



Undergraduate Credits

No. 6700

Policy Effective Date:

1/9/1990

Last Revision Date:

2/29/2024

Policy Owner:

Cyril Clarke

Policy Author: *(Contact Person)*

Rick Sparks

Affected Parties:

Undergraduate

Graduate

Faculty

Staff

Other

1.0 Purpose

2.0 Policy

3.0 Procedures

4.0 Definitions

5.0 References

6.0 Approval and Revisions

1.0 Purpose

2.0 Policy

Students must have been admitted/readmitted to the university, be eligible for enrollment and be completely and officially registered in order to earn any credits. Credit toward a bachelor's degree must be earned while enrolled as an undergraduate student. Exceptions are made for students in approved professional studies under combined curricula and seniors registered as dual registrants.

The unit of credit at Virginia Tech is the semester credit hour. Basically, this results from satisfactory completion of assigned work associated with lecture or discussion classes which meet 50 minutes per week for the duration of one semester - 15 weeks. Either two or three 50-minute periods of laboratory or studio session per week for the duration of the semester are required for one semester credit hour. Recitation sessions are generally regarded as equivalent to laboratories.

When converting semester credit hours to quarter credit hours or vice versa, one should understand that the same 50-minute session per week exists but that the duration of the semester is intended to be one and one-half times that of the quarter. Therefore, the semester credit hour is equivalent to one and one-half quarter credit hours and is converted by multiplying semester hours by 1.5 to obtain quarter hours and by dividing quarter hours by 1.5 to obtain semester hours.

2.1 Credit Not Earned at Virginia Tech

There are occasions when students may accumulate other undergraduate credit in addition to that earned at Virginia Tech. Such credit may be based on completion of equivalent coursework at other accredited collegiate institutions and education and/or experiences other than that obtained in formal course enrollments at Virginia Tech.

Categories of the other credits allowed at Virginia Tech are advanced placement, advanced standing, transfer of credits, and credit by examination.

Every student must adhere to the senior residency rule, even though the credits earned from other sources may approach or exceed the minimum number of hours required for graduation. During the senior year, a minimum of 30 semester hours must be completed in residence, or 30 of the last 45 semester hours must be completed in residence, provided only approved elective courses taken IN ABSENTIA are transferred to complete requirements.

2.1.1 Advanced Placement Credit

Advanced Placement Credit may be awarded to students who achieve an acceptable score on an Advanced Placement Test administered by the Educational Testing Service.



Virginia Polytechnic Institute and State University

Undergraduate students admitted to Virginia Tech who merit advanced placement through these examinations may obtain credit not to exceed 38 semester hours. Final determination of the credit to be awarded will be made after the original test scores have been evaluated by the University. Students are not required to accept any or all of the advanced placement credits approved by the University and may decline these credits by notifying the Registrar before the end of their first semester of enrollment at Virginia Tech.

All advanced placement credits are included in the total hours attempted for academic eligibility. Acceptance of advanced placement credits and subsequent completion of the equivalent course(s) may result in duplication of credit, resulting in the elimination of the advanced placement credit and replacement by the course completed at Virginia Tech.

2.1.2 Advanced Standing Credits

Advanced standing refers to an arrangement that permits a student to be placed in a course(s) without having completed the normal prerequisites. It also refers to allowance of credits for specific courses on the basis of selected specific external tests and/or achievements other than completion of courses for degree credit at a college or university. Credits allowed for advanced standing of any sort will be shown as "transfer hours" and as "hours passed" on the student's grade report. All advanced standing credits are included in the total hours attempted for academic eligibility considerations.

2.1.2.1 Advanced Standing Without Credit

Advanced standing without credit in a foreign language (first year) may be based on satisfactory completion of 1-5 years of studies in the language in secondary school.

Advanced standing without credit in Freshman English is granted by the Department of English and may be based on high school rank, SAT and TSWE (written English) scores. Advanced standing in other courses is at the discretion of the student's dean.

2.1.2.2 Advanced Standing with Credit

MATHEMATICS: Advanced standing with credit in mathematics is granted by the Department of Mathematics and may be granted on the basis of the following. Students should have:

- at least 4 years of high school Math (Algebra I and above);
- at least 570 on the CEEB Mathematics ACHIEVEMENT TEST (either level);
- at least a B average in high school Math courses (A "B" average is defined to be 3.0 or better where A=4.0, B=3.0, etc.); and
- a class rank in the upper 30% of the high school graduating class. Upon satisfaction of the above requirements, the student should be placed in Math 1015. (Those students who have completed a semester of trigonometry, including work with exponential functions, and wish to test out of Math 1015 should contact the Math Department and register for an exam which is given during the first week of classes in the Fall).

When a student is given advanced standing in Math 1015 and earns a C- or better in their first attempt in Math 1016 or 1215, or when he/she successfully tests out of Math 1016, Advanced Standing Credit is granted for Math 1015.



Advanced standing out of Math 1215 may be recommended by a course advisor if the student has completed a full year of calculus in high school with a grade of A or B and at least scores of Math 640 and Verbal 540 on the SAT. It is recommended that Advanced Standing Credit be given in accordance with the following guidelines. If the student received a grade of B or better in high school calculus, he/she should be placed in Math 1216.

If the student received a grade of A in high school calculus and either wishes to test out of Math 1216 or wishes to petition for a waiver of Math 1216, he/she should be placed into Math 2215. (Those students who wish to test out of Math 1216 should contact the Math Department and register for an exam that is given during the first week of classes in the Fall).

When a student earns a C- or better ON THE FIRST ATTEMPT in Math 1216 or successfully tests out of Math 1216, Advanced Standing Credit for Math 1215 will be granted.

A maximum of five (5) credit hours of Advanced Standing Credit for mathematics is allowed regardless of the placement of the student.

2.1.2.3 Credit Earned at Certain Foreign or International Baccalaureate Secondary Schools

Students who have completed the thirteenth or terminal year in certain foreign secondary systems such as the British A level or who have earned an International Baccalaureate Diploma or a German Abitur may be eligible for the granting of a limited amount of advanced standing credit under the conditions described herein. Students must present official documentation from examining or certifying agency. If in another language other than English, the documentation must be accompanied by a certified translation.

INTERNATIONAL BACCALAUREATE DIPLOMA: Advanced Standing with credit for the International Baccalaureate Diploma may be granted to students who attend Virginia Tech after receiving an International Baccalaureate Diploma or Certificate. Advanced Standing credit will be based upon the grades obtained on the International Baccalaureate examinations according to the guidelines presented below.

LEVEL	GRADE	ESTIMATED SEMESTER CREDITS AWARDED
Subsidiary	5	NO CREDIT
Subsidiary	6 or 7	One 3 credit course (or 4 with lab)
[A maximum of 3 semester credits (or 4 with lab) from subsidiary level courses are allowed but only with an I. B. diploma.]		
Higher	4	One 3 credit course (or 4 with lab)
Higher	5	Two courses (6 credits) (or 8 with labs)
Higher	6 or higher	Three courses (9 credits) (or 12 with labs)
Theory of Knowledge	0 or higher	3 credits of HUM electives
Extended Essay	0 or higher	3 credits of University Honors



Grant advanced standing with credit only for freshmen (1000 level) courses.

A maximum of 30 semester hours are allowed without an I.B. diploma.

A maximum of 38 semester hours are allowed with an I.B. diploma.

2.1.2.4 Cambridge International Examinations General Certificate of Education (GCE)

Students who have completed the General Certificate of Education (GCE) Advanced Level or Advanced Subsidiary Level and who have earned grades of A through C may receive credit as described below. A maximum of 38 semester hours can be awarded.

LEVEL	GCE GRADE
AS	A through C in Examinations
A	A through C in Examinations

The International General Certificate of Secondary Education (IGSCE) is not accepted for transfer credit.

GERMAN ABITUR: The Abitur is the certification that a student has successfully completed the German college-preparatory educational program and has scored passing grades on the Abitur examinations administered during the final year of secondary school. The Abitur is generally required for entrance to German universities.

Students who hold the German Abitur may be awarded a maximum of 30 semester hours of transfer credit.

Satisfactory grades in English will not be given credit for Freshman English.

Students must earn the equivalent of a C or better to receive transfer credit.

Indigenous Numeric Grade	Indigenous Grade Points	Indigenous Grade Descriptor	English Grade Translation	Suggested U.S. Equivalence
1	13 — 15	<i>sehr gut</i>	Very Good	A
2	10 — 12	<i>gut</i>	Good	B
3	7 — 9	<i>befriedigend</i>	Satisfactory	C+
4	4 — 6	<i>ausreichend</i>	Sufficient	C
5	1 — 3	<i>mangelhaft</i>	Deficient	D
6	0	<i>ungenügend</i>	Failure	F

• '4' is the minimum passing grade

Students must have completed 13 years of high school and earned the Zeugnis der Allgemeinen Hochschulreife for Virginia Tech credit to be considered. The student must submit an official transcript with an English translation to the Office of the University Registrar.



2.1.2.5 Vocational Industrial Education (VIHOE)

Advanced Standing with credit in the Vocational Industrial Education (VIHOE) curriculum may be granted for students who have sustained experience in a covered occupation and are already enrolled in the VIHOE curriculum. Such students may be awarded Advanced Standing credits based on the National Occupational Competence Institute (NOCTI) examination or other nationally recognized state licensing exams. Advanced Standing based on the NOCTI or other state licensing exams may not be used for degree requirements for any except the VIHOE curriculum.

2.1.2.6 Other Subject Areas

Cases will be judged on an individual basis. Students should be prepared to present full documentation to their dean who may choose to consult other colleges as appropriate.

2.1.2.7 College-level Examination Program (CLEP)

Advanced standing based on completion of any College-level Examination Program's (CLEP) Exams is granted by Virginia Tech. College Curricula Committees are to establish criteria for awarding credit based on the recommendation of the faculty of the department. A maximum of 12 hours may be awarded.

2.1.2.8 Limit on Credit for Advanced Standing

Undergraduate students admitted to Virginia Tech who merit advanced standing by any means described above, may obtain credit not to exceed 38 semester hours applicable to their undergraduate degree requirements. A maximum of five (5) semester credits in Math and 30 semester credits in the VIHOE curriculum may be applied to the 38 semester credit hours allowed for Advanced Standing credit. The limit on Advanced Standing credit is in addition to the 38 semester hour limit available for AP credit as long as there is no duplication of credit.

2.1.3 Transfer Credits

Transfer credits may be allowed on the basis of evaluation of official transcripts for:

1. Courses completed in residence at and transferred from another accredited college or university.
2. Courses completed off-campus, by correspondence, through media, newspaper, radio, television, computer, and any other activity offered for degree credit under the extension programs of another accredited institution.
3. Courses completed at an institution of higher learning in another country. Credit may be allowed if information on the institution and its programs can be obtained from a recognized source.
4. Active duty and/or schools completed in military service. Credit may be allowed if allowance of academic credit is recommended in the guides published by the American Council on Education.
5. Virginia Community College System and Richard Bland College graduates with associate degrees based upon a baccalaureate oriented sequence of courses and who are offered admission to Virginia Tech will be granted junior level status upon admission, recognizing that it may take such students longer than two years to complete the baccalaureate because of prerequisites in the major, other requirements or circumstances.
6. The University catalog and other information and advising materials from departments and colleges will include information about specific additional requirements for specific majors.
7. Virginia Community College System (VCCS) and Richard Bland College (RBC) students who are offered admission and who have been certified as having completed the *Virginia Community College Transfer*



Module and have a grade of "C" or better in each course of the *Module* will have fulfilled the requirements toward the University Core Curriculum.

8. Virginia Tech shall work cooperatively with VCCS/RBC to maintain and make available the Virginia Tech-VCCS Transfer Guide, which includes course equivalency information and other program requirements.

Prior written approval from a student's dean must be obtained for work completed at another institution concurrently with work at Virginia Tech.

NOTE: Transfer of credit for work completed during a period of suspension from Virginia Tech will be denied.

2.1.4 Credit by Examination

Credit, not to exceed 12 semester hours, may be allowed by special examination where exceptional command of a subject can be demonstrated in lieu of formal course work. This privilege is intended to recognize informal educational experience that may be the equivalent of organized class work.

This privilege is not available to a student who has audited or enrolled previously in the course OR HAS PREVIOUSLY ATTEMPTED CREDIT BY EXAMINATION IN THE COURSE. If credit by examination is deemed appropriate, the offering department shall have full responsibility for determining the type of examination to be given and what constitutes a passing mark.

Credit established by examination may not be used in satisfying the senior residency requirement for graduation, and no grades or quality credits will be assigned. The charge for the examination is \$10 per credit hour. Only currently enrolled undergraduate students in a degree program are eligible for special examinations allowing University credit.

Official approval must be obtained from the head of the department offering the course. Other credits allowed will be shown as "transfer hours" on the student's grade report and are included as hours passed toward a degree.

3.0 Procedures

4.0 Definitions

5.0 References

6.0 Approval and Revisions

Approved January 9, 1990, by University Registrar, Wanda Dean.



Virginia Polytechnic Institute and State University

Reviewed August 22, 1990, by the Vice Provost for Academic Affairs, James F. Wolfe. No changes.

- Revision 1
Section 2.1.2.7. Revised to recognize advanced standing on CLEP exams;
Section 2.1.3. Added items 5, 6, 7, 8.
Approved January 12, 1999, by Vice Provost for Academic Affairs, David R. Ford.
- Revision 2
Sections 2.1.2.3 and 2.1.2.4 – Removed references to French Baccalaureate Diploma.
Minor updates to procedures.
Approved April 17, 2002 by Vice Provost for Academic Affairs, David R. Ford.
- Revision 3
 - Section 2.1.2.4 revised to reflect current transferrable criteria recognized by the university.
 - Section 2.1.2.7 revised to reflect the maximum CLEP hours that can be awarded.
 - Removal of retired PPMs in section 5.0.Approved February 29, 2024, by University Registrar, Rick Sparks