

Advanced Standing Placement

Transfer of Credits

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another regionally accredited institution or System College and earned a "C" or higher. It is the student's responsibility to work with their advisor to submit a Transfer Evaluation Request Form, to furnish official transcripts and, if requested, course descriptions. Courses and grades will be evaluated by a Department Chair/Program Director and recommendations made to the Office of Academic & Student Affairs. The VPASA is responsible for the final determination of which credits transfer. Some course material will not transfer if greater than ten years old or if competencies covered are not equivalent to RVCC's curriculum. Students are advised to consult with their academic advisor prior to registering for courses at another institution to ensure credits will meet graduation requirements at RVCC.

Pre-Approved Transfer Process

Any current students seeking to take a course at another college and wishing to apply that course to their degree must have prior written approval from the Vice President of Academic & Student Affairs and their Department Chair or Program Director. Without this written approval prior to enrollment in the course, the College does not guarantee acceptance of this course as transfer credit. Grades of courses transferred are not included in the calculation of Grade Point Average or Cumulative Grade Point Average. Credits transferred from another institution will be added to the total credits accumulated for graduation. Students can work with their Advisor to submit paperwork for a Pre-Approved Transfer Request.

Important student responsibility: At the conclusion of a course, matriculated students must request that an official transcript be sent to their home campus (Attention: Admissions) so that a transfer of credit evaluation can be processed. Credits are not automatically transferred. Students should follow the college policy for requesting transfer of credits to other institutions. It is highly recommended that non-matriculated students interested in admission apply for admission to their program of choice as soon as possible. Students who complete courses as a non-matriculated student may find that not all credits can be applied towards a specific degree or certificate.

Consortium Agreements - Pre-Approval of Courses for Transfer

A Consortium Agreement allows a student who is accepted into an eligible program and is receiving financial aid at one CCSNH College (Home) to use their financial aid to pay for courses at another CCSNH College (Host). The agreement is a formal contract between the Home and Host Colleges. A student who wishes to take a course at a college other than the Home College is required to complete a Consortium Agreement with the Home College. Courses taken at the Host College must be pre-approved for transfer to the student's program. [Consortium Agreements](#) are available online or in the Financial Aid Office, and must be fully completed, including course numbers and names for both transfer and host institutions. Consortium agreements must first be approved by the Program Director, then submitted to the Vice President of Academic & Student Affairs.

The approved document will be submitted to the Financial Aid office for processing. During the summer when Program Directors are not on campus, the student may submit the form directly to the VPASA office. However, students are encouraged to register for courses well in advance when program directors are on campus.

Credit by Examination (CBE)

Students may test out of certain courses through the Credit by Examination (CBE) process.

In order to be considered for a CBE, the student must meet the following criteria:

- The student must be matriculated in a program at RVCC.
- The student can demonstrate that by study, training or experience outside RVCC has acquired skill or knowledge equivalent to that acquired by students enrolled in a College course. Such skill, knowledge or experience shall be in the area of the course concerned; and determined to be relevant by the Vice President of Academic and Student Affairs or other authorized personnel, based on evidence that the background prerequisites justify allowing the student to take the exam. Background prerequisites shall include the student's academic or employment record or both; and / or faculty recommendations.
- The student must have a cGPA of 2.0 or higher.
- Request must be for a regular course listed in the catalog.
- The student has not previously attempted a CBE for this course, be enrolled in the course, previously received a grade for the course at any CCSNH school, has been administratively withdrawn from the course, has dropped the course after the two-week drop/add period or has withdrawn from the course.

The student shall apply to the Vice President of Academic and Student Affairs or authorized person of the College by completing the appropriate RVCC CBE Request Form. Upon approval, the student will pay a non-refundable fee of \$25 per credit to the Business Office. The student must complete the CBE within one month of approval.

Students must earn a C or higher in the exam. If successful, the appropriate credits earned are applied to the student's program. Credit will not be given for grades below "C". A student receiving a grade below a "C" is ineligible for another CBE in that course.

College-Level Examination (CLEP)

Students may test out of certain courses through the College-Level Examination Program (CLEP) administered by the [College Board](#).

In order for a CLEP to be considered, the student must meet the following criteria:

- The student must be matriculated in a program at RVCC.
- The student can demonstrate that (in addition to achieving the necessary score on the exam), by study, training or experience outside RVCC they have acquired skill or knowledge equivalent to that acquired by students enrolled in a College course. Such skill, knowledge, or experience shall be in the area of the course concerned; and determined to be relevant by the Vice President of Academic and Student Affairs or other authorized personnel, based on evidence that the background prerequisites justify allowing the student to take the exam. Background prerequisites shall include the student's academic or employment record or both; and / or faculty recommendations.
- The student must have a cGPA of 2.0 or higher.
- Request must be for a regular course listed in the catalog or an elective necessary for the student's program.
- The student has not previously attempted this course, be enrolled in the course, previously received a grade for the course at any CCSNH school, has been administratively withdrawn from the course, has dropped the course after the two-week drop/add period or has withdrawn from the course.

The student shall apply to the Vice President of Academic and Student Affairs or authorized person of the College by completing the appropriate Transfer Request Form.

Upon successful completion of the CLEP the student shall request the score be sent directly to the College Admissions Office from the College Board. A passing score for CLEP is 50 or above, depending upon the course. If successful, the appropriate credits earned are applied to the student's program.

Students should consult with Program Director, Department Chairperson or Vice President of Academic and Student Affairs before taking CLEP exams to determine which CLEP exams with appropriate scores and documentation can be used to fulfill program requirements (clep.collegeboard.org).

College Board Advanced Placement Examination Credit

The College recognizes the College Board Advanced Placement Examination Program as a means of evaluating a student's eligibility for advanced placement and credit transfer. AP credits are reviewed by the Program Director and, at their discretion, are submitted to the Vice President of Academic and Student Affairs. Students who have participated in the AP Program and who have been admitted to the College should have official AP grade reports forwarded from the College Board directly to the College Admissions Office. More information can be found at College Board, Advanced Placement Examinations, CN6671, Princeton, NJ 08541-6671, telephone number (609) 771-7300 (www.collegeboard.org). The minimum score to receive credit varies from three (3) to five (5). No credit is awarded on any AP exam score of less than three (3).