

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
STUDENT SERVICES  
SIP-4825**

**SUBJECT:** Transfer of Student Credit Hours From Another Institution

**REFERENCE:** None.

**ORIGINATION:** March 1, 1985.

**EFFECTIVE:** December 8, 2009.

**REVIEWED:** December 8, 2009 The date the procedure was last reviewed.

**SECTION 1. PURPOSE**

1.1 To enable students to transfer appropriate credit hours from any full accredited college or university.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is applicable to all students and employees of the College.

**SECTION 3. DEFINITIONS**

3.1 Transfer—credit granted for courses taken at other institutions toward credentialing at Southern West Virginia Community and Technical College.

**SECTION 4. PROCEDURE**

4.1 A transfer student who has been officially admitted to Southern West Virginia Community and Technical College, and who seeks an Associate Degree, may transfer appropriate credit hours from any full accredited college or university.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 Acceptance of Non-Traditional Credits.

5.2 Credits not accepted under this policy may be accepted and evaluated under another policy which addresses non-traditional learning such as proprietary credit, life experiences, and/or armed forces service.

5.3 Students in the Board of Governors Associate in Applied Science Adult Degree Completion Program are an exception to this policy. Per West Virginia Council for Community and Technical College Board of Governors Associate in Applied Science Adult Degree Completion Program Administrative Guidelines, students transferring into this program must complete 12 hours at a regionally accredited higher education institution, including a total of 3 hours credit at Southern West Virginia Community and Technical College.

**SECTION 6. GENERAL PROVISIONS**

Transfer of Student Credit Hours From Another Institution

6.1 The Core Coursework Transfer Agreement between the Higher Education Policy Commission and the West Virginia Community and Technical College System is an integral part of transfer at West Virginia

universities and colleges.

- 6.2 The Core Coursework Transfer Agreement lists the general studies courses at each institution which have been approved for inclusion in the agreement and is updated annually.
- 6.3 Under the terms of the agreement, a student may transfer up to thirty-two credit hours of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science, and social science as general studies credits.
- 6.4 The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements.
- 6.5 Since coursework is generally transferable among institutions in the state colleges and universities, a student could conceivably transfer more than thirty-two hours of general studies credit from one institution to another that are provided for in this agreement.
- 6.6 The agreement is not designed to limit the number of credits that are transferred. Its purpose is to assure that students will be able to transfer credits in accordance with the terms of the agreement.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 Student - A student transferring into a program of studies at Southern West Virginia Community and Technical College and who plans to complete the Associate Degree, must complete the specified course requirements and must complete 15 of the last 23 hours work at Southern.
- 7.2 Division of Student Services, Chairperson of Program Division, Vice President for Academic Affairs - Credit hours earned at other accredited colleges and universities shall be evaluated in sequence by the Registrar.
- 7.3 The Registrar shall certify all acceptable transfer credits and notify the student by letter.

## **SECTION 8. CANCELLATION**

- 8.1 None.

## **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 President or President's designee may recommend to the Board that the procedure be amended or repealed.

**Attachments:** None.

**Distribution:** All employees of Southern West Virginia Community and Technical College via [www.intranet.southernwv.edu](http://www.intranet.southernwv.edu)

**Revision Notes:** December 8, 2009 - The policy SCP-4825 was rescinded by the Board of Governors to become a unit procedure on December 8, 2009.