



**SUBJECT: Public School Service Program**

**REFERENCE: West Virginia Code §18B-2A-5**

**1. PURPOSE**

This policy provides for students who volunteer in public schools in certain capacities to earn college credit at Southern West Virginia Community and Technical College.

**2. SCOPE AND APPLICABILITY**

This policy applies to students who are enrolled at Southern West Virginia Community and Technical College.

**3. DEFINITIONS**

Public schools are defined as tuition free schools in the United States supported by taxes and controlled by a school board.

**4. POLICY**

Southern West Virginia Community and Technical College will grant college credit toward graduation for service to public school students in the capacity of tutor, mentor or student advisor. Credit will be granted for service in public preschool, elementary, middle and secondary schools.

**5. BACKGROUND OR EXCLUSIONS**

Service must have been performed in the last 24 months and documentation provided by the school district.

**6. GENERAL PROVISIONS**

Students will be granted one hour of credit for each 30 hours of documented service up to a maximum of three (3) credit hours.

**7. RESPONSIBILITIES AND PROCEDURES**

A. Credit will be granted by:

1. The Humanities and Social Sciences division will be responsible for evaluating documentation and recommending to the Chief Academic Officer the number of credits to be awarded.
2. Students will complete a Public School Service Form (SCP-3670.A), and submit the form to the Division Chair for Humanities and Social Sciences. The Chair or his/her designee will evaluate the documentation and make a recommendation for credit. The completed form is then sent for the approval of the Vice President for Academic Affairs. If the credit is approved, then the form will be sent to the Registrar's Office, transcribed and placed in the student's file.
3. Credit will be transcribed for EL 101 as "CR" and a transcribing fee will be charged.



**8. CANCELLATION**

None.

**9. SIGNATURE**

---

**Board Chairman**

**Date**

---

**President**

**Date**

**Attachments:** SCP-3670.A, Public School Program Form

**Distribution:** Board of Governors Members (12)  
Office of the President  
Office of the Executive Vice President  
Office of the Vice President for Academic Affairs  
Office of the Vice President for Economic, Workforce, and Community Development  
Office of the Vice President for Finance  
Office of the Vice President for Student Services  
Office of the Chief Technology Officer  
Office of the Human Resources Administrator  
Office of the Academic Division Chairpersons (6)  
Faculty Senate Chair  
Classified Staff Council Chair  
Libraries (Harless and Williamson Campus)  
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)  
<http://www.southern.wvnet.edu>

**Revision Note:**