
Physics C/Electricity and Magnetism	PHY 202	4
Psychology	PSY 200	3
Spanish Language	SPA 101-102	8
Statistics	MTH 245	3

## 8.0 International Baccalaureate (IB)

BRCC awards credit for successful completion of the following International Baccalaureate (IB) examinations in high school. Credit will be granted for scores of “5” and above on standard level courses and “4” and above on higher level courses that are applicable to the student’s current plan of study. To receive IB credit, students must provide the Admissions and Records Office with official score reports from the [International Baccalaureate Organization](#). Unofficial copies of score reports will not be accepted.

### IB: Language and Literature

Exam	Type	Level	Score	BRCC Course	BRCC Course	Credits Awarded
English: Language and Literature	A	Standard Level	5	ENG	111	3
English: Language and Literature	A	Standard Level	6	ENG	111	3
English: Language and Literature	A	Higher Level	4	ENG	111	3
English: Language and Literature	A	Higher Level	6	ENG	111	3
English: Language and Literature	A	Higher Level	6	ENG	112	3
English: Literature	A	Standard Level	5	ENG	112	3
English: Literature	A	Standard Level	6	ENG	112	3
English: Literature	A	Higher Level	4	ENG	112	3
English: Literature	A	Higher Level	6	ENG	112	3

**IB: Language Acquisition**

<b>Exam</b>	<b>Type</b>	<b>Level</b>	<b>Score</b>	<b>BRCC Course</b>	<b>BRCC Course</b>	<b>Credits Awarded</b>
Spanish ab initio		Standard Level	5	SPA	101	4
Spanish ab initio		Standard Level	6	SPA	101	4
Spanish ab initio		Standard Level	6	SPA	102	4
Spanish	B	Standard Level	5	SPA	101	4
Spanish	B	Standard Level	5	SPA	102	4
Spanish	B	Standard Level	6	SPA	101	4
Spanish	B	Standard Level	6	SPA	102	4
Spanish	B	Higher Level	4	SPA	101	4
Spanish	B	Higher Level	4	SPA	102	4
Spanish	B	Higher Level	4	SPA	201	4
Spanish	B	Higher Level	4	SPA	202	4
Spanish	B	Higher Level	6	SPA	101	4
Spanish	B	Higher Level	6	SPA	102	4
Spanish	B	Higher Level	6	SPA	201	4
Spanish	B	Higher Level	6	SPA	202	4



**IB: Individuals and Societies**

<b>Exam</b>	<b>Type</b>	<b>Level</b>	<b>Score</b>	<b>BRCC Course</b>	<b>BRCC Course</b>	<b>Credits Awarded</b>
Business Management		Standard Level	5	BUS	200	3
Business Management		Standard Level	6	BUS	200	3
Business Management		Higher Level	4	BUS	200	3
Business Management		Higher Level	6	BUS	200	3
Economics		Standard Level	5	ECO	120	3
Economics		Standard Level	6	ECO	120	3
Economics		Higher Level	4	ECO	120	3
Economics		Higher Level	6	ECO	120	3
Geography		Standard Level	5	GEO	220	3
Geography		Standard Level	6	GEO	220	3
Geography		Higher Level	4	GEO	220	3
Geography		Higher Level	6	GEO	220	3
Global Politics		Standard Level	5	PLS	241	3
Global Politics		Standard Level	6	PLS	241	3
Global Politics		Higher Level	4	PLS	241	3
Global Politics		Higher Level	6	PLS	241	3
Global Politics		Higher Level	6	PLS	242	3
History		Standard Level	5	HIS	111	3
History		Standard Level	6	HIS	111	3

<b>Exam</b>	<b>Type</b>	<b>Level</b>	<b>Score</b>	<b>BRCC Course</b>	<b>BRCC Course</b>	<b>Credits Awarded</b>
History		Higher Level	4	HIS	111	3
History		Higher Level	6	HIS	111	3
History		Higher Level	6	HIS	112	3
Philosophy		Standard Level	5	PHI	101	3
Philosophy		Standard Level	6	PHI	101	3
Philosophy		Higher Level	4	PHI	101	3
Philosophy		Higher Level	6	PHI	101	3
Psychology		Standard Level	5	PSY	200	3
Psychology		Standard Level	6	PSY	200	3
Psychology		Higher Level	4	PSY	200	3
Psychology		Higher Level	6	PSY	200	3
World Religions		Standard Level	5	REL	231	3
World Religions		Standard Level	6	REL	231	3

**IB: Sciences**

<b>Exam</b>	<b>Type</b>	<b>Level</b>	<b>Score</b>	<b>BRCC Course</b>	<b>BRCC Course</b>	<b>Credits Awarded</b>
Biology		Standard Level	5	BIO	101	4
Biology		Standard Level	6	BIO	101	4
Biology		Higher Level	4	BIO	101	4
Biology		Higher Level	4	BIO	102	4

<b>Exam</b>	<b>Type</b>	<b>Level</b>	<b>Score</b>	<b>BRCC Course</b>	<b>BRCC Course</b>	<b>Credits Awarded</b>
Biology		Higher Level	6	BIO	101	4
Biology		Higher Level	6	BIO	102	4
Chemistry		Standard Level	5	CHM	101	4
Chemistry		Standard Level	6	CHM	101	4
Chemistry		Higher Level	4	CHM	111	4
Chemistry		Higher Level	6	CHM	111	4
Chemistry		Higher Level	6	CHM	112	4
Computer Science		Higher Level	4	CSC	200	3
Computer Science		Higher Level	6	CSC	200	3
Physics		Standard Level	5	PHY	201	4
Physics		Standard Level	6	PHY	201	4
Physics		Standard Level	6	PHY	202	4
Physics		Higher Level	4	PHY	241	4
Physics		Higher Level	6	PHY	241	4
Physics		Higher Level	6	PHY	242	4
Sports, Exercise, and Health Science		Standard Level	5	HLT	116	3
Sports, Exercise, and Health Science		Standard Level	6	HLT	116	3

**IB: Mathematics**

<b>Exam</b>	<b>Type</b>	<b>Level</b>	<b>Score</b>	<b>BRCC Course</b>	<b>BRCC Course</b>	<b>Credits Awarded</b>
Mathematical Studies		Standard Level	5	MTH	167	5
Mathematical Studies		Standard Level	6	MTH	167	5
Mathematics		Standard Level	5	MTH	263	4
Mathematics		Standard Level	6	MTH	263	4
Mathematics		Higher Level	4	MTH	263	4
Mathematics		Higher Level	4	MTH	264	4
Mathematics		Higher Level	6	MTH	263	4
Mathematics		Higher Level	6	MTH	264	4
Further Mathematics		Higher Level	4	MTH	263	4
Further Mathematics		Higher Level	6	MTH	263	4

**IB: Arts**

<b>Exam</b>	<b>Type</b>	<b>Level</b>	<b>Score</b>	<b>BRCC Course</b>	<b>BRCC Course</b>	<b>Credits Awarded</b>
Film		Standard Level	5	CST	151	3
Film		Standard Level	6	CST	151	3
Film		Higher Level	4	CST	151	3
Film		Higher Level	4	CST	152	3
Film		Higher Level	6	CST	151	3
Film		Higher Level	6	CST	152	3

Exam	Type	Level	Score	BRCC Course	BRCC Course	Credits Awarded
Theatre		Standard Level	5	CST	130	3
Theatre		Standard Level	6	CST	130	3
Theatre		Higher Level	4	CST	130	3
Theatre		Higher Level	6	CST	130	3
Visual Arts		Standard Level	6	ART	101	3
Visual Arts		Higher Level	6	ART	101	3

## 9.0 College Level Examination Program (CLEP)

BRCC awards credit for successful completion of the following CLEP general examinations based upon the [American Council of Education \(ACE\)](#) recommendations for award of credit. Credit will be granted for a score of “50” or higher on examinations applicable to the student’s current plan of study. To receive credit for a CLEP general exam, students must provide the Admissions and Records Office with official score reports from the [CollegeBoard](#). Unofficial copies of score reports will not be accepted.

### 2015-2016 CLEP® Credit Granting Recommendations

#### Business

CLEP® Examination	BRCC Equivalent	ACE Recommended Score <sup>1</sup>	Semester Hours <sup>2</sup>
Financial Accounting	ACC 211	50	3
Information Systems	ITE 120	50	3
Introductory to Business Law	BUS 241	50	3
Principles of Management	BUS 200	50	3
Principles of Marketing	MKT 100	50	3

**Composition and Literature**

<b>CLEP® Examination</b>	<b>BRCC Equivalent</b>	<b>ACE Recommended Score<sup>1</sup></b>	<b>Semester Hours<sup>2</sup></b>
American Literature	ENG 241-242	50	6
College Composition	ENG 111-112	50	6
College Composition Modular (without essay)	ENG 111	50	3
College Composition Modular (with essay)	ENG 111-112	50	6
English Literature	ENG 243-244	50	6
Humanities	HUM 201-202	50	6

**World Languages**

<b>CLEP® Examination</b>	<b>BRCC Equivalent</b>	<b>ACE Recommended Score<sup>1</sup></b>	<b>Semester Hours<sup>2</sup></b>
Spanish Language, Level 1*	SPA 101-102	50	8
Spanish Language, Level 2**	SPA 101-102 + SPA 201	63	12

\*Level 1 – equivalent to the first two semesters of college-level world language course work

\*\*Level 2 – equivalent to the first three semesters of college-level world language course work

**History and Social Sciences**

<b>CLEP® Examination</b>	<b>BRCC Equivalent</b>	<b>ACE Recommended Score<sup>1</sup></b>	<b>Semester Hours<sup>2</sup></b>
American Government	PLS 211	50	3
History of the US I: Early Colonization to 1877	HIS 121	50	3
History of the US II: 1865 to Present	HIS 122	50	3
Human Growth and Development	PSY 230	50	3
Introductory Psychology	PSY 200	50	3
Introductory Sociology	SOC 200	50	3
Principles of Macroeconomics	ECO 201	50	3
Principles of Microeconomics	ECO 202	50	3
Western Civilization I: Ancient Near East to 1648	HIS 101	50	3
Western Civilization II: 1648 to Present	HIS 102	50	3

**Science and Mathematics**

<b>CLEP® Examination</b>	<b>BRCC Equivalent</b>	<b>ACE Recommended Score<sup>1</sup></b>	<b>Semester Hours<sup>2</sup></b>
Biology	BIO 101-102	50	8
Calculus	MTH 263	50	4
College Algebra	MTH 161	50	3
College Mathematics	MTH 154	50	3
Precalculus	MTH 167	50	5

<sup>1</sup> The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated CLEP® processes and procedures for developing, administering and scoring the exams. The scores listed above are equivalent to a grade of C in the corresponding course. The American Council on Education, the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research and program initiatives. For more information, visit the [ACE Credit website](#).

<sup>2</sup> Semester hours are for CLEP® exams completed after July 1, 2010. For historic ACE recommended credit-granting scores for CLEP® exams, visit the [ACE Credit website](#).

## 10.0 University of Cambridge, Cambridge International AS and A Level Exams

BRCC awards credit for successful completion of the University of Cambridge, Cambridge International AS and A Level Examinations. Credit will be awarded for grades of “C” or higher on courses that are applicable to the student’s current plan of study. To receive credit, student must provide the Admissions and Records Office with official “General Certificate of Education” or “Statement of Results” from [University of Cambridge](#). Unofficial copies of score reports will not be accepted.

## 11.0 Credit-By-Examination

Students who believe that they have already met the learning outcomes of a course may, with the approval of the appropriate dean, seek credit for that course by taking a comprehensive examination. Students may not petition for Institutional Credit-by-Examination for a particular course if they have enrolled (either for credit or audit) in that course, either at BRCC or at another institution.

### 11.1 Steps to Petition for Credit-by-Examination

- The student will meet with an academic advisor to discuss the credit-by-examination process and to complete the required form.
- The academic advisor submits the form to the appropriate dean, who approves or disapproves the request.
- If approved, the dean forwards the credit-by-examination request to the appropriate faculty member.
- The faculty member subsequently contacts the student to arrange the date for the credit-by-examination.
- After the examination is administered, the faculty member indicates its results on the request form and forwards it to the VPISS office.
- Student is notified of the results.

### 11.2 Steps to Petition for Credit-by-Examination for Developmental Math (MTE) Courses

Students with the ability and motivation to complete more than one developmental module during a single MTE registration will be allowed to document their progress through the MTE courses using credit by exam. (For example, if a student registers for MTE 1 during the first four week block and completes the requirements for both MTE 1 and MTE 2 during that four week window, they will receive credit for MTE 2 via Credit by Exam.)

- The student will meet with the MTE faculty member to discuss the credit-by-examination process and complete the required form (Appendix B).
- The faculty member contacts the student to arrange the date for the credit-by-examination.
- After the examination is administered, the faculty member indicates its results on the request form and forwards it to the VPISS office.
- Student is notified of the results.

## 12.0 Credit for Licensed Practical Nurses (LPN)

LPN students must apply for admission to the clinical component of the program and document completion of all regular admission criteria (including submission of an official transcript from their LPN program and a copy of their current Virginia unrestricted LPN license). Students that have been accepted into BRCC’s Nursing Program with a current Virginia unrestricted licensure as a practical nurse (LPN) will receive credit for NSG 100, 106, 130, 152, and 170. LPN’s receiving prior learning credit will still be required to take NSG 115 (4 credits) and NSG 200 (3 Credits).



### **13.0 Transfer of Credit Awarded at Another College**

BRCC will award transfer credit for courses completed at other post-secondary educational institutions, provided certain criteria are met.

#### **13.1 Student Requirements**

- Be admitted to BRCC and be enrolled in a program of study.
- Request that an official transcript be sent to the Admissions and Records Office from the previous institution (if the former college is not a VCCS college).
- Submit a completed and signed “Transcript Evaluation Request” form in the Admissions & Records Office.
- Have achieved a grade of “C” or higher in any course for which transfer credit is requested. Courses with “P” grades will be awarded transfer credit only if the transcript indicates that credit hours were awarded and that the “P” grade is equivalent to a “C” or higher grade.
- Complete at least 25% of their degree requirements at BRCC (no more than 75% of graduation requirements can be awarded through transfer or prior learning credit).

#### **13.2 Criteria to Grant Transfer Credit**

- Only credit hours are transferred to BRCC, not grades or grade point average.
- Courses for which transfer credit is awarded must be similar in content, credit, and learning outcomes to their counterpart courses at BRCC.
- Other than standard semester hour courses (quarter or trimester) may be counted differently.
- If a student requests transfer credits from a non-regionally accredited institution, it is the student’s responsibility to provide documentation that the course taken meets similar standards to the course offered at BRCC. Documentation includes (1) faculty teaching credentials for the requested transfer course and (2) syllabus from the course (not a course description). Additional information may be requested. Generally, no credit will be awarded for a course having a grade of lower than a “C.” Course must be graded.
- Program faculty will be consulted about the award of transfer credit for occupational-technical courses completed more than five years previously.
- SDV 100, College Success Skills (1 credit) will be waived if the student has completed an associate or baccalaureate degree program. The student must complete 1 credit of additional coursework to be eligible for graduation.

### 13.3 International Transcripts

Transcripts from non-U.S. institutions must be evaluated by an approved evaluation agency. The official transcript evaluation must be sent directly from the agency to BRCC. Students are encouraged to have their foreign transcripts evaluated course-by-course rather than by degree. BRCC does not endorse any specific evaluation agency. Below is a list of potential options. For a complete list of member agencies, go to [National Association of Credential Evaluation Services \(NACES\)](#).

**[Global Credential Evaluators](#)**

Telephone: 800-707-0979

Email: [gce@gceus.com](mailto:gce@gceus.com)

**[International Consultants of Delaware, Inc.](#)**

Telephone: 215-243-5858

Email: [icd@icdeval.com](mailto:icd@icdeval.com)

**[Spantran](#)**

Phone 713-266-8805

**[Josef Silny and Associates](#)**

Telephone: 305-273-1616

Email: [info@jsilny.org](mailto:info@jsilny.org)

**[World Education Services](#)**

Telephone: 212-739-6100

### 14.0 Military Credit

BRCC grants credit for DSST/DANTES Exams, Military Service Training, and ROTC Cadet Initial Entry Training. Courses and skills must be equivalent to BRCC courses and will be determined by the student's plan of study at BRCC. Military credit in career or technical areas that are five or more years old must be approved by the appropriate dean.

#### 14.1 DSST/DANTES Exams

BRCC awards credit for successful completion of the following DSST (Formerly DANTES) examinations based upon the [American Council of Education \(ACE\)](#) recommendations for award of credit. Credit will be granted for a score of "400" or higher on examinations applicable to program requirements. To receive credit for a DSST exam, students must provide the Admissions and Records Office with official score reports from [DSST](#). Unofficial copies of score reports will not be accepted.

**Business**

<b>DSST Exam</b>	<b>BRCC Equivalent</b>	<b>ACE Recommended Score<sup>1</sup></b>	<b>Semester Hours</b>
Business Mathematics	MTH 132	400	3
Principles of Financial Accounting*	ACC 211	400	3
Human Resource Management	BUS 205	400	3
Introduction to Business	BUS 100	400	3
Personal Finance	FIN 107	400	3
Principles of Finance	FIN 215	400	3
Business Law II*	BUS 241	400	3
Principles of Supervision	BUS 118	400	3

**Humanities**

<b>DSST Exam</b>	<b>BRCC Equivalent</b>	<b>ACE Recommended Score<sup>1</sup></b>	<b>Semester Hours</b>
Introduction to World Religions	REL 231	400	3
Principles of Advanced English Composition	ENG 111	400	3
Principles of Public Speaking	CST 110	400	3

**Math**

<b>DSST Exam</b>	<b>BRCC Equivalent</b>	<b>ACE Recommended Score<sup>1</sup></b>	<b>Semester Hours</b>
Fundamentals of College Algebra	MTE 1-9	400	9
Math for Liberal Arts	MTH 151	400	3
Principles of Statistics	MTH 245	400	3

**Social Sciences**

<b>DSST Exam</b>	<b>BRCC Equivalent</b>	<b>ACE Recommended Score<sup>1</sup></b>	<b>Semester Hours</b>
History of the Vietnam War	HIS 277	400	3
Art of the Western World	ART 101	400	3
Criminal Justice	ADJ 100	400	3
Human/Cultural Geography	GEO 210	400	3
Introduction to Law Enforcement	ADJ 110	400	3
Lifespan Development Psychology	PSY 230	400	3
Substance Abuse (formerly Drug and Alcohol Abuse)	HLT 121 & 122	400	4
The Civil War and Reconstruction	HIS 269	400	3

**Technology**

<b>DSST Exam</b>	<b>BRCC Equivalent</b>	<b>ACE Recommended Score<sup>1</sup></b>	<b>Semester Hours</b>
Computing and Information Technology (formerly Introduction to Computing)	ITE 120	400	3
Fundamentals of Cybersecurity	ITN 260	400	3
Technical Writing	ENG 115	400	3

<sup>1</sup> The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of the exams. Scores are based on exams completed in 2008 and later. For historic ACE recommended credit-granting scores, visit the [ACE Credit website](#).

\*As of December 31, 2014, DSST Testing centers will no longer offer these exams.

**14.2 Military Service Training**

BRCC grants credit for successful completion of military service training based upon the [American Council of Education \(ACE\) Guide to the Evaluation of Educational Experiences in the Armed Services](#) recommendations for award of credit. To receive credit for military

service training, students must submit an official Military Transcript to the Office of Admissions and Records. Army, Navy, Marine Corps, and Coast Guard collectively house records for enlisted personnel on the [Joint Services Transcript \(JST\)](#). Air Force transcripts can be obtained from [The Air University \(AU\)](#). Unofficial copies of transcripts will not be accepted.

### **14.3 ROTC Cadet Initial Entry Training (CIET)**

Students who can document successful completion of the Army ROTC Cadet Initial Entry Training Program may receive two (2) credits of MSC 111, Introduction to Army ROTC, two (2) credits for MSC 112, Introduction to Leadership, and four (4) credits of MSC 196, On-site Training.

## **15.0 Credit through Training Provided by Other Programs**

BRCC awards prior learning credit for a variety of other certifications.

### **15.1 American Heart Association**

#### **15.1.1 Basic Life Support for Healthcare Providers Certification**

Students who can document current American Heart Association Basic Life Support for Healthcare Providers Certification will receive credit for HLT 105 – Cardiopulmonary Resuscitation (1 credit).

### **15.2 American Red Cross**

BRCC will grant credit for competencies gained through First Aid and CPR certifications. The student must show a current certification card in order to be eligible for credit. Certifications gained through training by providers other than the American Red Cross and other types of first aid or health certifications will be evaluated on a case-by-case basis.

#### **15.2.1 CPR/AED and Community First Aid and Safety**

Students who can document current American Red Cross Community CPR/AED and Community First Aid and Safety or Standard First Aid, or American Red Cross CPR for the Professional Responder and Community First Aid and Safety will receive credit for HLT 199, Supervised Study (1 credit).

#### **15.2.2 Lifeguard Training**

Students who can document current Certification in American Red Cross CPR for the Professional Rescuer, and Certification in American Red Cross Community First Aid, and Certification in American Red Cross Lifeguard Training Certification will receive credit for PED 245, Lifeguard Training (2 credits).

### **15.3 American Welding Society (AWS)**

Students who can provide current AWS Structural Welding Certification in both 3G (Vertical) and 4G (Overhead) positions may receive credit for credits of MEC 111, Materials for Industry (3 credits).

### 15.4 Career Readiness Certificate (CRC)

Students who can document their completion of the ACT WorkKeys assessments at the Silver level or higher may receive credit for AST 206, Professional Development (3 credits) or MAC 195, Math Applications for Mechanisms (2 credits). Credit will not be given for both courses.

### 15.5 Certified Administrative Professional (CAP) Certification

Students who are program-placed in the Business Management program; Administrative Assistant and Business Specialist specialization and who are currently certified as a Certified Administrative Professional (CAP) through the [International Association of Administrative Professionals \(IAAP\)](#) will be awarded credit for the courses below. The certification examination must have been completed within the last five (5) years.

Course	Title	Credits
ACC 115	Applied Accounting	3
AST 102	Keyboarding II	3
AST 243	Office Administration I	3
BUS 200	Principles of Management	3
BUS 205	Human Resource Management	3
BUS 241	Business Law	3
BUS EEE	Business Elective	3
ECO 120	Survey of Economics	3
PSY EEE	Social and Behavioral Science Elective	3

### 15.6 Certified Safety Inspector

BRCC will grant credit for competencies gained through the Commonwealth of Virginia Department of State Police Certified Safety Inspector certification. The student must show a current certification card and will be awarded AUT 136 – Automotive Vehicle Inspections (3 Credits)

### 15.7 CompTIA Certifications

BRCC will grant credit for certifications completed through [CompTIA](#). The student must show a current certification card in order to be eligible for credit.

#### 15.7.1 A+

Students who can document current certification in CompTIA A+ may receive three (3) credits for ETR 164, Upgrading and Maintaining PC Hardware or ITN 106, Microcomputer Operating Systems (3 credits). Note: These two courses are now cross-listed and therefore represent the same course.

#### 15.7.2 Network+

Students who can document current certification in CompTIA Network+ may receive credit for ITN 208, Protocols and Communications or ETR 225, Data Communications (3-5 credits). Note: These two courses are cross-listed and therefore represent the same course.

#### 15.7.3 Security+

Students who can document current certification in CompTIA Security+ may receive credit for ITN 260, Network Security Basics (3 credits).

## **15.8 Emergency Medical Services Certifications**

Students enrolled in the AEMT Career Studies Certificate, Paramedic Certificate, and EMS AAS Degree plan may be awarded credit based on acceptable proof of current certification by the National Registry of Emergency Medical Technicians at the appropriate level. Other programs such as EMT Intermediate and partial programs awarded are at the discretion of the program administration and reviewed on a case-by-case basis. BRCC requires that all students complete a minimum of 25% of the total credit hours in the curriculum at BRCC.

### **15.8.1 Emergency Medical Technician (EMT)**

Students with a current EMT Certification may receive credit for EMS 111 and 120

### **15.8.2 Advanced Emergency Medical Technician (AEMT)**

Students with a current AEMT Certification may receive credit for EMS 111, 120, 121, 125, 126, and 170

### **15.8.3 Paramedic**

Students with a current Paramedic Certification may receive credit for EMS 111, 120, 121, 123, 125, 126, 127, 128, 135, 136, 137, 138, 139, 140, 141, 142, 175, 202, 203, 204, 206, 247, 248, 210, 212, 216, and 249

## **15.9 Federal Aviation Administration Certification**

Students in the Aviation Maintenance Technology associate degree program may seek advanced placement if they possess a current FAA Mechanic's certification with a rating in one or more of the following areas. Credit is not provided for students in AMT certificate programs. Students should provide Admissions and Records with a copy of their current FAA certification and rating. Students must complete 25% of the total credits hours required in the curriculum at BRCC.

### **15.9.1 Technician**

#### **15.9.1.1 Airframe Rating**

Students with an Airframe rating may receive credit for AMT 103, 105, 106, 107, 109, 110, 111, 221, 222, 223, 224, 225, 226, 227, 228, 231, 232, 233, and 234.

#### **15.9.1.2 Powerplant Rating**

Students with a Powerplant rating may receive credit for AMT 103, 105, 106, 107, 109, 110, 111, 241, 242, 243, 244, 245, 246, 251, 252, 253, 254, 255, and 256.

#### **15.9.1.3 Airframe and Powerplant Ratings**

Students with Airframe and Powerplant ratings may receive credit for AMT 103, 105, 106, 107, 109, 110, 111, 221, 222, 223, 224, 225, 226, 227, 228, 231, 232, 233, 234, 241, 242, 243, 244, 245, 246, 251, 252, 253, 254, 255, 256, 261, 262, 263, and 264.

#### **15.9.1.4 Light Sport Aircraft Repairman - Airplane**

Students who possess a Light Sport Aircraft Repairman Certificate may receive credit for AMT 171, 173, 175, 177, and 178.

### **15.9.2 Pilot**

Students who possess any Pilot Certificate may present a copy to receive credit as follows:

#### **15.9.2.1 Light Sport Pilot Certificate**

Students who possess a Light Sport Aircraft Pilot Certificate\* may present a copy to receive credit for ARO 120, and either ARO 220 or ARO 290.

#### **15.9.2.2 Private Pilot Certificate**

Students who possess a Private Pilot Certificate\* may present a copy to receive credit for ARO 121, ARO 235, and either ARO 220 or ARO 290.

#### **15.9.2.3 Private Pilot Certificate with an Instrument Rating**

Students with a Private Pilot's certificate with an instrument rating\* may receive credit for ARO 121, ARO 122, ARO 235, ARO 236, and either ARO 220 or ARO 290.

#### **15.9.2.4 Commercial Pilot Certificate**

Students who possess a Commercial Pilot Certificate\* may receive credit for ARO 121, ARO 123, ARO 235, ARO 237, and either ARO 220 or ARO 290.

#### **15.9.2.5 Commercial Pilot Certificate with an Instrument Rating**

Students with a Commercial Pilot's certificate with an instrument rating\* may receive credit for ARO 121, ARO 122, ARO 123, ARO 235, ARO 236, ARO 237 and either ARO 220 or ARO 290.

\*Students without the certificate, but who have received the FAA Airman Knowledge Test Report for the given credential may receive only the 100 level course(s) associated with that credential.

### **15.10 Manufacturing Specialist (MS) Certification**

Students who can provide certification in two Manufacturing Technician Assessment sections: Mathematics and Measurement Category (3 critical Technical Skills: Measurement, Algebra, and Math for Quality) and Spatial Reasoning and Manufacturing Technology Category (6 Critical Technical Skills: Spatial Reasoning, Mechanics, Fluid Power, and Thermodynamics, Electricity, Chemistry, and Manufacturing Processes and Control) may receive credit for IND 165, Principles of Industrial Technology I (4 credits).

### **15.11 MT1: Manufacturing Technician Level 1**

Students who can document successful completion of the Manufacturing Technician Level 1 will be awarded MAC 195, Math Applications for Mechanisms (2 credits) and IND 181, World Class Manufacturing I (3 credits).

### **15.12 National Institute for Metalworking Skills (NIMS)**

Students who can provide NIMS Level 1 Certifications in both (1) Materials, Measurement AND (2) Job Planning, Benchwork, and Layout may receive credit for MEC 112, Processes for Industry (3 credits).



### 15.13 nTelos Management Training Program

Students who are enrolled in the Career Studies Certificate program in Leadership and Supervision or in the Business Management associate degree program and who have worked for nTelos for at least one year are eligible for credit if they have successfully completed the nTelos Management Training program.

Students in the Career Studies Certificate program will receive prior learning credit for BUS 118, Concepts of Supervision (3 credits).

Students in the Business Management associate degree program will receive prior learning credit for BUS 118, Concepts of Supervision (3 credits) and BUS 290, Coordinated Practice in Business (3 credits).

In order to receive prior learning credit, students must provide written documentation that they have successfully completed the nTelos Management Training program and that they have been employed at nTelos for at least one year.

### 15.14 Virginia Criminal Justice Training Academies

Students in the Administration of Justice associate degree program may be awarded credit for successful completion of training at Central Shenandoah Criminal Justice Training Academy or other approved Virginia Department of Criminal Justice Services certified training academy. Students must provide Admissions and Records with a copy of their current certification and documentation of courses which were successfully completed. BRCC requires that all students complete a minimum of 25% of the total credit hours in the curriculum at BRCC.

#### 15.14.1 Basic Law Enforcement Certification (18 weeks)

Course	Title	Credits
ADJ 110	Introduction to Law Enforcement	3
ADJ 111	Law Enforcement Organization & Administration	3
ADJ 115	Patrol Procedures	3
ADJ 127	Firearms and Marksmanship	3
ADJ 130	Introduction to Criminal Law	3
ADJ 131	Legal Evidence	3
ADJ 240	Techniques of Interviewing	3
PED 129	Self Defense	2

#### 15.14.2 Basic Jail Certification (9 weeks)

Course	Title	Credits
ADJ 127	Firearms and Marksmanship	3
ADJ 131	Legal Evidence	3
ADJ 241	Correctional Law	3
ADJ 140	Introduction to Corrections	3
PED 129	Self Defense	2

**15.14.3 Basic Emergency Communications Officer Certification (2 weeks)**

Course	Title	Credits
ADJ 117	Police Communications and Records	3

**15.14.4 General Instructor Certification (current)**

Course	Title	Credits
ADJ 100	Survey of Criminal Justice	3
ADJ 133	Ethics for the Criminal Justice Professional	3

**15.14.5 Training and Registration for DCJS Armed Security Officer**

Course	Title	Credits
ADJ 150	Introduction to Security Administration	3

**15.14.6 DCJS Crime Scene Processing and Evidence Collection Training (40 Hours)**

Course	Title	Credits
ADJ 134	Collection and Preservation of Physical Evidence	3

**15.14.7 DCJS Crime Scene Photography Training (40 Hours)**

Course	Title	Credits
ADJ 173	Forensic Photography I	3

**15.14.8 DCJS Crime Prevention Specialist Certification**

Course	Title	Credits
ADJ 229	Law Enforcement and the Community	3
ADJ 231	Community Policing	3

**15.14.9 Certificate in Police Executive Leadership Development (Administrative Officers Course) - Southern Police Institute**

Course	Title	Credits
ADJ 112	Law Enforcement Organization and Administration	3
ADJ 100	Survey of Criminal Justice	3
ADJ 133	Ethics for the Criminal Justice Professional	3
ADJ 215	Report Writing for Law Enforcement	3
ADJ 227	Constitutional Law for Justice Personnel	3

**16.0 Credit through Portfolio Development**

A portfolio is a formal written document, presented by the student to BRCC, for the purpose of demonstrating achievement of learning outcomes in a setting outside of the college classroom.

**16.1 Process for Developing and Submitting a Portfolio**

Students who possess life or work experience that has resulted in the achievement of learning outcomes comparable to those of a specific BRCC course(s) and that have objective documentation

that show achievement of those outcomes may request the award of credit by portfolio evaluation. The steps in the portfolio process are:

1. Meet with an academic advisor to discuss the portfolio process and complete the “Request to Proceed with Portfolio Development” form.
2. The academic advisor will forward the “Request to Proceed” form to the appropriate dean, who indicates approval or disapproval. A copy of the “Request to Proceed” form is placed by the academic advisor into the student file. If approved, the dean determines the date by which the portfolio should be prepared, forwards the “Request to Proceed” form to the appropriate faculty member and notifies the student to develop the portfolio.
3. The student submits the completed portfolio to the designated faculty member by the designated deadline date.
4. The faculty member recommends or does not recommend award of credit, based upon whether the student has adequately demonstrated achievement of the learning outcomes of the course(s) for which award of credit is requested. The faculty member then returns the Portfolio form (within the designated time period) to the dean, who reviews it to ensure that all necessary approvals have been documented. The form is then returned to Admissions and Records and the award of credit is entered into the Student Information System (SIS). A copy of the final form is sent to the student and the original is placed in the student’s academic record.

## 16.2 How to Demonstrate Achievement of the Learning Outcomes

For each identified BRCC course, create a table that lists each objective in one column. In the second column, specifically describe the life or work experience that led to achievement of this learning outcome. Include how and when the knowledge or skill was acquired and how it has been used or applied. In the third column, indicate any included documentation that will demonstrate that the learning outcome has been achieved. Please see the following example:

### Example:

Selected course for credit: HLT 230, Human Nutrition (3 credits)

Note: The following course objectives are hypothetical, created just for the purpose of illustration.

HLT 230 Course Objectives	Life or Work Experience	Documentation of Achievement
1. Be able to apply basic principles of human nutrition when providing diet counseling to others.	From 10/01 to present, worked 6 hours weekly as volunteer nutritionist at Valley View Free Clinic in Mountcrest, VA. Counseled approximately 10 clients per week regarding diabetic, weight-loss, and sodium-restricted diets. Developed sample meal plans and evaluated diet histories on a weekly basis.	Letter from Ms. Brenda Moyers, supervisor of VVFC  Sample meal plan developed by myself for clients in sodium-restricted diets  Client appointment log from 11/15/03—11/22/03
2. Be able to list common causes of malnutrition and describe the most	Malnutrition is very common among the clients of Valley View Free Clinic. I frequently	Meal plans developed for clients with malnutrition caused by low protein and low total calories

<b>HLT 230 Course Objectives</b>	<b>Life or Work Experience</b>	<b>Documentation of Achievement</b>
frequently used method of intervention.	developed meal plans to address this problem.	Letter from Ms. Moyers

### **16.3 Reasons Portfolio Credit Does Not Get Approved**

The most common reasons for disapproval of requests for credit by portfolio submission are failure to demonstrate that all important course objectives have been achieved through life or work experience or failure to provide adequate external documentation of the learning outcomes.

### **16.4 Resources to Help with Portfolio Development**

For questions about how to develop a portfolio, make an appointment with an academic advisor. Depending upon the nature of the questions, the academic advisor may refer to either the dean or the faculty member who will be reviewing the portfolio. Please be aware that academic advisors are unable to meet with students regarding portfolio development during the first two weeks of registration or during the first week of the semester. Also, please be aware that portfolios submitted during the summer months may not be evaluated until fall semester, depending upon the availability of a faculty evaluator.