

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 20, 2020**

**ITEM:** SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, to Southern's constituents and the Chancellor for Community and Technical College Education to accept public comments for a 30-day period on proposed changes.

**STAFF MEMBER:** Tracey Human

**BACKGROUND:**

SCP-3670, *Public School Service Program*, provides for students who volunteer in public schools in certain capacities to earn college credit at Southern West Virginia Community and Technical College (Southern). This policy applies to all students enrolled at Southern.

The proposed revisions reflect the current organizational structure and provide clarity of responsibility, the language in Section 4.1 was updated to include terminology from West Virginia State Code §18B-2A-5, and SIP-3670, *Public School Service Program*, was added as a reference.

The proposal was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at their August 26, 2020, meeting, and by the Executive Council and President's Cabinet at their September 2020 meetings.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors advance SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, as presented to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The public comment period is October 21, 2020 to November 19, 2020.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3670**

**SUBJECT:** Public School Service Program

**REFERENCE:** West Virginia Code §18B-2A-5; SIP-3670, *Public School Service Program*

**ORIGINATION:** September 20, 2005

**EFFECTIVE:** ~~March 16, 2016~~

**REVIEWED:** ~~October 28, 2015~~ August 2020

**SECTION 1. PURPOSE**

1.1 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.

**SECTION 2. SCOPE AND APPLICABILITY**

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

**SECTION 3. DEFINITIONS**

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

**SECTION 4. POLICY**

4.1 In compliance with West Virginia Code §18B-2A-5 regarding public school service programs, Southern West Virginia Community and Technical College shall implement ~~procedures~~ a policy to ensure that college students obtain credit toward graduation for service performed in the public schools as tutors, student advisors, and mentors to instill in public school students the benefits of postsecondary education attainment.

4.2 The institution shall not be responsible for placement of students in a public school for the purpose of performing service and receiving credit under this policy.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 Service must have been performed while enrolled in a postsecondary program and within the last 24 months. Documentation shall be provided by the school district.

5.2 Service performed as a program requirement, ~~such as, but not limited to,~~ in education courses is not eligible.

**SECTION 6. GENERAL PROVISIONS**

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

**SECTION 7. RESPONSIBILITIES**

7.1 The ~~Vice President for Academic Affairs and Student Services~~ Chief Academic Officer shall develop procedures describing the method for awarding credit earned under this policy, ~~setting an appropriate minimum number of hours of service performed for credit, and setting an appropriate maximum amount of credit earned.~~

**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**

	<b>Board of Governors Chair</b>	<b>Date</b>
	<b>President</b>	<b>Date</b>

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

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

**Revision Notes:** January 2011 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

October 2015 - Revisions provide clarity and transfer the process by which credit is awarded to an Academic Affairs Unit Southern Institutional Procedure (SIP).

August 2020 - Revisions reflect the current organizational structure and provide clarity of responsibility, updated 4.1 to include language from WV State Code §18B-2A-5, and added SIP-3670, *Public School Service Program*, as a reference.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS**  
**SCP-3670.A, Public School Service Form**

**Request for Credit, EL 101**

Student Name \_\_\_\_\_ Student Number (S #) \_\_\_\_\_

Number of Credits Requested \_\_\_\_\_

Name of Elementary, Middle, or High School \_\_\_\_\_  
\_\_\_\_\_

Types of Volunteer Activities (Examples include tutoring, mentoring, advising)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Hours Spent in Public School Service \_\_\_\_\_ Dates of Service \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade Level \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Verified by: \_\_\_\_\_  
\_\_\_\_\_  
Southern Representative \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Recommendation  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Credit Hours Granted: \_\_\_\_\_ Recommended by: \_\_\_\_\_  
\_\_\_\_\_  
Academic Dean, University Transfer Programs \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_

Chief Academic Officer

Date

Fee paid: \_\_\_\_\_

Received by: \_\_\_\_\_

Business Office Representative

Date

Recorded by: \_\_\_\_\_

Registrar

Date