

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-4786**

**SUBJECT:** Transfer Student Requirements and Credit Evaluation

**REFERENCE:** West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule Series 17, *Transferability of Credits and Grades at West Virginia Public Colleges and Universities*; Procedural Rule Series 21, *Standards and Procedures for Undergraduate Admissions at Community and Technical Colleges*; and SCP-3227, *Credit Based on Experience*.

**ORIGINATION:** July 1, 1984

**EFFECTIVE:** July 24, 2015

**REVIEWED:** October 2014

**SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to ensure that students applying for admission to Southern West Virginia Community and Technical College receive equitable treatment when transferring college credit hours from an accredited college or university and/or when transferring military credit. All applicants will receive the appropriate evaluation and articulation of credit by Southern in compliance with the West Virginia Council for Community and Technical College Education rules.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy is applicable to all students.

**SECTION 3. DEFINITIONS**

- 3.1 Acceptable Transfer Credit – Evaluated academic credit that is considered included within a transfer student’s Southern academic history and may or may not be considered as equivalent to Southern coursework or applicable toward the student’s Southern program certificate/degree requirements. All credit and grades for coursework determined as equivalent or not equivalent to Southern coursework is calculated and included in the overall grade point average. Most common acceptable transfer credit is received from regionally accredited colleges and universities.
- 3.2 Articulation Agreement – An agreement between one or more educational institutions establishing and identifying acceptable transfer coursework as equivalent coursework.
- 3.3 Core Coursework – Also considered general education courses, are common course requirements recognized by the state that fulfill most state baccalaureate and associate degree programs. Most common core coursework would be English composition, communications and literature, fine arts, mathematics, natural science, and social science.
- 3.4 Equivalent Course Credit – Acceptable transfer credit that has been evaluated by comparison of the transfer course description and Southern’s course description and determined to be equal in educational content.
- 3.5 Fully Admitted – Student status upon submission of all required documents for admission to Southern.

- 3.6 Non-traditional Credit – Recognized academic credit from other educational and/or life experiences or programs that are not typically provided by a traditional college or university as academic credit. Military, apprenticeship, and workplace experiences are the most common of this type of academic credit.
- 3.7 Regionally Accredited Institution – Colleges or universities accredited by a recognized regional accrediting organization that has met the standards of either the Council for Higher Education Accreditation (CHEA) or the U. S. Department of Education (USDE).
- 3.8 Traditional Credit – Recognized academic credit commonly identified by a college or university as typical college coursework. Traditional credit would be commonly listed on an official transcript with the transfer course title, subject, credit, grade, and grade point average.
- 3.9 Transcript – An official document of coursework with completed credit(s), grade(s) and academic history from a college, university, and/or military authority.
- 3.10 Transfer Credit – Credit received for courses taken at other educational institutions and submitted for evaluation and articulation at Southern for determination of acceptable and/or equivalent college credit toward Southern’s academic programs.
- 3.11 Transfer Student – A student admitted to Southern who has previously attended another college or university.
- 3.12 Unacceptable Transfer Credit – Evaluated academic credit and grades that are not considered included within a transfer student’s Southern academic history and not applicable toward Southern program certificate/degree requirements or overall grade point average.

#### **SECTION 4. POLICY**

- 4.1 In accordance with the West Virginia Council for Community and Technical College, Title 135, Procedural Rule, Series 17, *Transferability of Credits and Grades at West Virginia Public Colleges and Universities*, it is Southern’s policy that any student who has been fully admitted to Southern and who seeks an Associate Degree or Certificate will be provided fair and equitable consideration in the evaluation and articulation of transfer credit hours and grades received from any regionally accredited college or university. Consideration will be provided to transfer students in determination of acceptable credit from other accredited and educational institutions following appropriate state and institutional procedures.

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Southern is accredited by and follows standards set forth by the accrediting organization, The Higher Learning Commission, when evaluating and determining transfer credit. Southern will consider evaluation of transfer credit from any regionally accredited college or university recognized by the Council for Higher Education Accreditation (CHEA), and/or the U. S. Department of Education (USDE).
- 5.2 Students in the Board of Governors Associate in Applied Science Adult Degree Completion Program are an exception to this policy. According to the West Virginia Council for Community and Technical College Education Board of Governors Associate in Applied Science Adult Degree Completion Program Administrative Guidelines, in order to receive Southern’s Board of Governors A.A.S. degree, students transferring into this program must complete at least 12 credit hours at a regionally accredited higher education institution, including a total of three (3) hours credit at Southern West Virginia Community and Technical College. Credit for this program will be evaluated on a case-by-case basis following the guidelines of SIP-3227, *Credit Based on Experience*.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Transfer credit determined as acceptable and/or equivalent credit by Southern will include the transfer credit grade(s) listed on the transcript after the grade(s) are reviewed and articulated as equivalent to Southern's standard grading system. Articulated grades will be calculated in the student's overall grade point average. A grade of "D" is acceptable; however, some program requirements may be more stringent.
- 6.2 The Core Coursework Transfer Agreement between the West Virginia Higher Education Policy Commission and the West Virginia Community and Technical College System will be followed in the evaluation of students' core coursework transferring from a state university or college. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements.
- 6.3 Established articulation agreements between Southern and other schools will be used as a basis for determining transfer credit for those schools.
- 6.4 Evaluation of students' transfer credit from a college or university that does not have an established articulation agreement with Southern will be reviewed upon comparison of course descriptions found in the transferring institution's catalog or course documentation from the transfer institution.
- 6.5 Evaluation of military credit will be based upon the recommendation listed in the current *American Council Education Handbook, Guide to the Evaluation of Armed Forces Experiences*.
- 6.6 Evaluation of credit for courses taken at an institution that is not regionally accredited may be considered on a case-by-case basis with submission of documentation from the institution, such as course description or syllabus. The Vice President for Academic Affairs and Student Services or designee, and the Registrar or designee, will evaluate the submitted documentation and determine if coursework is acceptable as credit.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 Transfer students are required to apply for admission to Southern and submit an official transcript from all previous colleges by the appropriate official from the transferring institution.
- 7.2 The transfer student is responsible for requesting official transcripts from the transferring institution.
- 7.3 Students with completed military training are required to apply for admission to Southern and are responsible for submission of a military record of training before credit evaluation is considered.
- 7.4 Receipt of all official transcripts must be received by Southern to be considered fully admitted.
- 7.5 After receipt of a student's official transcripts from a regionally accredited institution to Southern's Central Records office, the Registrar or designee, and when necessary in consultation with the Vice President for Academic Affairs and Student Services or designee, will evaluate and articulate all courses and determine courses acceptable or not acceptable as transfer or equivalent Southern courses. All acceptable transfer course credits and grades will be electronically recorded and included in the student's academic record, including those courses determined as not equivalent to Southern courses. The transfer student will be notified of the outcome of the articulation of credit.
- 7.6 Transfer students must complete 15 hours of the final 23 hours of the program requirements at Southern to be eligible for an Associate Degree from Southern. For those students completing a certificate program, a minimum of one-third of the total hours required in the certificate program must be completed at Southern.

**SECTION 8. CANCELLATION**

8.1 SCP-4825, *Transfer of Student Credit Hours from another Institution*, was rescinded and relative information was incorporated into SCP-4786.

**SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**            None.

**Distribution:**            Board of Governors (12)  
                                  www.southernwv.edu

**Revision Notes:**        September 1, 2000 – Policy Originated.

September 1, 2009 – Revisions reflect title changes and include content from the rescinded policy, SCP-4825, *Transfer of Student Credit Hours from another Institution*.

October 2014 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammar and title changes.