

**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*, Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*

ORIGINATION: September 1, 1985

EFFECTIVE: January 9, 2015

REVIEWED: August 27, 2014

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 shall be regularly reviewed, evaluated, and revised as needed by the Division Head of University Transfer or other designee of the Vice President for Academic Affairs and Student Services 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 disciplines clustered in the Division of University Transfer; Division of Social Sciences, Education, and Non-Traditional Programs; Division of Healthcare and Business; and Division of Applied and Industrial Technology as represented within the degree requirements outlined in the college catalog.

6.2 In order to satisfy the requirements for an Associate of Arts degree, Associate of Science degree, and/or General Studies certificate, students must successfully complete required course(s) in a subset of the following disciplines: English, Literature, Speech, Mathematics, Social Sciences, Business, Psychology, Political Science, Natural and Physical Sciences, Computer Science and Informational Technology, Fine Arts, and History. Students may satisfy requirements for an Associate of Arts degree, Associate of Science degree, and/or General Studies Certificate by completing additional elective courses in any discipline.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The Division Head of University Transfer, in conjunction with the Division Head of Applied and Industrial Technology; Division Head of Social Sciences, Education, and Non-Traditional Programs; Division Head of Healthcare and Business; and discipline specific faculty, shall collectively administer the University Transfer Program. The Division Head of University Transfer, in conjunction with relevant discipline-specific faculty, 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: None.

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.

August 2014 — Revisions reflect academic reorganization.