

RICHARD BLAND COLLEGE POLICIES ON ACCEPTANCE AND APPLICATION OF CREDITS

General Policies

It is the intention of Richard Bland College that students who begin their work at other accredited institutions will be given the opportunity to transfer legitimate and equivalent coursework to be applied to the appropriate degrees offered by Richard Bland College.

A minimum of thirty credit hours must be completed at Richard Bland College toward the Associate Degree. Nine of the last 15 hours must be earned in residency at Richard Bland College to satisfy degree requirements. Richard Bland College may accept up to thirty-three credits earned by the student at other accredited institutions, scoring the appropriate score on the CLEP examination, scoring the appropriate score on the AP examination and satisfactorily completing two high school courses relating to the subject, or earning ACE credits through specialized training and experiences in the military services. It is the responsibility of the student to see that official transcripts and test scores are furnished to Richard Bland College for evaluation. Transfer credits are not included in the computation of the student's Richard Bland College grade point average.

The Richard Bland College Registrar evaluates transfer courses and accepts those to be applied to the Associate Degree. Student appeals to decisions concerning transfer credits are directed to the Provost. A copy of the completed "Evaluation of Transfer Credits Form" is mailed to the student along with a copy of the student's updated academic transcript including the credits accepted.

Other Regionally-Accredited Institutions of Higher Education

Articulation between Richard Bland College and senior institutions in the Commonwealth of Virginia is a reciprocal process. Richard Bland College has the responsibility of ensuring its programs and courses are equivalent to those offered at the senior institutions, and through articulation agreements the senior institutions have an obligation to recognize such work as equivalent, once the two parties have determined equivalency. Included in each agreement is a "Course Articulation Table" (available on the College Website under Transfer Information). The table included in the specific articulation agreement is used as a tool during the credit evaluation process. A course articulation table is also available for credits earned at institutions in the Virginia Community College System.

1. Evaluations of credits earned from other regionally-accredited institutions are made *after* a student has been selected for admission and has indicated an intention to enroll at RBC.
2. Currently enrolled students who wish to enroll in one or more courses at another college or university must obtain advance credit transfer approval by completing the "Request for Permission to Take Courses for Transfer Credit" form available from the Office of the Provost or on the Registrar's page of the College Website. (www.rbc.edu).

CLEP – College Level Examination Program

Richard Bland College awards college credit to students who score satisfactorily on the College Level Examination Program (CLEP). The maximum number of semester credits awarded to a student for CLEP General Examinations and/or Subject Examinations is thirty. These hours are not used in the computation of the student's RBC grade point average. Generally a student may not attempt credit by examination for a course in which a failing grade was received, or for a basic course in an area in which acceptable college credits have been earned at a more advanced level. Credits awarded will not exceed those awarded by CLEP; for example, French Language, Level 1, will be awarded six credits for French 101-102 instead of eight credits that would be earned if the student completed the courses at RBC. Students seeking locations for taking CLEP tests may contact the RBC Registrar's Office at 804-862-6185. The full list of CLEP credits accepted by RBC is published in the current college catalog.

Advanced Placement Tests

Richard Bland College recognizes the Advanced Placement Tests of the College Entrance Examination Board as a legitimate means of acquiring college credit for qualified students who have completed college-level courses while enrolled in an accredited secondary school. It is the responsibility of the student to see that official transcripts from the Advanced Placement Program of the College Board are furnished to the College for evaluation by the Registrar. Credit will be awarded on the basis of recommendations suggested by the American Council on Education (ACE). These hours are not used; however, in the computation of the student's RBC grade point average.

American Council on Education (ACE) – Credit Awarded for Specialized Training and Experiences in the Military Services

Richard Bland College is a member of the Service Members' Opportunity Colleges (SOC), a consortium of over 1,500 colleges and universities that provide college-level educational opportunities for service members and their families. As a SOC member, RBC recognizes the GED high school equivalency certificate/diploma; recognizes learning gained from specialized training and experiences in the military services; establishes competency by nationally recognized means; such as standardized tests. Official "Registry Transcripts" received from various United States military branches are evaluated using the "ACE Credit Recommendations" on each transcript.

Planning a Course of Study for Transfer

The acceptance of credits to be applied to the Associate Degree at Richard Bland College does not imply that the credits will also be accepted by a senior institution of the student's choice. Students intending to transfer are responsible for planning their course of study to meet the requirements of the institution(s) to which they desire to transfer. The student is responsible for seeking out the information and advice that is necessary to develop such a plan. Students are encouraged to identify as early as possible the senior institution and program into which they would like to transfer. Delays in developing and following an appropriate plan or changes in the plan, e.g., change of planned major, may reduce the applicability of transfer credit to the degree program a student ultimately selects.