

Transfer Credit Policy

Transfer of Credit from Other Postsecondary Institutions

Credits earned at other postsecondary institutions either before or after admission to the College are reviewed and evaluated on a case-by-case basis. Transfer credit must be earned at a postsecondary institution that holds regional accreditation. 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. Requests for evaluation of transfer credit must be submitted to the Admissions and Records Office. Students are urged to meet with a counselor or faculty advisor to determine specific course requirements.

Portfolio Course Credit (PLACE) It is the policy of Lord Fairfax Community College to maintain an organized, systematic method of evaluating portfolio credit (life experience). The method of evaluating portfolio credit will be consistent with standards established by the Southern Association of Colleges and Schools and the Virginia Community College System.

PLACE: (Prior Learning Activity for Credit Evaluation) allows students to develop portfolios based on their experiences to demonstrate learning equivalent to one or more college courses. If accepted by the faculty, the student is then awarded credit for the course or courses. PLACE is for adults who have gained college level learning through work, volunteer activities, participation in civic and community assignments, travel, independent study, and similar “life” experiences. Interested students should contact the Office of Student Success to learn more about PLACE.

Transfer Credit for Military Experience

LFCC awards credit for military experience/schooling. Those interested should contact the Admissions and Records Office.

Transfer Credit for Professional Legal Secretaries

LFCC awards transfer credit to those who have successfully completed the professional legal secretary examination (PLS), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.

Transfer Credit for Certified Professional Secretaries

LFCC awards transfer credit to persons who have successfully completed the certified professional secretary examination (CPS), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.