

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3625**

SUBJECT: University Transfer Program Evaluation Model

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 10, *Policy Regarding Program Review*

ORIGINATION: September 1, 1985

EFFECTIVE: September 1, 2000

REVIEWED: January 27, 2010

SECTION 1. PURPOSE

1.1 To identify and communicate the University Transfer Program Evaluation Model.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All locations and employees of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

3.1 The term University Transfer refers to a program of study designed to enable a student to obtain approximately two years of general study courses for a transfer to a four-year baccalaureate program.

SECTION 4. POLICY

4.1 The University Transfer Program will be regularly reviewed, evaluated, and revised as needed by Department Chairpersons and the Division Dean named herein in accordance with governing board policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 The University Transfer Program shall include all disciplines clustered under the University Transfer divisions and the Humanities, Social Sciences, Mathematics, Natural Science and Transitional Studies departments.

6.2 The University Transfer Program shall be staffed by members of the faculty whose major teaching assignments are generic to the departments/disciplines as follows:

Department	Disciplines
Humanities	Fine Arts English Communications Languages Journalism Music Education Theatre Religion
Natural Science	Biological Sciences Chemistry Geology Physical & Health Education Physical Science Physics
Social Science	Geography History Political Science Psychology Philosophy Social Studies Sociology
Mathematics	Math Math Education
Transitional Studies	Developmental Math Developmental Writing Developmental Reading

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The Dean of University Transfer Division, in conjunction with the Department Chairs, shall collectively administer the University Transfer Program and shall be responsible for the program's periodic review and evaluation.

SECTION 8. CANCELLATION

8.1 None.

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

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-3625.A, *University Transfer Program Evaluation Model*

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

Revision Notes: January 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in academic responsibilities. Form was streamlined.