



Credit for Prior Learning

2017-2018

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Introduction

LFCC's commitment to lifelong learning provides students with an opportunity to advance in their program of study through the assessment of prior learning. In accordance with guidelines established by the Council for Adult and Experiential Learning (CAEL), Prior Learning Assessment (PLA) is the process by which Lord Fairfax Community College evaluates the *college-level knowledge and skills* an individual has gained outside of a traditional classroom setting. This includes workplace training, skills learned on the job (in a career), volunteer activities, civic duties, and major life experiences. Prior learning assessment at LFCC is intended to encourage degree completion.

LFCC utilizes a number of methods to assess prior learning, including standardized exams (e.g. Advanced Placement – AP/IB and the College Level Examination Program – CLEP), challenge exams, evaluation of non-collegiate instruction, and portfolio assessments. Credit earned through prior learning assessment may help some students *progress more quickly* toward a college degree or credential, saving both time and tuition money.

Please note that credit awarded through PLA is applicable only to Lord Fairfax Community College's curriculum requirements. Students are advised that credits awarded through AP examinations, International Baccalaureate, articulation, CLEP examinations, credit-by-examination, credit-by portfolio, or other means of prior learning may not be accepted in transfer by other post-secondary institutions. Students are advised to work closely with their faculty advisor and refer to the transfer requirements established by specific institutions.

The following applies to students seeking credit for prior learning:

- To be eligible for credit based on PLA, students must be currently enrolled in a program plan (declare a major) at the college.
- Students must have completed at least one course at LFCC before an official transcript reflecting transfer credit will be issued.
- Students are only eligible for PLA opportunities that are in effect at the time they make a request for credit.
- Credits obtained through prior learning may not be used to fulfill LFCC's residency requirement for graduation.
- Credit based on PLS must be applied toward a specific program at the College. Non-curricular students are not eligible to obtain advanced standing based on PLA.
- In order to graduate from LFCC, a student must complete a minimum of 25% of the total credits required for the degree or certificate at LFCC. PLA credit shall not be applied towards the 25% residency requirement.
- Transfer credit may be allowed for certain courses which do not correspond directly to LFCC courses. The division dean responsible for the student's curriculum will determine if and how the elective(s) may be used in the curriculum.
- Credit through PLA shall be awarded to the extent possible for courses listed in the current *LFCC Catalog and Student Handbook*. In certain rare instances, PLA credit may

be awarded for courses listed in the *Virginia Community College System Master Course Guide*.

- No credit shall be awarded that duplicates earned course credit at the College, at other institutions, or other credit awarded through advanced standing.
- 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 LFCC or at another institution.
- The College reserves the right to place a time limit on prior learning experiences for which advanced standing may be granted. The College has a time limit for accepting credit for applied courses such as computer technology applications taken previously at other institutions. The Registrar, in consultation with the appropriate program faculty, will determine if courses taken more than five years ago may be used in the student's current plan of study.
- Students are responsible for providing the College with appropriate official documentation of prior learning experiences and Request for Evaluation.
- All accepted PLA credits will be acknowledged and recorded on the student's permanent record, with the transferring agency or other source of credit identified. No unsuccessfully attempted PLA credits or examination results will be recorded on the student's permanent record.
- No grades, grade point average, or other indication of academic standing shall be associated with PLA entries on the official transcript.

Transfer of Credit from Other Postsecondary Institutions

Credit may be transferred only from colleges and universities that:

- are accredited by the Commission on Higher Education
- are accredited by one of the nine regional accreditation associations, such as the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- conform to the requirements published in the Transfer of Credit Practices of Designated Education Institutions by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Credits earned at other postsecondary institutions either before or after admission to the College are reviewed and evaluated on a case-by-case basis. Credits older than 10 years will be evaluated on a case-by-case basis. Transfer credit may be awarded for coursework completed at international colleges and universities that are accredited or approved by the appropriate Ministry of Education or other governmental agency. Students must have international transcripts translated and evaluated by a professional organization or agency. Fees for the evaluation are the responsibility of the student. Additional information regarding the process is available on the LFCC Web site at <https://lfcc.edu/current-students/admissions-and-records/international-students/international-transcript-evaluation/>. Transfer credit must be similar in content, credit, and learning outcomes to the counterpart courses at LFCC. The student must have been in good standing, and only courses with a grade of C or better are considered for transfer credit. Transfer credit does not guarantee curricular substitution of specific course requirements.

All official transcripts or credentials and evaluation requests may be directed to the Records Office at LFCC, 173 Skirmisher Lane, Middletown, VA 22645. Specific questions may also be directed to the Records Office at records@lfcc.edu or (540) 868-7273 or (540) 868-7107. Students are urged to meet with an advisor to determine specific course requirements.

Credit-by-Examination

Credit may be awarded for the successful completion of nationally recognized exams, such as Advanced Placement (AP), College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), and International Baccalaureate (IB). Credit may also be awarded for institutionally developed challenge exams known as ABLE (Assessment by Local Examination) as well as through the Competency-Based Education credit for prior learning framework.

Advanced Placement (AP)

AP examinations generally follow the successful completion of AP courses in high schools where these courses are taught. LFCC awards credit for completion of selected AP examinations on which a score of three (3) or higher is achieved. To receive credit, students must be admitted to the College, be enrolled in a curricular program plan, submit a copy of their score report printed from the College Board website or sent directly from the College Board, and submit a signed Transcript Evaluation Request Form. Credits awarded by LFCC may or may not be accepted at other institutions. Students are encouraged to contact the college or university to which transfer is anticipated to determine the institution's policy regarding AP course credit.

LFCC accepts AP credit based upon the scores noted in the chart below:

AP Exam Course Equivalents

AP Examination	Min. Score	LFCC Equivalent course(s)
Art: History	3	ART 101-102 (6 credits)
Art: Studio (2D, 3D, Drawing)	3	Determined by portfolio
Biology	3	BIO 101-102 (8 credits)
Chemistry	3	CHM 111-112 (8 credits)
Chinese Language and Culture	3	CHI 201-202 (8 credits)
Computer Science Principles	3	CSC 110 (3 credits)
Computer Science A	3	CSC 200 (3 credits) Score of 5-CSC 200(3) & CSC 201(3)
Economics: Macro	3	ECO 201 (3 credits)
Economics: Micro	3	ECO 202 (3 credits)

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English Language & Comp	3	ENG 111-112 (6 credits)
English Literature & Comp	3	ENG 111-112 (6 credits)
Environmental Science	3	ENV EEE (3 credits)
French Language and Culture	3	FRE 201-202 (6 credits)
German Language & Culture	3	GER 201-202 (6 credits)
Government & Politics: Comparative	3	PLS 120 (3 credits)
Government & Politics: United States	3	PLS 211 (3 credits)
Human Geography (2001)	3	GEO 210 (3 credits)
History: European	3	HIS 101-102 (6 credits)
History: United States	3	HIS 121-122 (6 credits)
History: World	3	HIS 111-112 (6 credits)
Italian Language and Culture	3	ITA 201-201 (6 credits)
Japanese Language and Culture	3	JPN 201-202 (8 credits)
Latin Language	3	LAT 201-202 (6 credits)
Mathematics: Calculus AB	3	MTH 173 (5 credits)
Mathematics: Calculus BC	3	MTH 173-174 (10 credits)
Music Theory	3	MUS 111-112 (8 credits)
Physics 1 and 2	3	PHY 201-202 (8 credits)
Physics C: Electricity & Magnetism/Mechanical	3	PHY 241-242 (8 credits)
Psychology	3	PSY 200 (3 credits)
Spanish Language and Culture	3	SPA 201-202 (6 credits)
Spanish Literature and Culture	3	SPA 233-234 or SPA 271-272 (6 credits)
Statistics	3	MTH 240 (3 credits)

International Baccalaureate (IB) Course Equivalents

IB examinations generally follow the successful completion of IB courses in high schools where these courses are taught. LFCC awards credit for completion of selected IB examinations with scores of 5 or higher for the higher level (HL) test for International Baccalaureate courses. To receive credit, students must be admitted to the College, be enrolled in a curricular program plan, submit a copy of their score report sent directly from the IB Organization, and submit a signed Transcript Evaluation Request Form. Credits awarded by LFCC may or may not be accepted at other institutions. Students are encouraged to contact the college or university to which transfer is anticipated to determine the institution's policy regarding IB course credit.

LFCC accepts IB credit based upon the scores noted in the chart below:

IB Exam Course Equivalents

Examination	LFCC Equivalent course Min. Score of 4, 5	LFCC Equivalent course(s) Score of 6 & 7
Biology	BIO 101, 4 credits	BIO 101-102, 8 credits
Chemistry	CHM 111, 4 credits	CHM 111-112, 8 credits
Computing Studies	CSC 200, 3 credits	CSC 200-201, 7 credits
English A1	ENG 111, 3 credits	ENG 111-112, 6 credits
English B	ENG 111, 3 credits	ENG 111, 3 credits
French A1 or B	(101-102) no credits	FRE 201-202, 6 credits
Geography	GEO 220, 3 credits	GEO 220 + GEO elect., 6 credits
German A1 or B	(101-102) no credits	GER 201-202, 6 credits
History	HIS 101, 3 credits	HIS 101, 112, 6 credits
History of the Americas	(only if 5,6 or 7)	HIS EEE, 6 credits
Mathematics	MTH 173, 5 credits	MTH 173-174, 10 credits
Philosophy	PHI 101, 3 credits	PHI 101-102, 6 credits
AP Physics 1 and 2	PHY 201, 4 credits	PHY 201-202, 8 credits
Psychology	PSY 201, 3 credits	PSY 201-202, 6 credits
Social Anthropology	SOC 211, 3 credits	SOC 211-212, 6 credits
Spanish A1 or B	(101-102) no credits	SPA 201-202, 6 credits
Visual Arts	ART 131, 3 credits	ART 131-132, 6 credits

College Level Examination Program (CLEP)

LFCC provides CLEP testing services and recognizes most CLEP general and subject examinations. College policy is periodically reviewed and students should request current information from advisors and faculty. Students should also consult colleges and universities where they plan to transfer. The College testing center is an open CLEP center, providing test administration to LFCC and other students. Please refer to the following link for the latest information on LFCC CLEP equivalents: <https://lfcc.edu/current-students/campus-resources/testing-center/testing-services/lep-test/>.

Please contact the college testing centers for information on CLEP registration processes, fees, and schedule.

LFCC CLEP LIST

Composition & Literature

CLEP Test Title	Required Score	Credit Granted	Equivalent Course
American Literature	50	6	ENG 241 & 242
Analyzing & Interpreting Literature	50	6	ENG 251 & 252
College Composition	50	6	ENG 111 & 112
*English Composition (with or without essay)	50	6	ENG 111 & 112
English Literature	50	6	ENG 243 & 244
*Freshman College Composition	50	6	ENG 111 & 112
Humanities	50	6	HUM 201 & 202

*Test titles are no longer available. Test scores prior to July 1, 2010 will receive credit.

History & Social Sciences

CLEP Test Title	Required Score	Credit Granted	Equivalent Course
American Government	50	3	PLS 211
History of the US I	50	3	HIS 121
History of the US II	50	3	HIS 122
Human Growth & Development	50	3	PSY 230
Introduction to Educational Psychology	50	3	PSY 245
Introductory Psychology	50	3	PSY 200
Introductory Sociology	50	3	SOC 200
Principle of Macroeconomics	50	3	ECO 201
Principle of Microeconomics	50	3	ECO 202
Western Civilization I	50	3	HIS 101
Western Civilization II	50	3	HIS 102

Science & Mathematics

CLEP Test Title	Required Score	Credit Granted	Equivalent Course
Biology	50	8	BIO 101 & 102
Calculus	50	6	MTH 271 & 272
Chemistry	50	8	CHM 111 & 112
College Mathematics	50	6	MTH 151 & 152
Pre-Calculus	50	6	MTH 163 & 164

Foreign Languages

CLEP Test Title	Required Score Level		Credit Granted Level		Equivalent Course Level	
	1	2	1	2	1	2
French Language	50	59	8	14	FRE 101 & 102	FRE 101, 102, 201 & 202
German Language	50	60	8	14	GER 101 & 102	GER 101, 102, 201 & 202
Spanish Language	50	63	8	14	SPA 101 & 102	SPA 101, 102, 201 & 202

IC3® - Computer Competency Certification Exam

LFCC requires many degree-seeking students to demonstrate proficiency in computer operations and software applications. Students may take ITE 115 in computer literacy and competency. Students may demonstrate proficiency in core computer competencies by passing each of the three sections of the IC³- Internet and Computing Core Certification (Computer Competency Certification Exam). The three sections cover topics in Computing Fundamentals, Key Applications, and Living Online. Each section must receive a passing score to achieve the LFCC computer literacy requirement. Student should complete the Transcript Evaluation Request Form along with a copy of their IC3 score report. Please note that scores must be within last 5 years.

Credits awarded by LFCC by Computer Competency Exam may or may not be accepted at other institutions. Students who do not pass the exam must take a computer course such as ITE 115. Please contact the Middletown or Fauquier Campus testing centers for more information on the IC3 Exam. Students unsure whether to take the IC3 exam or take the computer course recommended by their course of study should refer to their faculty advisor or counselor for program specific guidance.

DSST (formerly known as DAN TES)

The College recognizes some DSST's (DANTES Subject Standardized Tests). College policy is reviewed periodically; therefore, students should obtain current information from advisors and faculty. Students should also consult colleges and universities where they plan to transfer.

You may refer to the following link for information on testing centers, registration processes, fees, and schedules. <http://getcollegecredit.com/>.

DSST Exam Course Equivalents

DSST Exam Title	Minimum Score 2003	Minimum Score after 2008	LFCC Equivalent	Nursing Gen Ed Requirement	Credits Earned
Fundamentals of College Algebra	47	400	MTH 158		3
Principles of Statistics	48	400	MTH 240		3
Art of the Western World	48	48	ART EEE		3
Human/ Cultural Geography	48	48	GEO 210		3
History of the Soviet Union	45	45	HIS EEE		3
A History of the Vietnam War	44	44	HIS 277		3
The Civil War and Reconstruction	47	47	HIS 277		3
Foundations of Education	46	46	EDU EEE		3
Life-Span and Developmental Psychology	46	46	PSY 230	PSY 230	3
General Anthropology	47	47	SOC 211		2
Substance Abuse (formerly Drug & Alcohol Abuse)	49	400	HMS 251		3
Introduction to Law Enforcement	45	45	ADJ 110		3
Criminal Justice	49	400	ADJ 100		3
Fundamentals of Counseling	45	45	HMS EEE		3
Principles of Finance	46	400	FIN EEE		3
Human Resources Management	46	46	BUS 205		3
Organizational Behavior	48	48	BUS 201		3
Principles of Supervision	46	400	BUS 111		3
Computing and Information Technology	45	400	ITE 115		3
Introduction to Business	46	400	BUS 100		3
Money and Banking	48	48	ECO EEE		3
Personal Finance	46	400	FIN 107		3
Management Information Systems	46	400	ITE 120		3
Business Mathematics	48	400	BUS 125		3
Business Ethics and Society New Exam		400	BUS EEE		3
Health and Human Development	48	400	HLT EEE		3
Environment and Humanity: The Race to Save the Planet	46	46	HLT EEE		3
Principles of Physical Science I	47	47	PHY EEE		3

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Astronomy New Exam		48	NAS EEE		3
Technical Writing *	46	46	ENG 115		3
Ethics in America *	46	400	PHI EEE	PHI 220	3
Introduction to World Religions	48	400	REL 230		3
Principles of Public Speaking **	47	47	CST 100	CST 100	3

* Consists of an optional essay portion. Check with your college or university to distinguish if this is required. Prometric will not score.

** In addition to a minimum score of 47 on the multiple-choice test, an examinee must also receive a passing grade on the speech.

The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for 38 of DSST courses. 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.

ACE CREDIT connects workplace learning with colleges and universities by helping adults gain access to academic credit at colleges and universities for formal courses and examinations taken in the workplace or other settings outside traditional higher education.

Credit through Training, Work Experience, or Certifications or Licensure

American Council on Education (ACE)

The American Council on Education (ACE) evaluates workplace training and certifications, making credit recommendations available to institutions of higher education. ACE currently evaluates workplace training and certifications acquired through military service and civilian practice. LFCC generally accepts ACE credit recommendations that are directly related to a student’s plan of study. Credit recommendations reviewed and approved by the Registrar’s designee and a faculty member will be made at no cost to students.

Military Training

Credit may be awarded for military experience and training in the Army, Navy, Marines, or Coast Guard if the credit is recommended by the ACE “Guide to the Evaluation of Educational Experiences in the Armed Services,” found online at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>. To receive credit, students must log into <https://jst.doded.mil> to request an official Joint Services Transcript be submitted to Lord Fairfax

Community College. For military service in the Air Force, LFCC evaluates the student's Community College of the Air Force transcript in the same way as transfer credits are evaluated from other colleges and universities. Students must contact the CCAF to request an official transcript be sent to LFCC.

Credit may be awarded for civilian workplace experience and training if the credit is recommended by the ACE "National Guide: to College Credit for Workforce Training" found online at <http://www2.acenet.edu/credit/?fuseaction=browse.main> . A Joint Services Transcript of recommended credit should be submitted to Records Office, along with other relevant documentation. The college Registrar will consult with appropriate teaching faculty or academic deans before awarding college credit.

Certified Administrative Professional (CAP) Certification

The CAP certificate has been evaluated by the American Council on Education (ACE). Students who are program-placed in the Administrative Support Technology programs, Administration Support Technology or Administrative Support Technology: Administrative Assistant Specialization and who are currently certified as a Certified Professional Secretary (CPS) and/or Certified Administrative Professional (CAP) may be awarded credit for the following courses:

ACC 117: Essentials of Accounting (3 credits)
 AST 102: Keyboarding II (3 credits)
 AST 243: Office Administration I (3 credits)
 AST 244: Office Administration II (3 credits)
 AST 205: Business Communication (3 credits)
 BUS 200: Principles of Management (3 credits)
 BUS 205: Human Resource Management (3 credits)
 BUS 241: Business Law (3 credits)
 Approved AST elective (3 credits)

The certification examination must have been completed since November 1994. The national certification exam is offered through International Association of Administrative Professionals, Kansas City, Missouri. For more information: <http://www.iaap-hq.org/certification>. Students seeking credit for CAP must provide a copy of their certificate to the Registrar.

MCAS/MOS Certification

Students who are program-placed in the Administrative Support Technology programs, Administration Support Technology or Administrative Support Technology: Administrative Assistant Specialization and can document current MCAS/MOS certification in Word, Excel, Access, and/or PowerPoint may be awarded credit for the approved AST Elective requirement.

Institute for Certification of Computing Professionals (ICCP) 2 year-ACM CS Assessment Exam:

LFCC awards transfer credit for CSC 200, CSC 201 & 202 (11 credits) upon successful passing of 2 year ACM Computer Science (CS) Exam (all parts)

National Association of Legal Assistants (NALA)

LFCC awards transfer credit to those who have successfully completed the Certified Paralegal examination (CP), upon certification of completion of the exam (www.nala.org)

National Association of Legal Professionals (NALS)

LFCC awards transfer credit to those who have successfully completed the Accredited Legal Professional examination (ALP), the Professional Legal Secretary examination (PLS) and/or the Certified Legal Professional examination (CLP), and the Professional paralegal examination (PP), upon certification of completion of the exam (www.nals.org)

American Academy of Professional Coders (AAPC)

Students who possess a current APC CPC, COC, or CIC Coding Certifications will be awarded credit for HIM 250 and HIM 255.

American Health Information Management Association (AHIMA)

Students who possess a current CCS Certification will be awarded credit for HIM 250 and HIM 255. The CCS certification must have been attained with use of ICD-10-CM/PCS or through re-credentialing. If CCS was attained using ICD-10-CM and professional development courses for ICD-10-CM/PCS, then an instructor test out exam with score of 85% or higher will be required.

Certified Pharmacy Technician

Students who possess a current (within last three years) pharmacy technical certification will receive credit for HIM 260.

Licensed Practical Nurse (LPN)

LPNs licensed in Virginia who are admitted to LFCC's Associate degree of Nursing program and who successfully complete NUR 115 LPN Transition (2 cr.) will be substituted for NUR 106 (5 cr.) and NUR 120 (2 cr.). NUR 115 is designed to bridge the gap between LPN training and the first semester of the Nursing program. A grade of "C" or better is required in these courses.

Emergency Medical Technician (EMT)

EMTs with a current license or certification may be awarded credit for EMS 111 (7 cr.) and EMS 120 (1 cr.). Student will need to present a copy of their current certification card to the EMS Program Head for verification.

Students with an EMT-Enhanced Certification may be awarded credit for EMS 111 (7 cr.), EMS 120 (1 cr.), EMS 151 (4 cr.), and EMS 170 (1 cr.), for a total of 13 credits. Student will need to present a copy of their current certification card to the EMS Program Head for verification.

Students with an EMT-Intermediate Certification may be awarded credit for EMS 111 (7cr.), EMS 120 (1 cr.), EMS 151 (4 cr.), EMS 153 (2 cr.), EMS 155 (4 cr.), EMS 157 (3 cr.), EMS 159 (3 cr.), EMS 170 (1 cr.), EMS 172 (1 cr.), and EMS 173 (1 cr.), for a total of 27 credits. Student will need to present a copy of their current certification card to the EMS Program Head for verification.

Service Members Opportunity College (SOC)

LFCC has been designated an institutional member of SOC, a group of colleges and universities providing voluntary postsecondary education to members of the military worldwide. LFCC recognizes the unique nature of the military lifestyle and eases the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experience as well as other nontraditional sources.

Competency-Based Education (CBE):

Lord Fairfax Community College offers a competency-based structure in many courses. These courses have a modular design and allow students to complete challenge assessments to test-out of portions of the course. These courses are listed in the Student Information System with a note indicating that "students will be given the opportunity to demonstrate prior knowledge before beginning new learning."

Workforce Solutions (WSCE) and Credit Programs

Some LFCC Career Studies Certificates will transfer to LFCC Workforce Solutions Apprenticeship programs and vice versa. The table below shows the crosswalk of WSCE HVAC Apprenticeships and the HVAC Career Studies Certificate

Competency Equivalent Table

Workforce Solutions HVAC Apprenticeships			LFCC Credit HVAC Career Study Certificate		
WSCE Course Number	WSCE Course Title	CEU's & Hours	Credit Course Number	Credit Course Title	Credits & Hours
HVAC 1855	HVAC Year 1 Apprenticeship	10.2 CEU or 102 hours	AIR 121	A/C Refrigeration I	3 credits (2 hours lecture / 2 hours lab) or 60 hours
HVAC 1856	HVAC Year 2 Apprenticeship	17.5 CEU or 175 hours	AIR 134 AIR 122 ELE 133	Circuits and Controls A/C Refrigeration II Electricity I	9 credits (6 hours lecture / 6 hours lab) or 180 hours
HVAC 1857	HVAC Year 3 Apprenticeship	14.5 CEU or 145 hours	AIR 154	Heating Systems I	3 credits (2 hours lecture / 2 hours lab) or 60 hours
HVAC 1858	HVAC Year 4 Apprenticeship	18.3 CEU or 183 hours	AIR 155	Heating Systems II	3 credits (2 hours lecture / 2 hours lab) or 60 hours

Upon successful completion of the HVAC CSC, students will have the Workforce Solutions equivalency of the HVAC Apprenticeship Program Year 1 and 2 classes.

Upon successful completion of the HVAC Apprenticeship Program, students will have the equivalency of the HVAC CSC.