

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
PROCEDURE
SIP-3670**

SUBJECT: Public School Service Program

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

ORIGINATION: October 2015

EFFECTIVE: September 8, 2020

REVIEWED: August 2020

SECTION 1. PURPOSE

- 1.1 This procedure provides guidance 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 procedure 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. PROCEDURE

- 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 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 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 Credit will be granted by following the steps below:
- 7.1.1 Students will complete a Public School Service Form (SCP-3670.A), and submit the form to a the Academic Dean or designee.
 - 7.1.2 The Academic Dean or designee will evaluate and validate the documentation and make a recommendation for credit. The completed form will then be sent for the approval of the Chief Academic Officer.
 - 7.1.3 Upon approval, the Chief Academic Officer or designee will contact the student to pick up the form and take it to the Business Office to pay the fee. The Business Office representative will forward the form and receipt to the Registrar's Office.
 - 7.1.4 The Registrar or designee will enter EL 101 on the student's transcript reflecting the approved number of credit hours and a grade of "CR".

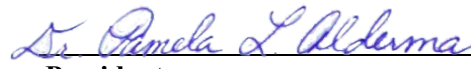

SECTION 8. CANCELLATION

- 8.1 Any previous procedure being superseded.

SECTION 9. REVIEW STATEMENT

- 9.1 This procedure 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 Cabinet-level Administrator may recommend to the President's Cabinet that the procedure be amended or repealed.

SECTION 10. SIGNATURES

	09/08/2020
President	Date
	09/08/2020
Cabinet-level Administrator	Date

Attachments: None

Distribution: All Southern Employees
Intranet

Revision Notes: October 2015 - The process by which credit is awarded was removed from SCP - 3670 and transferred to an Academic Affairs Unit Southern Institutional Procedure (SIP).

August 2020 - Revisions reflect the current organizational structure, update the procedure to include language from WV State Code, and provide clarity of responsibility.