

Advanced Standing Guide 2014-2015



The Peninsula's Community College

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Acknowledgements: Much of the language utilized in the Advanced Standing Guide is borrowed or based on similar advanced standing policies from Blue Ridge, Northern Virginia, Tidewater, and Virginia Western Community Colleges.

Advanced Standing

Thomas Nelson's policy concerning the acceptance and application of credit for traditional transfer coursework and non-traditional activities such as credit for examinations, certifications, licensure, non-credit classroom instruction, training, and experiential learning is contained in this publication – the Thomas Nelson *Advanced Standing Guide*. The *Guide* is reviewed annually and updated as needed by qualified faculty. Decisions concerning comparability and applicability of credits are based on a review of institutional catalogs, course descriptions, course syllabi, instructional materials and other resources available to ensure equivalency of content to Thomas Nelson courses. Faculty recommendations are reviewed and approved by the appropriate academic dean, vetted with the College Curriculum Committee, and submitted by the Vice President for Academic Affairs to Enrollment Services for inclusion in the transfer credit data base and *Advanced Standing Guide*.

Definitions, Guidelines & Policies

Purpose

The purpose of the advanced standing guide is to describe opportunities by which students may earn college credit for learning experiences beyond the successful completion of courses offered at Thomas Nelson Community College. Guidelines are designed to respect the balance between upholding academic standards for the College and recognizing students' previous learning experiences which apply to their chosen program of study. In all cases, the award of advanced standing credit and all associated policies require review and approval of qualified subject-area faculty members.

Included are the policies and procedures used at the College for awarding credit for courses completed at other colleges and universities (transfer), standardized examinations, industry certifications, professional licenses, challenge exams, and military and other training. Explanations for course substitutions and waivers are also included

What is Advanced Standing?

Advanced standing is the practice of awarding college credit for learning experiences completed outside Thomas Nelson Community College that are deemed equivalent to courses offered in programs at the College. Such experiences are regularly evaluated by faculty with content expertise to determine if a student's *standing* can be *advanced* based on documentation of the knowledge and skill acquired in the learning experience.

Guidelines for Advanced Standing

The following criteria apply to all forms of advanced standing at Thomas Nelson Community College:

- Credit will only be evaluated from official source documentation.
- To be eligible for advanced standing, the student must be enrolled in a curricular plan at the College. Non-curricular students are not eligible for advanced standing.
- Award of credit through advanced standing shall be given, to the extent possible, for courses listed in the current *College Catalog*. In rare instances, advanced standing credit may be awarded for courses listed in the Virginia Community College System's Master Course File if the equivalent course is deemed to meet the general intent of a program requirement.
- The Thomas Nelson official transcript shall specify the type of advanced standing, source of the credit, equivalent courses, and the number of credits awarded. Advanced standing credit shall be distinguished from earned course credit on the transcript.
- No grades, grade point average, or other indication of academic standing shall be associated with advanced standing credit on the Thomas Nelson official transcript.
- Advanced standing credit will not be awarded for courses already attempted or completed by the student. Advanced standing credit cannot be used to replace an unsuccessful course attempt at the College or equivalent course at another VCCS institution.
- No credit shall be awarded that duplicates earned course credit at other institutions or other credit awarded through advanced standing.
- The College reserves the right to place a time limit on experiences for which advanced standing may be granted. The College has a time limit for accepting credit for technical courses taken at other institutions. The College will determine if courses taken more than 7 years ago, as well as industry certifications, can be used in the student's program of study.
- To graduate from the College, a student must complete a minimum of 25% of the total credits required for the degree, certificate or career studies certificate from Thomas Nelson Community College.
- Credit awarded through advanced standing is applicable only to curricular requirements at Thomas Nelson Community College. **Advanced standing credit may not be accepted as transfer credit by other higher education institutions.** Each college or university exercises internal procedures for evaluating learning experiences and determining how advanced standing credit is awarded.

Course Substitutions & Waivers

Course substitutions and course waivers are not a means of awarding credit, but are related to advanced standing as an alternative means to meet program requirements. For example, students who are awarded transfer credit for a course similar to but not exactly equivalent to the required course in a program may qualify for course substitution. Students who enter with existing knowledge and skills in a particular discipline may qualify for waiver of a program requirement.

A course **substitution** is a course that takes the place of a required course in a curriculum, provided the course substitution meets the content and/or general intent of the requirement. Examples of course substitutions may include accepting a higher-level mathematics (MTH 173 for MTH 163) or nutrition course (HLT 230 for HLT 138) to meet the requirement of a program.

A course **waiver** does not result in receiving credit for the course, but instead means that the student does not have to take a required course in the program because the student has the knowledge and skills taught in the course and would not benefit from repeating the content. The student is required to make up the credits of a waived program requirement. An example of a course waiver may include waiving a 100-level foreign language requirement for a student who is a native speaker and can document competency.

Determination of course substitutions and course waivers may be based on recommendations of the faculty and are subject to final approval of the academic dean over the program of study in which the student is enrolled.

Waiver for College Success Skills (SDV 100) Course: Students at Thomas Nelson Community College who have previously completed a two-year or four-year degree at a regionally accredited college or university in the United States may request a waiver of the College Success Skills (SDV 100) course. Students requesting a waiver of SDV 100 will be required to fulfill the program requirements by election of additional credit hours to compensate for the course waiver. Students receiving a waiver for the SDV 100 course assume all responsibility for knowledge of the college's policies on curricular requirements, scholastic dishonesty, and standards of conduct for the student body. The College may substitute other transfer credits earned to satisfy the total credit hour requirement of the degree. Students who have completed SDV 100 at other Virginia community colleges will receive, upon request, a copy of the college catalog and current schedule. Transfer students who determine that they need additional information from the College may enroll in the SDV 100 course.

To request a waiver for this course, students should complete a *Substitution Form or a Request for Transfer Evaluation*.

Advanced Standing Policy Compliance

Advanced standing policies at Thomas Nelson Community College are consistent with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards and with Virginia Community College System (VCCS) policy, as outlined below:

SACSCOC Standard 3.4.4, *Acceptance of Academic Credit*

"The institution published policies that include criteria for evaluating, awarding, and accepting credit for transfer, experiential learning, credit by examination, Advanced Placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree

programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript."

VCCS Policy 5.6.5.1, Advanced Standing

"Advanced standing is the administrative placement of a student that awards credit for subject matter competency based upon previous academic study or acquired through nontraditional means. This may include, but is not limited to, college credit and advancement based upon the administration and evaluation of locally-developed examinations, individual college participation in national recognized standardized examinations; experiential learning; and training provided by non-collegiate institutions, such as armed forces and service schools."

The policy further details categories of advanced standing credit and requirements for administration of advanced standing. See the VCCS Policy Manual, *Section 5: Academic Programs* for additional information.

VCCS Policy 5.6.5, Waiver of Requirements

"Students having reason to believe that previous educational studies, training programs, or work experience may entitle them to an adjustment in the required courses in a particular curriculum should contact the Division Deans or Counselors at the college to determine procedures before registering for classes. Through subsequent interviews and tests, students may qualify for waiver of curriculum admission requirements, of course prerequisites, and of courses in a curriculum upon the recommendations of the counselor and the instructional division concerned.

Students may substitute equivalent or more sophisticated courses in the same field in any approved curriculum with the approval of the instructional division and Chief Academic Officer or designee provided they can, by previous educational accomplishment or college administered examination, demonstrate the capability for success in the courses requested.

In addition, if students can demonstrate that previous educational study, training, work experience, or college administered examination results may entitle them to advancement in the courses required for a particular curriculum, upon request and with the approval of the instructional division and the Chief Academic Officer, they may receive advance placement and credit in the course or curriculum for which advancement was requested.

If requirements are waived, students must successfully complete other courses to compensate for the credit hours."

See the VCCS Policy Manual, *Section 5: Academic Programs* for additional information.

Transfer of Credit

Awarded by Another College or University

Thomas Nelson Community College will evaluate courses completed at other regionally and nationally accredited colleges and universities for the purposes of transferring that credit, provided certain criteria are met.

The student must:

- Be admitted to and enrolled in a curricular program at Thomas Nelson Community College.
- Successfully complete at least six (6) credits prior to the awarding of transfer credit.
- Have achieved a grade of “C” or higher in any course for which transfer credit is requested. Transfer credit will not be awarded for grades of “P” or audit.
- Follow the steps below to complete forms and request official transcripts.
- Provide any additional information requested by the College in determining the award of credit to include, but not limited to, catalog descriptions and/or syllabi for courses under consideration for transfer credit.

Steps for Transfer Credit Evaluation

Students seeking evaluation for **transfer credit** should complete the following steps:

1. Complete and submit the *Request for Transfer Evaluation* form to Enrollment Services, Griffin Hall, Room 208 (Hampton campus) or Student Services, Room 117 (Historic Triangle campus). The form can be obtained at these offices or on the College website.
2. Request that official transcripts from other colleges and universities be mailed to one of the following addresses:
 - **Hampton Campus:** Thomas Nelson Community College, Enrollment Services, Griffin Hall, Room 208, 99 Thomas Nelson Drive, Hampton, VA 23666.
 - **Historic Triangle Campus:** Thomas Nelson Community College, Student Services Office, Room 117, 4601 Opportunity Way, Williamsburg, VA 23188.
3. Note that official transcripts are not needed for other VCCS colleges as an electronic transcript can be viewed by College officials. However, the student still must complete a *Request for Transfer Evaluation* form to request the College review transcripts from other VCCS colleges.
4. The student will be notified by a representative from Enrollment Services (Hampton campus) or Student Services (Historic Triangle campus) about the results of the transfer credit evaluation.

International Transcripts

International credentials are accepted by the College for transfer credit; however, the College does not translate or evaluate foreign documents. The College has the following expectations for consideration

of transfer credit earned at institutions outside the United States:

- The student assumes the cost and responsibility of having international transcripts evaluated by an approved evaluation agency. Cost and time for the evaluation varies by agency.
- International transcript evaluations must be in English and evaluated on a course-by-course rather than degree basis.
- International transcript evaluations must be conducted by a professional organization or agency that is a member of the National Association of Credential Evaluators or approved by the Virginia Department of Education. One such organization is Josef Silny and Associates, International Education Consultants, 7101 SW 102 Avenue, Miami, FL 33173, info@jsilny.com or www.jsilny.com.
- Once the transcript evaluation has been received, it is then submitted and reviewed as outlined in the above section, *Steps for Transfer Credit Evaluation*.

Additional Guidelines for Award of Transfer Credit

- Credit will only be evaluated from official source documentation.
- Courses for which transfer credit is awarded must be similar in content, credit, and learning outcomes to their counterpart courses at the College.
- Courses completed in quarter hour or other measurement systems will be translated into semester hours prior to awarding credit.
- No grades, grade point average, or other indication of academic standing shall be associated with transfer credit on the official transcript.
- Transfer credit will not be awarded for courses already attempted or completed by the student. Transfer credit cannot be used to replace an unsuccessful course attempt at the College or equivalent course at another VCCS institution.
- Duplicate credit will not be awarded for the same course.
- Courses completed at a regionally or nationally accredited institution will be evaluated on a course-by-course basis to determine equivalency to Thomas Nelson Community College course content and learning outcomes.
- Faculty may be consulted to make recommendations on course equivalency. Academic deans are responsible for approving requests for transfer credit.
- The College reserves the right to place a time limit on experiences for which advanced standing may be granted. The College may also impose a time limit for accepting credit for technical courses taken at other institutions.
- To graduate from the College, a student must complete a minimum of 25% of the total credits required for the degree, certificate or career studies certificate from Thomas Nelson Community College.
- Transfer credit awarded is applicable only to program requirements at Thomas Nelson Community College. If the student changes programs at the College, the award of transfer credit will be re-evaluated based on the new program selected.

Credit for Standardized Examinations

Advanced Placement (AP)

Advanced Placement (AP) exams are administered by the College Board to high school students enrolled in “AP” designated courses throughout the United States. Each exam has a course guide that provides an overview of the course including learning objectives and concept outlines. Exam scores range from 1-5 with five being the highest. For a complete description Advanced Placement exams, visit the website at: <http://apcentral.collegeboard.com>.

Thomas Nelson Community College awards advanced standing credit for Advanced Placement (AP) exams in accordance with Virginia Community College System (VCCS) policy, which sets the minimum acceptable exam score at three (3) on AP exams. Credit may be awarded differently for scores that exceed the minimum. Faculty within the subject area review the learning objectives for Advanced Placement exams and determine equivalent courses offered at the College. Credits are awarded as follows:

Exam Title	Thomas Nelson Equivalent Course(s)	Minimum Score	Credits Awarded
Art History	ART 101 & 102	3	6
Biology	BIO 101	3	4
Biology	BIO 101 & 102	4	8
Calculus AB	MTH 173	3	4
Calculus BC	MTH 173	3	4
Calculus BC	MTH 173 & 174	4	8
Chemistry	CHM 111	3	4
Chemistry	CHM 111 & 112	4	8
Chinese Language and Culture	CHI 101 & 102	3	8
Chinese Language and Culture	CHI 101, 102 & 201	4	12
Chinese Language and Culture	CHI 101, 102, 201 & 202	5	16
Computer Science A	CSC 200 & 201	3	6
English Language and Composition	ENG 111	3	3
English Literature and Composition	ENG 125	3	3
Environmental Science	BIO 107	3	4
European History	HIS 102	3	3
French Language and Culture	FRE 101 & 102	3	8
French Language and Culture	FRE 101, 102 & 201	4	12
French Language and Culture	FRE 101, 102, 201 & 202	5	16
German Language and Culture	GER 101 & 102	3	8
German Language and Culture	GER 101, 102 & 201	4	12
German Language and Culture	GER 101, 102, 201 & 202	5	16

Exam Title	Thomas Nelson Equivalent Course(s)	Minimum Score	Credits Awarded
Government & Politics: Comparative	No Equivalent Course	-	0
Government & Politics: United States	PLS 135	3	3
Human Geography	GEO 210	3	3
Japanese Language and Culture	JAP 101 & 102	3	8
Japanese Language and Culture	JAP 101, 102 & 201	4	12
Japanese Language and Culture	JAP 101, 102, 201 & 202	5	16
Macroeconomics	ECO 201	3	3
Microeconomics	ECO 202	3	3
Music Theory	MUS 111	3	4
Physics B	PHY 201	3	4
Physics B	PHY 201 & 202	4	8
Physics C: Electricity and Magnetism	No Equivalent Course	-	0
Physics C: Mechanics	No Equivalent Course	-	0
Psychology	PSY 200	3	3
Spanish Language and Culture	SPA 101 & 102	3	8
Spanish Language and Culture	SPA 101, 102 & 201	4	12
Spanish Language and Culture	SPA 101, 102, 201 & 202	5	16
Statistics	MTH 240	3	3
Studio Art: 2D or 3D Design	No Equivalent Course	-	0
Studio Art: Drawing	<i>See "Challenge Exams" section of this guide for instructions on submitting portfolio for review</i>		
United States History	HIS 121 & 122	3	6
World History	HIS 111 & 112	3	6

Students seeking credit for **Advanced Placement (AP) Exams** should complete the following steps:

1. Complete and submit the *Request for Transfer Evaluation* form to Enrollment Services, Griffin Hall, Room 208 (Hampton campus) or Student Services, Room 117 (Historic Triangle campus). The form can be obtained at these offices or on the College website.
2. Review the options for requesting official score reports on the College Board website: <https://apscore.collegeboard.org/scores/score-reporting>.
3. Request that official score reports be mailed to one of the following addresses:
 - **Hampton Campus:** Thomas Nelson Community College, Enrollment Services, Griffin Hall, Room 208, 99 Thomas Nelson Drive, Hampton, VA 23666.
 - **Historic Triangle Campus:** Thomas Nelson Community College, Student Services Office, Room 117, 4601 Opportunity Way, Williamsburg, VA 23188.
4. The student will be notified by a representative from Enrollment Services (Hampton campus) or Student Services (Historic Triangle campus) when the process is complete.

Credit for Standardized Examinations

Cambridge International (A/AS Level) Program

Cambridge International exams, commonly known as *A levels* or *AS levels*, are administered by the University of Cambridge and completed by students in the United Kingdom and international education programs in 160 countries. Each exam has a syllabus that provides an overview of the course including learning objectives and content outlines. Exam scores range from A-E with A being the highest. For a complete description of Cambridge International exams, visit the website at: <http://www.cie.org.uk>.

Thomas Nelson Community College awards advanced standing credit for Cambridge International exams in accordance with Virginia Community College System (VCCS) policy, which sets C as the minimum acceptable exam score. Credit may be awarded differently for the AS level as compared to the A level exam. Faculty within the subject area review the learning objectives for Cambridge International exams and determine equivalent courses offered at the College. Credits are awarded as follows:

Cambridge International Exams Exam Title (Number) - Level	Thomas Nelson Equivalent Course(s)	Minimum Score	Credits Awarded
Accounting (9706) - A Level	ACC 211 & 212	C	6
Accounting (9706) - AS Level	ACC 211	C	3
Applied Information and Communication Technology (9713)	No Equivalent Course	-	0
Arabic (8680 or 9680)	No Equivalent Course	-	0
Art and Design (9183 or 9704)	No Equivalent Course	-	0
Biology (9184) A Level	BIO 101 & 102	C	8
Biology (9184) AS Level	No Equivalent Course	-	0
Biology (9700) A Level	BIO 101 & 102	C	8
Biology (9700) AS Level	No Equivalent Course	-	0
Business Studies (9707)	No Equivalent Course	-	0
Chemistry (9185 or 9701)	CHM 111	C	4
Chinese (8681 or 9715)	No Equivalent Course	-	0
Classical Studies (9274)	No Equivalent Course	-	0
Computer Science (9608)	CSC 200	C	3
Computing (9691)	No Equivalent Course	-	0
Design and Technology (9705)	No Equivalent Course	-	0
Design and Textiles (9631)	No Equivalent Course	-	0
Divinity (8041 or 9011)	No Equivalent Course	-	0
Economics (9275 or 9708)	ECO 201 & 202	C	6
English - Language (9093)	ENG 125	C	3
English - Literature (9276 or 9695)	ENG 125	C	3
Environmental Management (8291)	BIO 107	C	4
Food Studies (9336)	No Equivalent Course	-	0
French (9291 or 9716)	No Equivalent Course	-	0

Cambridge International Exams Exam Title (Number) - Level	Thomas Nelson Equivalent Course(s)	Minimum Score	Credits Awarded
French Language (8276 or 8682)	No Equivalent Course	-	0
French Literature (8277 or 8670)	No Equivalent Course	-	0
General Paper (8001 or 8004)	ENG 111	C	3
Geography (9278 or 9696)	No Equivalent Course	-	0
German (9717)	No Equivalent Course	-	0
German Language (8683)	No Equivalent Course	-	0
History (9279, 9389 or 9697)	No Equivalent Course	-	0
Islamic Studies (8053 or 9013)	No Equivalent Course	-	0
Japanese Language (8281)	No Equivalent Course	-	0
Language & Literature in English (8274 or 8695)	ENG 111 & 125	C	6
Law (9084)	No Equivalent Course	-	0
Marine Science (9693)	No Equivalent Course	-	0
Mathematics (9231 & 9280)	No Equivalent Course	-	0
Mathematics (9709) - A Level	MTH 163 & 173	C	7
Mathematics (9709) - AS Level	MTH 163	C	3
Media Studies (9607)	No Equivalent Course	-	0
Music (8663, 9385 or 9703)	No Equivalent Course	-	0
Physical Science (8780)	CHM 101	C	4
Physics (9277 or 9702)	No Equivalent Course	-	0
Psychology (9698)	PSY 200	C	3
Sociology (9699)	SOC 200	C	3
Spanish (8665, 9282 or 9719)	No Equivalent Course	-	0
Spanish Language (8278 or 8685)	No Equivalent Course	-	0
Spanish Literature (8279 or 8673)	No Equivalent Course	-	0

Students seeking credit for **Cambridge International Exams** should complete the following steps:

1. Complete and submit the *Request for Transfer Evaluation* form to Enrollment Services, Griffin Hall, Room 208 (Hampton campus) or Student Services, Room 117 (Historic Triangle campus). The form can be obtained at these offices or on the College website.
2. Download, complete and submit the *Priority Results Information* form available on the Cambridge International Exams website: <http://www.cie.org.uk>.
3. Request that official score reports be mailed to one of the following addresses:
 - Hampton Campus: Thomas Nelson Community College, Enrollment Services, Griffin Hall, Room 208, 99 Thomas Nelson Drive, Hampton, VA 23666.
 - Historic Triangle Campus: Thomas Nelson Community College, Student Services Office, Room 117, 4601 Opportunity Way, Williamsburg, VA 23188.
4. The student will be notified by a representative from Enrollment Services (Hampton campus) or Student Services (Historic Triangle campus) when the process is complete.

Credit for Standardized Examinations

College Level Exam Program (CLEP)

The College Level Examination Program (CLEP) is administered by the College Board and offers subject level examinations to allow students document their existing knowledge for 100 and 200 level collegiate courses. A fact sheet is published for each exam that provides a description of the exam content, required knowledge and skills, and study materials. For a complete description of CLEP exams, visit the website: <https://clep.collegeboard.org/exams/offered>.

Thomas Nelson Community College awards advanced standing credit for CLEP exams in accordance with the minimum recommended scores provided by the American Council on Education (ACE) for courses that have equivalencies at the College. Such scores were judged to be equivalent to a grade of C in the college-level course. Faculty within the subject area review the learning objectives for CLEP exams and determine equivalent courses offered at the College. Credits are awarded as follows:

Cambridge International Exams Exam Title	Minimum Score	Thomas Nelson Equivalent Course(s)	Credits Awarded
American Government	50	PLS 135	3
American Literature	50	ENG 241 & 242	6
Analyzing and Interpreting Literature	-	No Equivalent Course	0
Biology	50	BIO 101 & 102*	8
Calculus	50	MTH 270	3
Chemistry	50	CHM 111 & 112*	8
College Algebra	50	MTH 158	3
College Composition	50	ENG 111	3
College Composition Modular	50	ENG 111^ #	3
College Mathematics	50	MTH 151 & 152	6
English Literature	50	ENG 125	3
Financial Accounting	53	ACC 211	3
French Language	50	FRE 101 & 102	8
French Language	59	FRE 101, 102, 201 & 202	16
German Language	50	GER 101 & 102	8
German Language	59	GER 101, 102, 201 & 202	16
History of the US I: Colonization to 1877	50	HIS 121	3
History of the US II: 1985 to Present	50	HIS 122	3
Human Growth and Development	50	PSY 230	3
Humanities	-	No Equivalent Course	0
Information Systems & Computer Applications	50	ITE 115	3
Introduction to Educational Psychology	-	No Equivalent Course	0
Introductory Business Law	50	BUS 241	3

Cambridge International Exams Exam Title	Minimum Score	Thomas Nelson Equivalent Course(s)	Credits Awarded
Introductory Psychology	50	PSY 200	3
Introductory Sociology	50	SOC 200	3
Natural Sciences	-	No Equivalent Course	0
Precalculus	50	MTH 163 & 164	6
Principles of Macroeconomics	50	ECO 201	3
Principles of Management	50	BUS 200	3
Principles of Marketing	50	MKT 100	3
Principles of Microeconomics	50	ECO 202	3
Social Sciences and History	-	No Equivalent Course	0
Spanish Language	50	SPA 101 & 102	8
Spanish Language	59	SPA 101, 102, 201 & 202	16
Western Civilization I: Ancient Near East to 1648	50	HIS 101	3
Western Civilization II: 1648 to Present	50	HIS 102	3

* Credit awarded once student enrolls in and completes a laboratory section with a grade of "C" or higher

^ The College Composition Modular exam includes two essays that must be graded by the College. This may prolong the time to receive a decision on awarding of credit.

Students who complete the College Composition Modular exam within 18 months of requesting transfer credit evaluation need to request that the College Board send the essays to Thomas Nelson. Students who complete the exam more than 18 months prior to requesting transfer credit evaluation or who previously had their essays sent to other institutions will need to take the optional essay portion of the exam and have those essays sent to Thomas Nelson.

Students seeking credit for **College Level Exam Program (CLEP)** should complete the following steps:

1. Complete and submit the *Request for Transfer Evaluation* form to Enrollment Services, Griffin Hall, Room 208 (Hampton campus) or Student Services, Room 117 (Historic Triangle campus). The form can be obtained at these offices or on the College website.
2. Review the options for requesting official score reports on the College Board website: <http://clep.collegeboard.org/about/score>.
3. Request that official score reports be mailed to one of the following addresses:
 - Hampton Campus: Thomas Nelson Community College, Enrollment Services, Griffin Hall, Room 208, 99 Thomas Nelson Drive, Hampton, VA 23666.
 - Historic Triangle Campus: Thomas Nelson Community College, Student Services Office, Room 117, 4601 Opportunity Way, Williamsburg, VA 23188.
4. The student will be notified by a representative from Enrollment Services (Hampton campus) or Student Services (Historic Triangle campus) when the process is complete.

Credit for Standardized Examinations

DSST (also known as DANTES) Program

DSST, also known as DANTES, offers subject level examinations. DANTES is the Defense Activity for Non-Traditional Educational Support, which promotes educational opportunities for service members and veterans. A fact sheet is published for each exam that provides a description of the exam content, sample questions, references, and scoring information. DSST exams use scaled scores and each test has a different scale. For a complete description of DSST exams, visit the website:

<http://getcollegecredit.com/testprep/#courses>.

Thomas Nelson Community College awards advanced standing credit for DSST exams in accordance with the minimum recommended scores provided by the American Council on Education (ACE) for courses that have equivalencies at the College. Faculty within the subject area review the learning objectives for DSST exams and determine equivalent courses offered at the College. Credits are awarded as follows:

Cambridge International Exams Exam Title	Minimum Score	Thomas Nelson Equivalent Course(s)	Credits Awarded
Art of the Western World	-	No Equivalent Course	0
Astronomy	-	No Equivalent Course	0
Business Ethics and Society	-	No Equivalent Course	0
Business Law II	-	No Equivalent Course	0
Business Mathematics	400	BUS 121	3
Criminal Justice	400	ADJ 100	3
Environment and Humanity	53	BIO 107*	4
Ethics in America	-	No Equivalent Course	0
Foundations of Education	-	No Equivalent Course	0
Fundamentals of College Algebra	400	MTH 158	3
Fundamentals of Counseling	400	HMS 121	0
Here's to Your Health	400	HLT 110	3
History of the Vietnam War	-	No Equivalent Course	0
Human Resource Management	46	BUS 205	3
Human/Cultural Geography	48	GEO 210	3
Introduction to Business	400	BUS 100	3
Introduction to Computing	400	ITE 120	3
Introduction to Law Enforcement	-	No Equivalent Course	0
Introduction to the Modern Middle East	-	No Equivalent Course	0
Introduction to World Religions	-	No Equivalent Course	0
Lifespan Developmental Psychology	46	PSY 230	3
Management Information Systems	400	ITE 120	3
Money and Banking	48	FIN 110	3

Exam Title	Minimum Score	Thomas Nelson Equivalent Course(s)	Credits Awarded
Organizational Behavior	48	BUS 201	3
Personal Finance	400	FIN 107	3
Physical Geology	46	GOL 105	4
Principles of Finance	46	FIN 215	3
Principles of Financial Accounting	47	ACC 211	3
Principles of Physical Science I	-	No Equivalent Course	0
Principles of Public Speaking	47	CST 100	3
Principles of Statistics	400	MTH 240	3
Principles of Supervision	400	BUS 111	3
Rise and Fall of the Soviet Union	-	No Equivalent Course	0
Substance Abuse	-	No Equivalent Course	0
Technical Writing	46	ENG 115	3
The Civil War and Reconstruction	47	HIS EEE (HIS 269)	3
Western Europe since 1945	-	No Equivalent Course	0

* Credit awarded once student enrolls in and completes a laboratory section with a grade of "C" or higher

Students seeking credit for **DSST** exams should complete the following steps:

1. Complete and submit the *Request for Transfer Evaluation* form to Enrollment Services, Griffin Hall, Room 208 (Hampton campus) or Student Services, Room 117 (Historic Triangle campus). The form can be obtained at these offices or on the College website.
2. Review the options for requesting official score reports on the website: <http://getcollegecredit.com/testprep/#courses>.
3. Request that official score reports be mailed to one of the following addresses:
 - **Hampton Campus:** Thomas Nelson Community College, Enrollment Services, Griffin Hall, Room 208, 99 Thomas Nelson Drive, Hampton, VA 23666.
 - **Historic Triangle Campus:** Thomas Nelson Community College, Student Services Office, Room 117, 4601 Opportunity Way, Williamsburg, VA 23188.
4. The student will be notified by a representative from Enrollment Services (Hampton campus) or Student Services (Historic Triangle campus) when the process is complete.

Credit for Standardized Examinations

International Baccalaureate (IB) Program

International Baccalaureate (IB) exams are completed by high school students enrolled in “IB” courses in schools approved to offer the International Baccalaureate curriculum. The coursework is typically completed during the junior and senior years of high school. The courses occur at two levels, “SL” and “HL” which refer to “standard level” and “higher level” respectively. The standard level “SL” may only require one complete year of coursework; the higher level “HL” course is of more depth and complexity and typically requires two complete years of coursework. Each IB course has a subject outline and detailed course guide. Exam scores range from 1-7 with seven being the highest. For a complete description of International Baccalaureate (IB) exams, visit the website at:

<http://www.ibo.org/general/who.cfm>.

Thomas Nelson Community College awards advanced standing credit for International Baccalaureate (IB) exams in accordance with Virginia Community College System (VCCS) policy, which sets the minimum acceptable exam score at five (5) for these exams. Credit may be awarded differently for scores that exceed the minimum. Faculty within the subject area review the learning objectives for International Baccalaureate (IB) exams and determine equivalent courses offered at the College. Credits are awarded as follows:

Cambridge International Exams Exam Title (Level)	Thomas Nelson Equivalent Course(s)	Minimum Score	Credits Awarded
Art Design (SL or HL)	No Equivalent Course	-	0
Biology (SL or HL)	BIO 101	5	4
Business & Management - SL	No Equivalent Course	-	0
Chemistry (SL or HL)	CHM 111	5	4
Chemistry (SL or HL)	CHM 111 & 112	6	8
Computer Science (HL)	CSC 200	5	3
Computer Science (SL)	No Equivalent Course	-	0
Economics (HL)	ECO 201 & 202	5	6
Economics (SL)	ECO 120	5	3
Environmental Systems (SL)	BIO 107	5	4
Film (SL or HL)	No Equivalent Course	-	0
Geography (SL)	GEO 210	5	3
History 20th Century World (HL)	No Equivalent Course	-	0
History of the Americas (HL)	No Equivalent Course	-	0
IT in a Global Society (SL or HL)	No Equivalent Course	-	0
Language A: English Lit (HL)	ENG 125	5	3
Language B: Classical (SL)	No Equivalent Course	-	0
Language B: French (HL)	Waiver/placement into FRE 201	5	0
Language B: French (HL)	FRE 201	6	4

Cambridge International Exams Exam Title (Level)	Thomas Nelson Equivalent Course(s)	Minimum Score	Credits Awarded
Language B: French (HL)	FRE 201 & 202	7	8
Language B: German (HL)	Waiver/placement into GER 201	5	0
Language B: German (HL)	GER 201	6	4
Language B: German (HL)	GER 201 & 202	7	8
Language B: Spanish (HL)	Waiver/placement into SPA 201	5	0
Language B: Spanish (HL)	SPA 201	6	4
Language B: Spanish (HL)	SPA 201 & 202	7	8
Math Methods (SL)	No Equivalent Course	-	0
Math Studies (SL)	No Equivalent Course	-	0
Mathematics (HL)	MTH 173	5	4
Mathematics (HL)	MTH 173 & 174	6	8
Music (SL or HL)	No Equivalent Course	-	0
Philosophy (SL or HL)	No Equivalent Course	-	0
Physics (HL)	PHY 201 & 202	6	8
Physics (SL)	PHY 201	4	4
Psychology (SL or HL)	PSY 200	5	3
Social Anthropology (HL)	No Equivalent Course	-	0
Social Anthropology (SL)	SOC EEE (SOC 211)	5	3
Theatre Arts (SL or HL)	CST 130	5	3

Students seeking credit for **International Baccalaureate (IB)** exams should complete the following steps:

1. Complete and submit the *Request for Transfer Evaluation* form to Enrollment Services, Griffin Hall, Room 208 (Hampton campus) or Student Services, Room 117 (Historic Triangle campus). The form can be obtained at these offices or on the College website.
2. Review the options for requesting official score reports on the International Baccalaureate (IB) website: <http://www.ibo.org/informationfor/alumni/transcripts/>.
3. Request that official score reports be mailed to one of the following addresses:
 - Hampton Campus: Thomas Nelson Community College, Enrollment Services, Griffin Hall, Room 208, 99 Thomas Nelson Drive, Hampton, VA 23666.
 - Historic Triangle Campus: Thomas Nelson Community College, Student Services Office, Room 117, 4601 Opportunity Way, Williamsburg, VA 23188.
4. The student will be notified by a representative from Enrollment Services (Hampton campus) or Student Services (Historic Triangle campus) when the process is complete.

Credit for Certification & Licensure

Credit may be awarded when a student holds an industry certification or professional license that is deemed equivalent to a course or series of courses within a program offered at Thomas Nelson Community College. Students must be enrolled in a program at the College for which the course is required and, in most cases, have earned at least six (6) credits in the program before applying to receive advanced standing credit for certification or licensure.

Students seeking credit for **Certification or Licensure** should complete the following steps:

1. Review the certification and licensure list below for the appropriate academic division to determine if the certification or license held is applicable to their program of study.
2. Complete the *Request for Transfer Evaluation* form. Submit the form and required documentation to Enrollment Services, Griffin Hall, Room 208 (Hampton campus) or Student Services, Room 117 (Historic Triangle campus). The form can be obtained at these offices or on the College website.
3. Enrollment Services will confirm the student is enrolled in a program at the College for which the courses are required, attach a degree progress report, and forward along with a *Transcript Evaluation Form* to the academic division dean or designee for review and approval.
4. The student will be notified of the review results by an Enrollment Services representative.

Business, Public Services, Information Systems & Mathematics (BPSISM)

Division Office Location: Hampton Campus, Diggs Hall, Room 122; Phone 757-825-2990

Credit for certification is offered for the following programs:

- Accounting (203)
 - Administrative Support Technology (298, 298-01 and 298-02)
 - CISCO Networking (221-732-10)
 - Cyber Security (221-732-15)
 - Geographical Information Systems (221-719-71)
 - Information Systems Technology (299)
 - Information Technology (340)
 - Micro Computer Applications (221-299-03)
 - Web Design E-Commerce (221-352-05)
 - Web Design Specialist (221-352-02)
 - Multiple Programs: ITE 115 Course
-

Business, Public Services, Information Systems & Mathematics				
Curriculum Name	Curriculum Number	Certification or License/ Credentialing Agency	Equivalent Course(s)	Credits Awarded
Accounting	203	Microsoft Office Specialist: Excel Expert 2013 (Exams 427 & 428)/ Microsoft ^{1,2}	ITE 140	3
Accounting	203	Microsoft Office Specialist: Excel Expert 2010 (Exam 888)/ Microsoft ^{1,2}	ITE 140	3
Administrative Support Technology	298-02	Certified Professional Coder (CPC)/ American Association of Professional Coders ¹	AST 242, BIO 100 & HLT 143	9
Administrative Support Technology	298 and 298-01	Certified Administrative Professional/International Association of Administrative Professionals ^{1,2}	AST 101, AST 102, AST 230, AST 243, AST 234 & BUS 235	18
Administrative Support Technology	298 and 298-02	Microsoft Office Specialist: Master 2013 (Word & Excel Expert, PPT, Outlook, Access, Share point)/ Microsoft ^{1,2}	AST 232	3
Administrative Support Technology	298-01	Certified Internet Webmaster (CIW) Site Development Associate (Exam 1D0-61B)/Association of Internet Professionals ¹	ITD 110	3
Administrative Support Technology	298-01	Certified Internet Webmaster (CIW) Web Design Specialist (Exam 1D0-520)/Association of Internet Professionals ¹	ITD 210	4
Administrative Support Technology	298-01	Adobe Web Communication with Dreamweaver CS6/Adobe ¹	ITD 210	4
CISCO Networking	221-732-10	Cisco Certified Entry Networking Technician-CCENT (Exam ICND1, 1/10.01.13/5.0)/Cisco ¹	ITN 154 (4) and ITN 155 (4)	8
CISCO Networking	221-732-10	Cisco Certified Network Administrator-CCNA (Exam ICND2, 1/10.01.13.5.0/ Cisco ¹	ITN 156 (4) and ITN 157 (4)	8
Cyber Security	221-732-15	Security+ Certified Professional (SYO-301/2011/301)/CompTIA ¹	ITN 260	3
Geographical Information Systems (GIS)	221-719-71	Microsoft Certified Technology Associate (MTA)/ Microsoft ¹	ITD 130	3
Geographical Information Systems (GIS)	221-719-71	Oracle Certified Professional (OCP), Oracle Database, Version >10g/ Oracle ¹	ITD 130	3

Business, Public Services, Information Systems & Mathematics

Curriculum Name	Curriculum Number	Certification or License/ Credentialing Agency	Equivalent Course(s)	Credits Awarded
Geographical Information Systems (GIS)	221-719-71	Microsoft Certified Systems Engineer (MCSE)/ Microsoft ¹	ITD 130	3
Geographical Information Systems (GIS)	221-719-71	Microsoft Office Specialist: Access 2013 (Exam 424)/ Microsoft ^{1,2}	ITD 130	3
Geographical Information Systems (GIS)	221-719-71	Microsoft Office Specialist: Access 2010 (Exam 885)/ Microsoft ^{1,2}	ITD 130	3
Information Systems Technology	299	Certified Internet Webmaster (CIW) Site Development Associate (Exam 1D0-61B)/Association of Internet Professionals ¹	ITD 110	3
Information Systems Technology	299	Microsoft Certified Technology Associate (MTA)/ Microsoft ¹	ITD 130	3
Information Systems Technology	299	Oracle Certified Professional (OCP), Oracle Database, Version >10g/ Oracle ¹	ITD 130	3
Information Systems Technology	299	Microsoft Certified Systems Engineer (MCSE)/ Microsoft ¹	ITD 130	3
Information Systems Technology	299	Microsoft Office Specialist: Access 2013 (Exam 424)/ Microsoft ^{1,2}	ITD 130	3
Information Systems Technology	299	Microsoft Office Specialist: Access 2010 (Exam 885)/ Microsoft ^{1,2}	ITD 130	3
Information Systems Technology	299	Certified Internet Webmaster (CIW) Network Technology Associate (Exam 1D0-61C)/Association of Internet Professionals ¹	ITN 109	3
Information Systems Technology	299	Network + Certified Professional (Net+)/CompTIA ¹	ITN 109	3
Information Systems Technology	299	Oracle Java SE7 Programmer II (Exam #1Z0-804)/Oracle ¹	ITP 220	4
Information Systems Technology	299	Oracle Certified Associate, Java SE 5/SE 6 (Exam 1Z0-850)/Oracle ¹	ITP 220	4

Business, Public Services, Information Systems & Mathematics				
Curriculum Name	Curriculum Number	Certification or License/ Credentialing Agency	Equivalent Course(s)	Credits Awarded
Information Systems Technology	299	Project Management Professional (PMP)/ Project Management Institute ¹	ITP 258 (3) and ITP 170 (3)	6
Information Technology	340	A+ Certified Professional/CompTIA ¹	ITE 221	3
Micro Computer Applications	221-299-03	Microsoft Office Specialist: Master 2010 (Word & Excel Expert, PPT, Outlook, Access, Share point)/ Microsoft ^{1,2}	ITE 215	3
Micro Computer Applications	221-299-03	Microsoft Office Specialist: Master 2013 (Word & Excel Expert, PPT, Outlook, Access, Share point)/ Microsoft ^{1,2}	ITE 215	3
Web Design E-Commerce	221-352-05	Certified Internet Webmaster (CIW) Site Development Associate (Exam 1D0-61B)/Association of Internet Professionals ¹	ITD 110	3
Web Design E-Commerce	221-352-05	Certified Internet Webmaster (CIW) Web Design Specialist (Exam 1D0-520)/Association of Internet Professionals ¹	ITD 210	4
Web Design E-Commerce	221-352-05	Adobe Web Communication with Dreamweaver CS6/Adobe ¹	ITD 210	4
Web Design E-Commerce	221-352-05	Oracle Certified Associate, Java SE 7 Programmer I (Exam 1Z0-803)/Oracle ¹	ITP 120	4
Web Design Specialist	221-352-02	Certified Internet Webmaster (CIW) Site Development Associate (Exam 1D0-61B)/Association of Internet Professionals ¹	ITD 110	3
Web Design Specialist	221-352-02	Microsoft Certified Technology Associate (MTA)/ Microsoft ¹	ITD 130	3
Web Design Specialist	221-352-02	Oracle Certified Professional (OCP), Oracle Database, Version >10g/ Oracle ¹	ITD 130	3
Web Design Specialist	221-352-02	Microsoft Certified Systems Engineer (MCSE)/ Microsoft ¹	ITD 130	3
Web Design Specialist	221-352-02	Microsoft Office Specialist: Access 2013 (Exam 424)/ Microsoft ^{1,2}	ITD 130	3
Web Design Specialist	221-352-02	Microsoft Office Specialist: Access 2010 (Exam 885)/ Microsoft ^{1,2}	ITD 130	3

<i>Business, Public Services, Information Systems & Mathematics</i>				
Curriculum Name	Curriculum Number	Certification or License/ Credentialing Agency	Equivalent Course(s)	Credits Awarded
Web Design Specialist	221-352-02	Certified Internet Webmaster (CIW) Web Design Specialist (Exam 1D0-520)/Association of Internet Professionals ¹	ITD 210	4
Web Design Specialist	221-352-02	Adobe Web Communication with Dreamweaver CS6/Adobe ¹	ITD 210	4
Web Design Specialist	221-352-02	Certified Internet Webmaster (CIW) Network Technology Associate (Exam 1D0-61C)/Association of Internet Professionals ¹	ITN 109	3
Web Design Specialist	221-352-01	Network + Certified Professional (Net+)/CompTIA ¹	ITN 109	3
X - Multiple Programs		Microsoft Office Specialist: Word, Excel, PowerPoint and Access/ Microsoft ^{1,2}	ITE 115	3

Required Documentation and Special Conditions for Credit for Certification or Licensure

¹ A copy of the unexpired certificate or certification card (front and back) indicating student name and date of certification.

² Certification must be current at time of graduation.

Students seeking credit for **Certification or Licensure in BPSISM curricula** should complete the following steps:

1. Review the certification and licensure list (above) for the appropriate academic division to determine if the certification or license held is applicable to their program of study.
1. Complete the *Request for Transfer Evaluation* form. Submit the form and required documentation to Enrollment Services, Griffin Hall, Room 208 (Hampton campus) or Student Services, Room 117 (Historic Triangle campus). The form can be obtained at these offices or on the College website.
2. Enrollment Services will confirm the student is enrolled in a program at the College for which the courses are required, attach a degree progress report, and forward along with a *Transcript Evaluation Form* to the academic division dean or designee for review and approval.
3. The student will be notified of the review results by an Enrollment Services representative.

Health Professions (HP)

Division Office Location: Historic Triangle Campus, Suite 313; Phone 757-258-6531

Credit for certification or licensure is offered for the following programs:

- Emergency Medical Services (146 and 146-01)
- Nursing (156)
- Multiple Programs: HLT 105 Course

Health Professions				
Curriculum Name	Curriculum Number	Certification or License/ Credentialing Agency	Equivalent Course(s)	Credits Awarded
Emergency Medical Services	146 and 146-01	Basic Life Support (BLS) for Healthcare Providers/ American Heart Association ¹	EMS 100	1
Emergency Medical Services	146	Emergency Medical Technician (EMT-Basic)/ National Registry or Virginia Department of Health ¹	EMS 111 & 120	8
Emergency Medical Services	146	Emergency Medical Technician - Intermediate/ Virginia Department of Health ^{1,2}	EMS 151, 153, 155, 157, 159, 170, 172 & 173	20
Emergency Medical Services	146	Emergency Medical Technician-Paramedic/ National Registry or Virginia Department of Health ^{1,2,5}	EMS 201, 205, 207, 209, 211, 242, 243, 244 & 245	20
Nursing	156	Licensed Practical Nurse (LPN)/ Virginia Board of Nursing ^{3,4}	NUR 100, 104, 105 & 202	12
Multiple Programs	x	Infant, Child & Adult CPR with AED/ American Red Cross ^{1,6}	HLT 105	1

Required Documentation and Special Conditions for Credit for Certification or Licensure

¹ A copy of the unexpired certificate or certification card (front and back) indicating student name and date of certification

² Criteria change as of January 1, 2015. Thereafter, a challenge exam will be required to receive credit for all listed courses. Contact EMS program head after January 1, 2015 for additional details.

³ A screen shot of license lookup from the Virginia Board of Nursing and unofficial Thomas Nelson transcript

⁴ Credit is awarded after admission to the nursing program and successful completion of NUR 115.

⁵ All general education courses for the A.A.S. degree in Emergency Medical Services must be completed in order to receive advanced standing credit for paramedic certification.

⁶ A copy of cards for all three certifications (infant/child CPR and adult CPR with AED) are required.

Science, Engineering & Technology (SET)

Division Office Location: Hampton Campus, Hastings Hall, Room 321; Phone 757-825-2898

Credit for certification is offered for the following programs:

- Automotive Technology (909 and 902)
- Electronics Technology (981, 981-01 and 981-04)
- Mechanical Engineering Technology (956, 956-01 and 956-02)
- Technical Studies – Electrical Technology (781-03)
- Technical Studies – HVAC (781-02)
- Technical Studies – Industrial Technology (781-07)
- Technical Studies – Engineering Technology (781-04)

Science, Engineering & Technology				
Curriculum Name	Curriculum Number	Certification or License/ Credentialing Agency	Equivalent Course(s)	Credits Awarded
Automotive Technology	909 and 902	A1 Engine Repair/ Automotive Service Excellence (ASE) ^{1,2}	AUT 112	4
Automotive Technology	909 and 902	A2 Automatic Transmissions & Transaxles/ Automotive Service Excellence (ASE) ^{1,2}	AUT 251	4
Automotive Technology	909 and 902	A3 Manual Drive Train & Axles/ Automotive Service Excellence (ASE) ^{1,2}	AUT 141	4
Automotive Technology	909 and 902	A4 Suspension & Steering/ Automotive Service Excellence (ASE) ^{1,2}	AUT 266	4
Automotive Technology	909 and 902	A4 & A5 Combined ^{1,2}	AUT 267	4
Automotive Technology	909 and 902	A6 Electrical & Electronic Systems/ Automotive Service Excellence (ASE) ^{1,2}	AUT 242	4
Automotive Technology	909 and 902	A7 Heating & Air Conditioning/ Automotive Service Excellence (ASE) ^{1,2}	AUT 236	4
Automotive Technology	909 and 902	A8 Engine Performance/ Automotive Service Excellence (ASE) ^{1,2}	AUT 273	3
Electronics Technology	981, 981-01 and 981-04	Fiber Optic Installer and Technician/ Electronics Technicians Association International ¹	ETR 231 & ELE 250	6
Electronics Technology	981, 981-01 and 981-04	CertTEC Basic Electricity & Electronics, Basic Digital Electrical/National Science Foundation ¹	ETR 279	4

Science, Engineering & Technology				
Curriculum Name	Curriculum Number	Certification or License/ Credentialing Agency	Equivalent Course(s)	Credits Awarded
Electronics Technology	981, 981-01 and 981-04	SpaceTEC Certified Aerospace Technician Core/National Science Foundation ¹	MEC 195, ETR 104, IND 141 & IND 145	12
Electronics Technology	981, 981-01 and 981-04	CertTEC Basic Electricity & Electronics, AC and DC Components/National Science Foundation ¹	ETR 104 & ELE 150	7
Mechanical Engineering Technology	956, 956-01 and 956-02	SpaceTEC Certified Aerospace Technician Core/National Science Foundation ¹	MEC 195, ETR 104, IND 141 & IND 145	12
Mechanical Engineering Technology	956, 956-01 and 956-02	CertTEC Basic Electricity & Electronics, AC and DC Components/National Science Foundation ¹	ETR 104 & ELE 150	7
Mechanical Engineering Technology	956, 956-01 and 956-02	CertTEC Composites Certification/ National Science Foundation ¹	MEC 220	3
Tech. Studies – Electrical Technology	781-03	Fiber Optic Installer <u>and</u> Technician/ Electronics Technicians Association International ¹	ETR 231 & ELE 250	6
Tech. Studies – Electrical Technology	781-03	SpaceTEC Certified Aerospace Technician Core/National Science Foundation ¹	MEC 195, ETR 104, IND 141 & IND 145	12
Tech. Studies – Electrical Technology	781-03	CertTEC Basic Electricity & Electronics, AC and DC Components/National Science Foundation ¹	ETR 104 & ELE 150	7
Tech. Studies – HVAC	781-02	CertTEC Basic Electricity & Electronics, AC and DC Components/National Science Foundation ¹	ETR 104 & ELE 150	7
Tech. Studies – Industrial Technology	781-07	Fiber Optic Installer <u>and</u> Technician/ Electronics Technicians Association International ¹	ETR 231 & ELE 250	6
Tech. Studies – Industrial Technology	781-07	SpaceTEC Certified Aerospace Technician Core/National Science Foundation ¹	MEC 195, ETR 104, IND 141 & IND 145	12
Tech. Studies – Industrial Technology	781-07	CertTEC Composites Certification/ National Science Foundation ¹	MEC 220	3
Tech. Studies – Engineering Technology	781-04	Fiber Optic Installer <u>and</u> Technician/ Electronics Technicians Association International ¹	ETR 231 & ELE 250	6
Tech. Studies – Engineering Technology	781-04	SpaceTEC Certified Aerospace Technician Core/National Science Foundation ¹	MEC 195, ETR 104, IND 141 & IND 145	12

Science, Engineering & Technology				
Curriculum Name	Curriculum Number	Certification or License/ Credentialing Agency	Equivalent Course(s)	Credits Awarded
Tech. Studies – Engineering Technology	781-04	CertTEC Basic Electricity & Electronics, AC and DC Components/National Science Foundation ¹	ETR 104 & ELE 150	7

Required Documentation and Special Conditions for Credit for Certification or Licensure

¹ A copy of the unexpired certificate or certification card (front and back) indicating student name and date of certification.

² The maximum credit a student may receive for ASE certifications is 17 credits. When the student qualifies for credit in more than four courses, the selection of courses for credit is at the discretion of the automotive program head.

Students seeking credit for **Certification or Licensure** in SET should complete the following steps:

1. Review the certification and licensure list (above) for the appropriate academic division to determine if the certification or license held is applicable to their program of study.
1. Complete the *Request for Transfer Evaluation* form. Submit the form and required documentation to Enrollment Services, Griffin Hall, Room 208 (Hampton campus) or Student Services, Room 117 (Historic Triangle campus). The form can be obtained at these offices or on the College website.
2. Enrollment Services will confirm the student is enrolled in a program at the College for which the courses are required, attach a degree progress report, and forward along with a *Transcript Evaluation Form* to the academic division dean or designee for review and approval.
3. The student will be notified of the review results by an Enrollment Services representative.

Communications, Humanities, and Social Sciences (CHSS)

Currently, there are no industry certifications or licenses for which student can receive advanced standing credit in programs offered by the Communications, Humanities and Social Sciences Division.

Credit by Challenge Examination

Challenge examinations are available for selected courses offered at Thomas Nelson Community College. A challenge examination provides the student with an opportunity to demonstrate mastery of course learning objectives based on previous learning experiences. Students must be enrolled in a curriculum at the College for which the course is required and, in most cases, have earned at least six (6) credits in the program before applying to receive advanced standing credit. A passing score on the examination will result in credit being awarded for the selected course.

Visual arts challenge exams are completed in the form of a portfolio review. A satisfactory review of the portfolio will result in credit being awarded for the selected course(s).

NOTE: Students may not complete a challenge examination for a course in which they have previously enrolled or audited within the Virginia Community College System.

Business, Public Services, Information Systems & Mathematics Division

Challenge examinations are not currently offered by this academic division.

Communications, Humanities & Social Sciences Division

Division Office Location: Hampton Campus, Templin Hall, Room 857; Phone 757-825-2799

Visual arts portfolio reviews are offered by this academic division for the following courses:

- ART 121-122, Drawing I-II
- ART 131-132, Fundamentals of Design I-II
- ART 221-222, Drawing III-IV
- ART 241-242, Painting I-II
- PHT 101-102, Photography I-II
- PHT 135, Electronic Darkroom

Students are encouraged to submit visual arts portfolios for review as soon as they enroll in a curriculum in which the above courses are required.

Health Professions Division

Challenge examinations are not currently offered by this academic division.

Science, Engineering & Technology Division

Challenge examinations are not currently offered by this academic division.

Students seeking credit by **Challenge Examinations** should complete the following steps:

1. Review the challenge examinations offered to determine if an examination is available for their program of study.
 2. Secure and complete the *Challenge Examination Form*. The form can be obtained from the appropriate academic division office or on the College website.
 3. Submit the *Challenge Examination Form* to the appropriate academic division office. A separate form is required for each challenge examination. The division dean or designee will confirm enrollment in the curriculum for which the course is required, confirm the student has not previously been enrolled in or audited the course, and notify the designated faculty member of a request for challenge examination or visual arts portfolio review.
 4. The designated faculty member will contact the student to make an appointment for the challenge examination or visual arts portfolio review.
 5. Upon completion of the challenge examination or visual arts portfolio review, the designated faculty member will record the results and submit the results to Enrollment Services, Griffin Hall, Room 208 (Hampton campus) or Student Services, Room 117 (Historic Triangle campus). Credit for the appropriate course(s) is documented on the academic transcript.
 6. The student will be notified by a representative from Enrollment Services (Hampton campus) or Student Services (Historic Triangle campus) when the process is complete.
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Credit for Military and Other Training

Thomas Nelson Community College may award credit for military and other training courses provided those courses have learning outcomes at a collegiate level and are equivalent in content and credits to courses offered at the College.

Military Training

Thomas Nelson Community College may award credit for formal United States military training courses based on the most current American Council on Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services*. This guide provides colleges and universities with a standardized recommendation for course level and number of credits for United States military training courses.

United States military training courses should be equivalent to courses offered at Thomas Nelson Community College and will be determined by the student's choice of curricular program at the College. The ACE recommendations are compared to the curricular program of the student to determine where credit may be awarded within the program. Credit awarded will be limited to those noted as lower-level undergraduate courses.

Students seeking evaluation for **military training** should complete the following steps:

1. Complete and submit the *Request for Transfer Evaluation* form to Enrollment Services, Griffin Hall, Room 208 (Hampton campus) or Student Services, Room 117 (Historic Triangle campus). The form can be obtained at these offices or on the College website.
2. Request that official United States military transcripts be mailed to one of the following addresses:
 - Hampton Campus: Thomas Nelson Community College, Enrollment Services, Griffin Hall, Room 208, 99 Thomas Nelson Drive, Hampton, VA 23666.
 - Historic Triangle Campus: Thomas Nelson Community College, Student Services Office, Room 117, 4601 Opportunity Way, Williamsburg, VA 23188.
3. The student will be notified by a representative from Enrollment Services (Hampton campus) or Student Services (Historic Triangle campus) when the process is complete.

Military Basic Training

Students may provide appropriate documentation of successful completion of United States military basic training (all branches) and receive two (2) college credits of physical education (PED elective) to apply toward a program of study at Thomas Nelson Community College.

Students seeking evaluation for **military basic training** should complete the following steps:

1. Complete the *Request for Transfer Evaluation* form to Enrollment Services, Griffin Hall, Room 208 (Hampton campus) or Student Services, Room 117 (Historic Triangle campus). The form can be obtained at these offices or on the College website.
2. Attach the *DD214* form with basic training dates highlighted and forward, along with the above form, to one of the following addresses:
 - Hampton Campus: Thomas Nelson Community College, Enrollment Services, Griffin Hall, Room 208, 99 Thomas Nelson Drive, Hampton, VA 23666.
 - Historic Triangle Campus: Thomas Nelson Community College, Student Services Office, Room 117, 4601 Opportunity Way, Williamsburg, VA 23188.
3. The student will be notified by a representative from Enrollment Services (Hampton campus) or Student Services (Historic Triangle campus) when the process is complete.

Other Training: Newport News Shipbuilding Apprentice School

Thomas Nelson Community College has established the following equivalencies for courses offered by the Apprentice School at Newport News Shipbuilding.

Apprentice School Course	Thomas Nelson Equivalent Course(s)	Credit Awarded
A211*	ACC 211	3
A212*	ACC 212	3
B112 and B122	BUS 200	3
B117*	BUS 117	3
B209*	BUS 209	3
B215*	BUS 215	3
B216*	BUS 216	3
C211	ITE 115 or MEC 100	3/2
C221*	CHM 111	4
C232	ENG 115	3
C243	CST 100	3
D211#	CAD 151 or DRF 241	3/4
D211	CAD 211	3
D241*	CAD 241	4
D243	MAR 215	3
E061	SIM 201	3
S062	SIM 202	3
E111*	ENG 111	3
E112*	ENG 112	3
E201*	ECO 201	3

Apprentice School Course	Thomas Nelson Equivalent Course(s)	Credit Awarded
E202*	ECO 202	3
E241*	ENG 241	3
E231*	ETR 231	3
E238*	ELE 238	3
H121*	HIS 121	3
H122*	HIS 122	3
H210*	HLT 210	2
M111	MTH 115	3
M112	MTH 116	3
M113*	MEC 113	3
M131*	MEC 131	3
M132*	MEC 132	3
M163*	MTH 163	3
M165*	MTH 164	3
M173*	MTH 173	4
M270*	MTH 270	3
N111 and N222	MAR 120	3
N236 (N234) and O233 (O232)	MAR 212	3
N237 (N235)	MAR 211	3
P221 and P222	PHY 201	4
P103	PHI 101	3
P199*	PHY 199	1-5
P202*	PHY 202	4
X311 and X312	ETR 104	4
X311, X312 and X313	ETR 113 and ETR 114	4/4
X313 and X316	ELE 239	3
X314	ETR 148 and ETR 250	4/4

*Course offered at Thomas Nelson Community College for the Apprentice School

Students who participate in one complete year of varsity athletics at the Apprentice School may qualify for advanced standing for one credit of physical education (PED EEE) to fulfill program requirements. Appropriate documentation includes a letter from the director of athletics stating the student name, ID number, varsity team, and time frame of participation on a varsity team, along with a copy of the official team roster with the student name highlighted.