

VIRGINIA WESTERN COMMUNITY COLLEGE

I – ACADEMIC & STUDENT AFFAIRS POLICIES

I-29 – EVALUATING INTERNATIONAL TRANSCRIPTS

---

**Policy Number: I-29**

**Last Reviewed: May 22, 2013**

**Responsible Dept.: DEAN OF STUDENT SERVICES/COORDINATOR OF ENROLLMENT SERVICES**

---

Virginia Western accepts international transfer credits only after the student has an official transcript sent to the College that has been translated into English and evaluated for course-by-course credit by a private evaluation agency recognized by Virginia Western.

Once the student has completed this procedure, the appropriate campus personnel will officially award college credit in the same way as would occur for any other transfer credit. Credit for English 111 or higher English credit will be awarded only if the student has taken and passed Virginia Western's English Placement Test, qualifying for ENG 111, or for ENF 3/ENG 111. The transcript must be evaluated using resource materials approved by the National Council for the Evaluation of Foreign Education. Virginia Western does not endorse any transcript evaluation agency or guarantee the quality of the work performed. Agencies charge a fee for their services; agency fees may vary. The cost for this service is the student's responsibility.

Upon receipt of the agency's course-by-course assessment, Virginia Western will evaluate the agency's report and assign credit in accordance with established college policies. This evaluation takes approximately four (4) weeks.

Updated May, 2013

---

**Approved by**



**Robert H. Sandel, Ed.D.**  
President



**Date**