

Transfer Credit Policy

Victoria College accepts academic college-level courses completed with a grade of D or better from schools with regional accreditation. Degree applicable credit is only awarded in academic subjects with a corresponding Victoria College discipline and only for those courses in which a grade of C or better was earned. Courses in which a letter grade lower than C was earned and courses for which there is no corresponding VC discipline will be accepted as elective credit.

Official transcripts, including military transcripts, and official score reports for standardized exams such as AP, IB, CLEP, etc. must be submitted to the Admissions & Records Office.

Military Physical Education (PE) Credit:

Requests for PE credit will be evaluated by the Admissions & Records Office. 1 PE credit will be granted for every 6 months of active duty service not to exceed four credits.

International Transcripts:

Coursework from institutions outside the U.S. will be considered on a case by case basis, and these students will be required to furnish an evaluation of their courses.

A course by course evaluation is not required for Texas Success Initiative (TSI) completion.

Experiential Learning:

Victoria College does not grant credit for experiential learning.

Evaluation Process of Transfer Credit

Initial evaluation of transfer credits is made in the office of Advising & Counseling Services.

College courses on transcripts from other colleges and universities with the Texas Higher Education Coordinating Board (THECB or the Board) common number are accepted as comparable courses. Courses without the THECB common number are evaluated by reviewing catalog descriptions and in some cases, course syllabi. It is the students' responsibility to provide the academic advisor (advisor) with course descriptions and/or syllabi.

Below are the transcript evaluation steps:

1. Advisor conducts initial transcript evaluation by reviewing course description and syllabi
2. Advisor electronically forwards recommendation with supporting documentation to appropriate dean
3. Dean reviews recommendation in consultation with discipline expert
4. Dean approves/declines advisor recommendation and forwards decision to advisor
5. Advisor completes transfer credit form and submits to Vice President of Instruction for final approval
6. Vice President of Instruction reviews and approves/declines recommendation; forwards form to Director of Advising & Counseling Services, College Registrar and academic advisor
7. Transfer credit form is filed in student's permanent electronic record.

Transcript evaluation requests submitted at least four weeks prior to the end of the semester will be completed by the end of the semester in which the transcript evaluation request is made. Every effort will be made to complete late submissions prior to the end of the semester; however, no guarantee that the evaluation will be completed is made or implied.