

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

**SUBJECT:** Public School Service Program  
**REFERENCE:** West Virginia Code §18B-2A-5  
**ORIGINATION:** September 20, 2005  
**EFFECTIVE:** March 16, 2016  
**REVIEWED:** October 28, 2015

**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 Southern West Virginia Community and Technical College shall implement procedures 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 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 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 Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.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**

\_\_\_\_\_  
**Board of Governors Chair**                      **Date**

\_\_\_\_\_  
**President**    **Date**

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

**Distribution:**            Board of Governors (12 members)  
[www.southernwv.edu](http://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).

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

**Request for Credit, EL 101**

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

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

Name of Elementary 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 \_\_\_\_\_

Supervisor's Recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Credit Hours Granted: \_\_\_\_\_ Recommended by: \_\_\_\_\_  
Division Head Date

Approved by: \_\_\_\_\_  
Vice President for Academic Affairs and Student Services Date

Fee paid: \_\_\_\_\_ Received by: \_\_\_\_\_

Recorded by: \_\_\_\_\_  
Registrar Date