



Credit Transfer

Students interested in obtaining advanced standing or receiving credit transfers for courses taken at another college or post-secondary institution, in service schools and/or in Military Occupational Specialties (MOS) should contact the Admissions Representative prior to the first day of class. The granting of such credit transfer is entirely at the discretion of the Vice President, Education and Online Division. All testing and credit transfer evaluations must be completed as part of the enrollment process unless otherwise authorized at a later date at the sole discretion of the Vice President overseeing Academics. No fees are assessed for evaluating or granting transfer of credit.

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:

- Results from Valley College Advanced Standing Test(s)
- Official Transcripts from the college and/or university
- 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, DANTEs, etc.)

Credit for prior education at an accredited institution acceptable to Valley College is granted to incoming students if it is appropriate to the program in which the student has enrolled at Valley College. It is the student's responsibility to secure transcripts and provide school catalogs and/or course syllabi for evaluation to Valley College when requested in order to complete an evaluation. If the transcripts are not in English, they must be translated and evaluated by an approved agency, and any costs incurred in connection thereof should be incurred by the student.

Credit for In Service Schools and MOS

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.

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 the O.A.S. 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. Valley College graduates may be permitted to transfer more credits if they completed similar discipline programs. Information regarding credit transfers and Advanced Standing is available in the Admissions Office.

Within seven (7) calendar days, if a prospective student disagrees with the results of the Valley College's evaluation of transfer credits, the student may appeal the decision. The student must provide the Vice President, Education and Online Division with supporting documentation and a reasonable explanation as to why the school should reevaluate the transfer credits. The student will be notified in writing of the final decision. The impact of Credit Transfers on Satisfactory Academic Progress is discussed in the Standards and Regulations section.

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 or not credits will be accepted by another institution of the student's choice.