

**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: December 16, 2025

REVIEWED: September 12, 2025

SECTION 1. PURPOSE

- 1.1 This policy provides eligible students who volunteer in public schools in certain capacities an opportunity 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 ensure that students are awarded credit toward graduation commensurate with credit hour equivalency for verifiable documented hours of service upon submission of eligible requests 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 must be obtained from the school district by the student.
- 5.2 Service performed as a program requirement is not eligible for credit for public school service.

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 Chief Academic Officer shall develop procedures describing the method for awarding credit earned under this policy.

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

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.

September 2025 - Revisions provide clarity concerning requirements for obtaining documentation for credit award requests.