

**Subject: Advanced Standing**

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[Appendix A: Time Line Flow Chart](#)

**1. Purpose**

This policy outlines the college’s approach to awarding Advanced Standing credit.

## **2. Policy**

When applicable, TCC shall award Advanced Standing credit for the Advanced Placement Program (AP); the College Level Examination Program (CLEP); the International Baccalaureate (IB) program; the Cambridge Advanced Program; Excelsior College/UEXCEL; DANTES DSST; the College Entrance Examination Board (CEEB); the Defense Language Proficiency Test (DLPT); and other approved third-party examinations; training provided by non-collegiate institutions, such as armed forces and service schools; professional certification; and experiential learning. Advanced Standing credit shall be awarded as determined by qualified faculty members at the college, and according to procedures and standards approved by those qualified faculty, ensuring assessment procedures are appropriate for the credit awarded. Credit is awarded only as required by a student's curriculum.

## **3. Responsibilities**

The Vice President for Academic Affairs and Chief Academic Officer, in collaboration with the Vice President for Student Affairs, shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System. The Vice President for Information Technology shall be responsible for developing and maintaining technology applications in support of this policy.

## **4. Procedures**

The following procedures outline TCC's awarding of Advanced Standing credit in the four areas: Credit by Standardized Examinations; Credit through Non-Collegiate Training; Experiential Learning Credit; and Credit by Local Examinations.

### **4.1. Role of Curriculum Committee**

The Curriculum Committee will systematically and annually review Advanced Standing policies and procedures. Changes recommended by the Curriculum Committee shall be advanced to the Vice President for Academic Affairs and Chief Academic Officer ("Vice President") for review and possible advancement to the College President and the Executive Staff for approval.

### **4.2. Advanced Standing Task Force**

The Advanced Standing Task Force will be established by the Vice President. Membership of the Task Force will be similar to an academic governance committee with representation from key constituent groups. The Task Force reports to the Vice President.

As required, the Advanced Standing Task Force shall review requests and make credit recommendations in accordance with college and Virginia Community College System (VCCS) policies and in compliance with the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) and best practices. The Task Force shall follow guidelines for Advanced Standing credit based on the joint statement issued by the American Association of

Collegiate Registrars and Admissions Officers (AACRAO) and recommendations made by the American Council on Education (ACE) as applicable. The Vice President will share Task Force recommendations with the Curriculum Committee.

The Task Force shall also annually review the Advanced Standing policies and procedures and recommend revisions to the Vice President.

The Advanced Standing Task Force typically meets at least twice annually in October and March to review requests.

#### **4.3. Evaluation and Administration of Credit by Standardized Examinations**

The college awards credit for acceptable scores, in accordance with VCCS Policy, for the Advanced Placement (AP) program, the College Level Examination Program (CLEP), the International Baccalaureate (IB) program, the Cambridge Advanced Program, Excelsior College/UEXCEL, DANTES DSST, the College Entrance Examination Board (CEEB), the Defense Language Proficiency Test (DLPT), and other approved third-party examinations. The Advanced Standing Task Force works with qualified faculty and academic deans to perform periodic reviews of the credit previously approved for these standardized examinations on a rotating schedule.

##### **4.3.1. Student Requests for Evaluating Credit by Standardized Examinations**

Requests by students for the awarding of credit through standardized examinations can be made through submission of a *Request for Evaluation of Educational Experiences* form which is available online (<http://www.tcc.edu/students/forms/forms.htm>) along with required documentation as specified by the College Registrar. Requests by faculty, staff, and other appropriate officials should be directed to the College Registrar via email. In cases where a standardized examination has not been reviewed by the college, requests along with all supporting documents must be received by the College Registrar by August 31 (for a decision by December 15) or by December 31 (for a decision by May 15). (Appendix A provides a flow chart and timelines of the process for attaining Advanced Standing credit.)

##### **4.3.2. Review of Standardized Examinations Not Previously Evaluated**

When the college receives requests for the evaluation of standardized examinations not previously evaluated for credit by the college, the Registrar will collect and maintain requests for distribution and review at each Advanced Standing Task Force meeting in October or March. In collaboration with the Associate Vice President for Academics, the College Registrar shall also work with qualified faculty and academic deans to request their review of examinations not previously evaluated and their recommendations for credit.

Recommendations from qualified faculty and academic deans will be shared with the Task Force for its review twice annually at the October and March Advanced Standing Task Force meetings. Recommendations by the Advanced Standing Task Force shall be directed to the Vice President by the second Thursday in November (following the October meeting) and the second Thursday in April (following the March meeting). The Vice President will notify the College Registrar and the Associate Vice President for Academics of the final decisions by December 1 and May 1. Students will be notified of a decision by the College Registrar by December 15 (following the October meeting of the Advanced Standing Task Force) and May 15 (following the March meeting of the Advanced Standing Task Force).

When approval for credit is granted, the College Registrar shall make the addition to the Office of the College Registrar website by December 15 (following the October meeting of the Advanced Standing Task Force) and by May 15 (following the March meeting of the Advanced Standing Task Force). By the same dates, the Associate Vice President for Academics shall notify college academic and student services deans for appropriate communication at their campuses.

**4.3.3. Review of Previously Assigned Standardized Examination Credit**

The Advanced Standing Task Force shall review previously approved credit for college-recognized standardized examinations on a rotating schedule or when inquiries are made by a student, or faculty or staff member. When inquiries regarding examinations not previously reviewed are made by a student, or faculty or staff member, the procedure outlined in Section 4.3.2 shall be followed.

The schedule for review of standardized examinations follows:

<b>Standardized Examination</b>	<b>Review Schedule</b>
CLEP	Fall (even years)
AP	Spring (even years)
IB	Fall (even years)
Cambridge Advanced Program	Spring (odd years)
DLPT	Spring (odd years)
Excelsior College/UEXCEL	Fall (odd years)
DANTES/DSST	Fall (odd years)

Changes recommended by the Advanced Standing Task Force, based on input from qualified faculty and academic deans, shall be directed to the Vice President by the second Thursday in November (following the October meeting) and the second Thursday in April (following the March meeting). The Vice President will notify the College Registrar and the

Associate Vice President for Academics of the final decisions by December 1 and May 1. The College Registrar shall update the website by December 15 (following the October meeting of the Advanced Standing Task Force) and May 15 (following the March meeting of the Advanced Standing Task Force). By the same dates, the Associate Vice President for Academics shall notify college academic and student services deans for appropriate communication at their campuses.

#### **4.4. Evaluation and Administration of Credit through Training by Non-Collegiate Institutions**

The college awards credit for applicable armed service school experiences, non-collegiate institutions, and earned professional certifications/licensures. Where applicable, credit shall be awarded in accordance with *The American Council on Education's College Credit Recommendation Service (CREDIT)*, the *ACE Guide to the Evaluation of Educational Experiences in the Armed Services* as reflected on the official Joint Services Transcript (JST), or the *National College Credit Recommendation Service (NCCRS)*, or another college-approved organization. Only those credits required by the student's curriculum will be awarded.

##### **4.4.1. Requests by Students**

Requests by students can be made through submission of a *Request for Evaluation of Educational Experiences* form which is available online (<http://www.tcc.edu/students/forms/forms.htm>) along with required documentation as specified by the College Registrar. Requests should be submitted to the College Registrar.

##### **4.4.2. Requests Not Previously Evaluated for Credit**

When the Office of the College Registrar receives requests by students that have not been previously evaluated by the college or that have not been approved for credit per Section 4.4.3., a copy of the request with documentation shall be directed to the discipline academic dean along with supporting documentation (e.g., official test scores, copy of licenses or certificates).

Requests will be reviewed by qualified faculty, as directed by the academic dean. The faculty shall compare the students' documented experiences against the course learning outcomes when making credit recommendations. Recommendations by college-approved organizations (e.g., CREDIT, NCCRS, ACE Guide) shall also be used by faculty when performing evaluations.

Qualified faculty shall evaluate student credentials via the *Evaluation of Previous Non-Collegiate Experiences* form available in i-INCURR and electronically submit it to the academic dean. The academic dean shall review the qualified faculty recommendation and complete the appropriate section of the *Evaluation of Previous Non-Collegiate Experiences* form to approve, disapprove, and/or recommend applicability of the decision for

future requests. Except under extenuating circumstances, faculty and deans shall submit their evaluation electronically to the Office of the College Registrar for processing and record maintenance within 15 business days. The student shall then be notified in writing about the evaluation results by the Office of the College Registrar.

#### **4.4.3. Requests Previously Evaluated for Credit**

When approval for academic credit is appropriate for all students with the same documented experiences, as determined by qualified faculty and academic deans, the Office of the College Registrar shall inform faculty, students and administrators through publication on its website. In these instances, the Office of the College Registrar shall also automate the awarding of academic credit for students who have the same documented experiences.

#### **4.5. Evaluation and Administration of Experiential Learning (Portfolio) Credit**

Experiential Learning Credit is a means of achieving Advanced Standing credit through occupational experience determined by the college to be equivalent to the course(s) to be exempted. Students may obtain credit for experiential learning through work, volunteer activities, and participation in civic assignments; travel; independent study; and similar life experiences that are demonstrated through the submission of a portfolio that documents achievement of TCC course learning outcomes.

A student seeking Experiential Learning Credit should first seek the advisement and counsel of the discipline academic dean to determine if portfolio credit is an appropriate option given curriculum, academic, and professional goals. If the academic dean supports the student's desire for credit by portfolio development, the student and dean should complete the online *Application for Credit by Local Examination or Experiential Learning (Portfolio) Credit* (<http://www.tcc.edu/students/forms/forms.htm>) and submit it to the Office of the College Registrar. The student should then review the Office of the Registrar website for a list of approved portfolio development agencies [such as the Council on Adult and Experiential Learning (CAEL)]. Students interested in receiving credit for Studio Arts should contact the Director of the Visual Arts Center to receive portfolio instructions.

If credit is recommended based on the portfolio review, the credit will be awarded to the student in accordance with college policies and procedures (see *Application of Advanced Standing Credit*).

#### **4.6. Evaluation and Administration of Credit by Local Examinations**

Credit by local examinations is a means of achieving Advanced Standing by satisfactorily demonstrating subject-matter competency through an examination developed, administered, and evaluated by college faculty. Advanced standing credit shall not be awarded for a course previously enrolled in, and examinations can only be attempted once. Local examinations are provided for matriculated

students and can be administered only if the course is part of a student's curriculum. Credit by local examinations is not an option for courses when a CLEP examination is available.

Students desiring to take a local examination should contact an academic dean to ensure the examination will meet curriculum requirements. The student must complete the online *Application for Credit by Local Examination or Experiential Learning (Portfolio) Credit* (<http://www.tcc.edu/students/forms/forms.htm>) and obtain the signature of a faculty member or program head who has agreed to develop and/or administer the examination. The student should then submit the form to the discipline dean/director for approval to take the examination. The academic dean will retain a copy of the student's request and will signify approval to take the examination via initiation of the *Evaluation of Local Exam* form in i-INCURR.

The examination must be based on established course learning outcomes as stated in the college's Official Course Outline in i-INCURR. The examination must be comprehensive; an existing comprehensive final exam for the course can be used as the local examination. The academic dean must ensure the examination appropriately evaluates student learning outcomes. Approval for the local examination must be given by the academic dean before it can be administered to a student.

The student may then take the examination based upon administrative arrangements made between the student and the faculty member. Once taken, the faculty member or program head should complete the *Evaluation of Local Exam* form in i-INCURR for electronic submission to the Office of the College Registrar for processing and record-keeping. In order to be granted credit for the course, the student must attain a score of 70 or higher on the examination and have approval from the evaluating faculty member. If a student is enrolled in a class for which credit by local examination is sought and attained, it is the student's responsibility to withdraw from the course by the tuition refund date.

If the examination can be publicized for challenge by future students, a copy of the examination shall be directed to the Associate Vice President for Academics. The Associate Vice President for Academics shall also notify the College Registrar so the examination can be added to the Office of the College Registrar website for notice of its availability. The academic dean shall be responsible for reviewing local examinations for currency.

#### **4.7. Application of Advanced Standing Credit**

Advanced Standing credit may only be awarded to matriculated students who are in "active attendance" at the college. A student in "active attendance" is defined as one who has completed or is enrolled in one or more credit hours at the college after the current semester's regular deadline for dropping a course with a tuition refund. Advanced standing credit shall not be awarded for a previously enrolled course.

TCC awards Advanced Standing credit applicable to a student's program of study. Regardless of the credit hours earned through Advanced Standing, the student must meet the academic residency requirements for the selected program of study, which means that a minimum of 25% of the total number of credits for any degree or certificate must be earned through TCC credit course enrollment. When credit is awarded for Advanced Standing, student records shall reflect Advanced Standing credit and the applicable source.

When credit is awarded for Advanced Standing, no letter grade is assigned on the student's transcript, and hours earned from Advanced Standing credit are not used in computing the grade point average. Credits earned through Advanced Standing are not counted as part of the student's academic load when full-time or part-time status is reported to the Financial Aid office or to an external party such as the Social Security Administration, an employer, health insurance carrier, the Immigration and Naturalization Service, or the Department of Veterans Affairs.

Tidewater Community College assumes no responsibility regarding the acceptance of Advanced Standing credit by other institutions to which the student may transfer.

#### **4.8. Appeals of Advanced Standing Decisions**

Students who wish to request reconsideration of an Advanced Standing decision based on existing policy should direct the appeal in writing to the Office of the College Registrar within 10 business days of receiving notification of the denied request from the Office of the College Registrar. The College Registrar will review the appeal and make a recommendation to the Vice President. The Vice President shall review the appeal, arrive at a decision, and respond to the student with a decision in writing within five business days. The decision is final.

### **5. Definitions**

**Credit by Standardized Examinations** is a means of achieving Advanced Standing through acceptable scores on the Advanced Placement (AP) program, the College Level Examination Program (CLEP), the International Baccalaureate (IB) program, and the Cambridge Advanced Program. TCC also awards Advanced Standing for acceptable scores on certain Excelsior College/UEXCEL, DANTES DSST, the Defense Language Proficiency Test (DLPT), and other approved third-party examinations. By VCCS Policy 5.6.5.1, the college shall accept a score of three or higher for AP courses, a score of five or higher for higher-level IB courses, and a score of C or better for Cambridge Advanced (A/AS) examinations. Credit awarded for each examination will be consistent with this policy and VCCS policy.

**Credit through Non-Collegiate Training** is a means of achieving Advanced Standing through applicable armed services school and non-collegiate institutions experiences, and earned professional certifications/licensures. Where applicable, credit may be awarded in accordance with *The American Council on Education's College Credit Recommendation Service (CREDIT)*, the *ACE Guide to the Evaluation of Educational*



*Experiences in the Armed Services* as reflected on the official Joint Services Transcript (JST) or the National College Credit Recommendation Service.

**Experiential Learning Credit** is a means of achieving Advanced Standing through occupational experience determined by the college to be equivalent to the course(s) to be exempted. Students may obtain credit for experiential learning through work, volunteer activities, participation in civic assignments, travel, independent study, and similar life experiences that are demonstrated through portfolio development and submission. No more than 25% of the credit hours applied toward a degree or certificate may be awarded for experiential learning documented through portfolio development and submission, except in exceptional cases documented by the college. Credit may be awarded only for documented learning which ties the prior experience to the theories, learning outcomes, and data of the relevant academic field, and the college must be able to clearly describe, and establish the validity of, the evaluation process and criteria for awarding credit for prior experiential learning.

**Credit by Local Examinations** is a means of achieving Advanced Standing through satisfactorily demonstrating subject-matter competency through an examination developed and administered by the college. Credit by local examinations is not an option for courses when a CLEP examination is available.

## 6. References

[VCCS Policy Manual \(5.6.5.1\)](#)

## 7. Review Periodicity and Responsibility

The Vice President for Academic Affairs and Chief Academic Officer shall review this policy annually at the anniversary of its approval and, if necessary, recommend revisions.

## 8. Effective Date and Approval

This policy is effective upon its approval by the College President on April 23, 2015.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.  
President

Daniel T. DeMarte, Ed.D.  
Vice President for Academic Affairs &  
Chief Academic Officer

## 9. Review and Revision History

The initial version of this policy was approved October 17, 2013.

- Revision 1 includes the following changes:

- Added “Excelsior College/UEXCEL; DANTES DSST; the Defense Language Institute Foreign Language, Defense Language Proficiency Test (DLPT), and other approved third-party examinations” to Section 2.
- Changed “degree program” to “curriculum” in Section 2, 4.4, and 4.6.
- Added Sections for Student Requests: 4.3.1, and 4.4.1.
- Added College Registrar will collaborate with the Associate Vice President for Academics to request qualified faculty and academic deans review examinations not previously evaluated and make credit recommendations. The recommendations will be presented to the Task Force for review in Section 4.3.2.
- Deleted “Within three business days of its November and April meetings, the Task Force shall inform the Vice President of all Advanced Standing requests and its recommendations” from Sections 4.3.2 and 4.3.2.
- Changed “college website” to “Office of the College Registrar website” in Sections 4.3.2.and 4.6.
- Added “based on input from qualified faculty and academic deans” to Section 4.3.3.
- Added “the National College Credit Recommendation Service (NCCRS), or another college-approved organization” to Section 4.4.
- Changed process in Section 4.4.3.: College Registrar will refer requests for non-collegiate experiences not previously evaluated and supporting documentation to academic deans versus Task Force. Dean will send to qualified faculty for recommendation. Faculty will complete the *Evaluation of Previous Non-Collegiate Experiences* form available in i-INCURR and return to academic dean for approval. Dean will send electronic form to CRO for processing.
- Deleted “or academic advisor or counselor”, “Up to 24 credit hours may be granted in the same discipline per portfolio submission”, and “...American Council for Education (ACE) will transcript the course and portfolio credit. When the College Registrar receive the official ACE transcript,” from Section 4.5.
- Added “academic dean supports the student’s desire for credit by portfolio development and the...” to Section 4.5.
- Added “who has agreed to develop and/or administer the examination...for approval to take the examination. The academic dean shall also retain a copy of the student’s request”, the *Evaluation of Local Exam* form, and “and have approval from the evaluating faculty member” to Section 4.6.
- Replaced College Board’s recommendation with Virginia Community College System policy in Section 5, definition of Credit by Standardized Examinations.

- Added “or the National College Credit Recommendation Service” to Section 5, definition of Credit through Non-Collegiate Training.
- Added “learning outcomes” to Section 5, definition of Experiential Learning Credit.

Approved April 23, 2015 by President Edna V. Baehre-Kolovani, Ph.D.

## Appendix A: Time Line Flow Chart

