

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL  
COLLEGE BOARD OF GOVERNORS  
SCP-4786**

- SUBJECT:** Transfer Student Requirements and Credit Evaluation
- AUTHORITY:** The following rules of the Council for Community and Technical College Education (Council): *Transferability of Credits and Grades at West Virginia Colleges and Universities*, 135 C.S.R. 17; *Basic Guidelines and Standards for Admissions at Community and Technical Colleges*, 135 C.S.R. 23; and *West Virginia Reverse Transfer Program*, 135 C.S.R. 60.
- REFERENCE:** SIP-3227, *Credit Based on Experience*; and Board of Governors, Associate in Applied Science Handbook.
- ORIGINATION:** July 1, 1984
- EFFECTIVE:** January 17, 2020
- REVIEWED:** September 8, 2023

**SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to ensure that students applying for admission to Southern West Virginia Community and Technical College (Southern) receive equitable treatment when transferring college credit hours from an accredited college or university and/or when transferring military credit. All applicants will receive the appropriate evaluation and articulation of credit by Southern in compliance with the applicable Council rules.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all students.

**SECTION 3. DEFINITIONS**

- 3.1 Acceptable Transfer Credit – Evaluated academic credit included within a transfer student’s Southern academic history and may or may not be considered equivalent to Southern coursework or applicable toward the student’s Southern program certificate/degree requirements. All credit and grades for coursework determined as equivalent or not equivalent to Southern coursework are calculated and included in the overall grade point average. Most acceptable transfer credit is received from colleges and universities accredited by an accreditor recognized by the U.S. Department of Education.
- 3.2 Articulation Agreement – An agreement between one or more educational institutions establishing and identifying acceptable transfer coursework as equivalent coursework.
- 3.3 Core Coursework – Also considered general education courses, are common course requirements recognized by the State that fulfill most state baccalaureate and associate degree programs. Most common core coursework would be English composition, communications and literature, fine arts appreciation, mathematics, natural science, and social science.

- 3.4 Elective Course Credit – Elective credit is granted for transferable courses not currently offered at the College. Elective credits appear on the transcript with an assigned course designation, and the course numbering remains consistent with the transfer institution. An apostrophe (') will precede the course number. The elective credit may still be utilized to meet various degree requirements.
- 3.5 Equivalent Course Credit – Acceptable transfer credit that has been evaluated by comparison of the transfer course description and Southern's course description and determined to be equal in educational content. A course is considered equivalent if at least 70 percent of the transferring institution's course curriculum is the same or similar to that of Southern, the receiving institution, per W. Va. Code § 18B-14-2.
- 3.6 Fully Admitted – Student status upon submission of all required documents for admission to Southern.
- 3.7 Non-traditional Credit – Recognized academic credit from other educational and/or life experiences or programs that are not typically provided by a traditional college or university as academic credit. Military, apprenticeship, and workplace experiences are the most common of this type of academic credit.
- 3.8 Accredited Institution – Colleges or universities accredited by an accrediting organization that is recognized by the U.S. Department of Education.
- 3.9 Traditional Credit – Recognized academic credit commonly identified by a college or university as typical college coursework. Traditional credit is commonly listed on an official transcript with the transfer course title, subject, credit, grade, and grade point average.
- 3.10 Transcript – An official document of coursework with completed credit(s), grade(s), and academic history from a college, university, and/or military authority.
- 3.11 Transfer Credit – Credit received for courses taken at other educational institutions and submitted for evaluation and articulation at Southern for determination of acceptable and/or equivalent college credit toward Southern's academic programs.
- 3.12 Transfer Student – A student admitted to Southern who has previously attended another college or university.
- 3.13 Unacceptable Transfer Credit – Evaluated academic credit and grades that are not considered included within a transfer student's Southern academic history and not applicable toward Southern program certificate/degree requirements or overall grade point average.
- 3.14 Unclassified Elective Course Credit – Unclassified elective credit is granted for courses that are transferrable, but the course designation does not exist within the College. The credit will appear on the transcript with an assigned course designation of XX, and the course numbering remains consistent with the transfer institution. An apostrophe (') will precede the course number. The elective credit may still be utilized to meet various degree requirements.

## **SECTION 4. POLICY**

- 4.1 In accordance with the Council's rule entitled *Transferability of Credits and Grades at West Virginia Colleges and Universities*, 135 C.S.R. 17, it is Southern's policy that any student who has been admitted to Southern and who seeks an Associate Degree or Certificate will be provided fair and equitable consideration in the evaluation and articulation of transfer credit hours and grades received from any college or university accredited by an accreditor recognized by the U.S. Department of Education. Consideration will be provided to transfer students in the determination of acceptable credit from other accredited educational institutions following appropriate State and institutional procedures.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Southern is accredited by and follows standards set forth by its accrediting organization, The Higher Learning Commission, when evaluating and determining transfer credit. Southern will consider evaluation of transfer credit from any college or university accredited by an accreditor recognized by the U.S. Department of Education.
- 5.2 Students in the Board of Governors Associate in Applied Science Adult Degree Completion Program are an exception to this policy. According to the Council's Board of Governors Associate in Applied Science Adult Degree Completion Program Administrative Guidelines, in order to receive Southern's Board of Governors A.A.S. degree, students transferring into this program must complete at least 12 credit hours at a higher education institution accredited by an accreditor recognized by the U.S. Department of Education, including a total of three hours credit at Southern. Credit for this program will be evaluated on a case-by-case basis following the guidelines of SIP-3227, Credit Based on Experience.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Transfer credit that Southern determines as acceptable and/or equivalent credit will include the transfer credit grade(s) listed on the transcript after the grade(s) are reviewed and articulated as equivalent to Southern's standard grading system. Articulated grades will be calculated in the student's overall grade point average. A grade of "D" is acceptable; however, some program requirements may be more stringent.
- 6.2 Southern will follow the Core Coursework Transfer Agreement between the West Virginia Higher Education Policy Commission and the Council in the evaluation of students' core coursework transferring from a State university or college. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements.
- 6.3 Established articulation agreements between Southern and other schools will be used as a basis for determining transfer credit for those schools.
- 6.4 Evaluation of students' transfer credit from a college or university that does not have an established articulation agreement with Southern will be reviewed upon comparison of course descriptions found in the transferring institution's catalog or course documentation from the transfer institution.

- 6.5 Evaluation of military credit will be based upon the *American Council on Education (ACE)* recommendation for military training courses and experiences listed on the student's Joint Services Transcript.
- 6.6 Evaluation of credit for courses taken at an institution not accredited by an accreditor recognized by the U.S. Department of Education may be considered on a case-by-case basis with submission of documentation from the institution, such as course description or syllabus. The Dean, the Dean's designee, and the Registrar, or the Registrar's designee, will evaluate the submitted documentation and determine if coursework is acceptable as credit. A detailed, written explanation of the applicability of transfer credit or why transfer credit was denied must be provided to the student with the opportunity to appeal.
- 6.7 If a student disagrees with the applicability of transfer credit or if the transfer credit was denied, a student may appeal to the Registrar as outlined in the Student Handbook. If the student does not accept the decision of the Registrar, the student may then appeal to the Chief Academic Officer for further review and decision. After this decision, if the student still does not accept the outcome, the student may appeal to the President. The President's decision is final and not appealable.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 Transfer students are required to apply for admission to Southern and submit an official transcript from all previous colleges by the appropriate official from the transferring institution.
- 7.2 The transfer student is responsible for requesting official transcripts from all institutions previously attended.
- 7.3 Students with completed military training are required to apply for admission to Southern and are responsible for submission of a military record of training before credit evaluation is considered.
- 7.4 All official college and military transcripts must be received by Southern for a transferring student to be considered fully admitted.
- 7.5 After receipt of a student's official transcripts from an institution accredited by an accreditor recognized by the U.S. Department of Education, the Registrar or the Registrar's designee will evaluate and articulate all courses and determine courses acceptable or not acceptable as transfer or equivalent Southern courses. All acceptable transfer course credits and grades will be electronically recorded in the student's academic record, including those courses determined as not equivalent to Southern courses. The transfer student will be notified once credit has been articulated.
- 7.6 Transfer students must complete 15 hours of the program requirements at Southern to be eligible for an Associate Degree from Southern. For those students completing a certificate program, the student must complete eight hours of the total hours required in the certificate program at Southern. Transfer students participating in the West Virginia Reverse Transfer program may be excluded from the requirement to complete 15 hours at Southern in order to earn an Associate Degree from the College.

**SECTION 8. CANCELLATION**

8.1 SCP-4825, *Transfer of Student Credit Hours from another Institution*, was rescinded, and relative information was incorporated into SCP-4786, *Transfer Student Requirements and Credit Evaluation*.

**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**

	<hr/> <b>President</b>	<b>Date</b>
<b>Attachments:</b>	None.	
<b>Distribution:</b>	Board of Governors (12) www.southernwv.edu	
<b>Revision Notes:</b>	September 1, 2000 - Policy Originated.  September 1, 2009 - Revisions reflect title changes and include content from the rescinded policy, SCP-4825, <i>Transfer of Student Credit Hours from another Institution</i> .  October 2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammar and title changes.  August 2019 - Revisions reflect changes in titles and process.  September 2023 – Revisions reflect title changes, addition of definitions, revisions to the appeals process, and inclusion of language in regards to the West Virginia Reverse Transfer program.	