

**WEST VIRGINIA  
SECRETARY OF STATE  
BETTY IRELAND  
ADMINISTRATIVE LAW DIVISION**

Form #2

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2005 FEB -7 P 4: 45

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE**

AGENCY: Council for Community & Technical College Education TITLE NUMBER: 135

RULE TYPE: Procedural CITE AUTHORITY: WV Code §18B-1B-6 and §18B-2B-6

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: Series 17

TITLE OF RULE BEING PROPOSED: Transferability of Credits and Grades at West Virginia Public  
Colleges and Universities

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON March 10, 2005 AT 5:00 P.M. EST ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

James L. Skidmore, Chancellor  
Community and Technical College  
Education

1018 Kanawha Blvd. East Suite 700

Charleston, WV 25301

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.

  
Authorized Signature

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

\$3.60



WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Nelson B. Robinson Jr., Chair · James L. Skidmore, Chancellor

## SUMMARY

Title 135

Procedural Rule

WV Council for Community and Technical College Education

Series 17

Transferability of Credits and Grades at West Virginia Public Colleges and Universities

This rule ensures that students may transfer and apply toward degree requirements the maximum number of credits earned at a regionally accredited institution with as few requirements to repeat courses or take additional courses as consistent with sound academic policy.

FILED

TITLE ~~133~~ 135  
PROCEDURAL RULE

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~~WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION~~  
~~OFFICE WEST VIRGINIA SECRETARY OF EDUCATION~~  
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

**SERIES 17**  
**TRANSFERABILITY OF CREDITS AND GRADES AT THE UNDERGRADUATE LEVEL**  
**WEST VIRGINIA PUBLIC COLLEGES AND UNIVERSITIES**

**1. GENERAL**

- 1.1 Scope: This rule establishes guidelines for the transferability of credits and grades at the undergraduate level.
- 1.2 Authority: West Virginia Code § ~~18B-1-1A, 18B-1-4, 18B-1-6, 18B-2B-6~~
- 1.3 Filing Date: ~~May 22, 2002~~
- 1.4 Effective Date: ~~June 22, 2002~~
- 1.5 Repeals and replaces Title 128, ~~Series 17, and Title 131, Series 17~~ 133, Series 17 which had an effective date of June 22, 2002.

**2. TRANSFER GUIDELINES**

- 2.1 It is the policy of the West Virginia Higher Education Policy Commission that the transfer of credits among public institutions of higher education will be complete, consistent with appropriate and legitimate academic program integrity. Institutional practice is to ensure that students may transfer and apply toward the requirements for a degree the maximum number of credits earned at a regionally accredited institution with as few requirements to repeat courses or to take additional courses as is consistent with sound academic policy.
- 2.2 To this end, the following policy guidelines are hereby promulgated:
  - 2.2.1 Undergraduate level credits and grades earned at any public institution in West Virginia shall generally be transferable to any other such institution. Use of grades for institutional purposes, such as, without limitation, criteria for academic probation, recognition for graduation with honors or other institutional purposes, shall be subject to the policy of the receiving institution.
  - 2.2.2 Provided all other provisions of this rule are met, at least 64 and no more than 72 hours of credits and grades completed at public community and technical colleges or regional campuses in West Virginia shall be transferable to any public baccalaureate degree-granting institution in West Virginia. Exceptions to the 72 hour transfer limit may be made by the chief academic officer of the baccalaureate institution receiving the credits and grades.

2.2.3 With the exception of those enrolling in specialized four-year programs which have demonstrable and bona fide externally imposed requirements making such a goal impossible, students completing two-year associate degrees at public institutions in West Virginia shall generally, upon transfer to a baccalaureate-level degree-granting institution, have junior level status and be able to graduate with the same number of total credit hours as a nontransfer student at the same institution and in the same program. An exception may exist in any instance where the associate degree is a technical type designed for terminal—career occupational/career purposes and the general education component is substantially of a markedly different nature than that required for a student at the same two-year institution enrolled in a college transfer associate degree program; or where requirements of the major have not been met.

~~Credit hours taken in general education toward associate degrees will count toward the general education credit hours required at the baccalaureate degree-granting institution. All specific degree requirements at the baccalaureate institutions must be met.~~

2.2.4 In an effort to meet the needs of students enrolled in occupational/career associate degree programs at West Virginia public community and technical colleges who seek to complete baccalaureate-level education, the public baccalaureate institutions are encouraged to provide opportunities for students to enroll in applied baccalaureate-completion programs.

2.2.5 The West Virginia Higher Education Policy Commission and the Council for Community and Technical College Education recognize the Regents Bachelor of Arts degree program as a degree completion program serving graduates of the Board of Governors Associate in Applied Science degree program.

2.2.56 Each institution with baccalaureate-completion programs is encouraged to make full utilization of distance education, including on-line courses, to provide transferring students with associate degree credits the maximum opportunities to complete a baccalaureate degree.

2.2.47 In response to the statutory charge that undergraduate core coursework completed at a state institution is transferable as general studies credit to all other state institutions of higher education in West Virginia for credit with the grade earned, the West Virginia Higher Education Policy Commission and the Council for Community and Technical College Education maintains a core coursework transfer agreement. Under the terms of the agreement, a student may transfer a minimum of thirty-two hours of undergraduate coursework in the areas of English composition, communication and literature, mathematics, natural science and social studies as general education studies credits. 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. 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. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements. 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. 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.

- 2.2.58 ~~There shall be developed and maintained specific detailed articulation agreements between appropriate public institutions in West Virginia. Particularly community colleges and community college divisions will indicate clearly in catalogs and other official materials which courses are not necessarily transferable for major programs or other specific purposes to those institutions where significant numbers of students traditionally transfer: any such course(s), however, will be transferred as unclassified elective credit up to the maximum herein allowed. Information on articulation agreements between community and technical colleges and baccalaureate institutions in West Virginia, including specific courses that are part of the agreement, will be published in official campus materials and widely disseminated to students.~~
- 2.2.69 While each institution is encouraged to maintain high quality standards in its undergraduate transfer policy, it is also the expectation that each institution will be flexible in the establishment of any residence requirement. With the advent of instructional communications technology, particularly web-based instruction, and the emerging pattern of many students completing credits from a number of institutions, institutions may wish to eliminate or curtail substantially the imposition of a residency requirement for credits completed at the degree-granting institution. An institution may maintain, however, requirements for an appropriate minimum grade point average on previous work attempted and the grade point average for admission to a particular program.
- 2.2.10 Credits for graduate coursework at the master's level earned at a regionally accredited institution are generally transferable to a West Virginia public college or university authorized to offer master's degree programs. The receiving institution may limit transfer credits to twelve hours and to those credits that meet master's degree program requirements.
- 2.2.711 Each institution shall file its policy for undergraduate admission on transfer of academic credits with the Chancellor's office.

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Transferability of Credits and Grades at WV Public Colleges and Universities

Type of Rule:  Legislative  Interpretive  Procedural

Agency: WV Council for Community & Technical College Education

Address: 1018 Kanawha Boulevard East Suite 700

Charleston, WV 25301

Contact: James L. Skidmore, Chancellor  
558-0265

1. Effect of Proposed rule:

	ANNUAL FISCAL YEAR				
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
<b>ESTIMATED TOTAL COST</b>	0	0	0	0	0
<b>PERSONAL SERVICES</b>					
<b>CURRENT EXPENSE</b>					
<b>REPAIRS &amp; ALTERATIONS</b>					
<b>EQUIPMENT</b>					
<b>OTHER</b>					

2. Explanation of Above Estimates:

There are no direct costs associated with this rule.

3. Objectives of These Rules:

Students may transfer and apply toward degree requirements the maximum number of credits earned at a regionally accredited institution with as few requirements to repeat or take additional courses as consistent with academic policy.

Rule Title: Transferability of Credits and Grades at WV Public Colleges and Universities

4. Explanation of Overall Economic Impact of Proposed Rule:

A. Economic Impact on State Government:

None

B. Economic Impact on Political Subdivisions; Specific Industries; Specific Groups of Citizens:

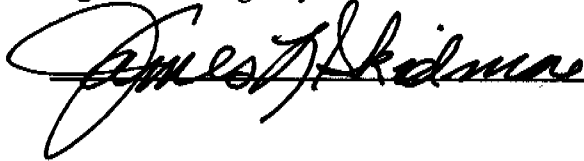
None

C. Economic Impact on Citizens/Public at Large.

None

Date: February 7, 2005

Signature of Agency Head or Authorized Representative:

  
\_\_\_\_\_

**WV Council for Community and Technical College Education  
Meeting of February 3, 2005**

**ITEM:** Approval of revision to Series 17, *Transferability of Credits and Grades at West Virginia Public Colleges and Universities*

**INSTITUTIONS:** Community and Technical Colleges

**RECOMMENDED RESOLUTION:** *Resolved, That the WV Council for Community and Technical College Education approves Series 17, Transferability of Credits and Grades at West Virginia Public Colleges and Universities, as revised, for submission to the Secretary of State's office for the public comment period and that if no substantive comments are received the Council extends its final approval.*

**STAFF MEMBER:** Bruce Flack

**BACKGROUND:**

At the WV Council for Community and Technical College Education meeting on December 2, 2004, the Council reviewed proposed changes to Series 17, *Transferability of Credits and Grades at West Virginia Public Colleges and Universities*. Following this review, the preliminary draft was circulated to the appropriate constituent groups for comment.

The revisions proposed to Series 17 are in part prompted by the statutory change in Senate Bill 448 which calls for policy to ensure that students may transfer and apply toward degree requirements the maximum number of credits earned at a regionally accredited institution with as few requirements to repeat courses or take additional courses as consistent with sound academic policy.

In addition to the major change proposed for Series 17 (Section 2.2.4 – provision to provide baccalaureate-completion degree opportunities for community college graduates holding applied associate degrees) and reviewed by the Council in December, several other changes have been suggested and are included in the final draft. These changes, which resulted from discussions among the constituent groups, are:

1. Title change of the rule, necessitated by the addition of a provision on master's level transfer.

2. Section 2.2.3 adds wording to indicate that exceptions to AAS transfer could exist where requirements of the major have not been met.
3. New section 2.2.5 references the transfer opportunities from the Governors AAS to the RBA degree.
4. Section 2.2.7 adds language to show more clearly how the Core Coursework Agreement functions.
5. Section 2.2.10 adds provision (to accommodate statutory charge) on transfer of master's level credits.

Most of the five changes, listed above, are for purposes of clarity and understanding and are not major modifications. With the exception of the provision on transfer of master's credits, there is little new substantive change from the initial draft.

The draft rule has been reviewed by appropriate constituent groups, including the Academic Affairs Advisory Committee, the Advisory Council of Faculty, and the Council of Presidents. The proposed rule will be a joint rule of the Council and the Higher Education Policy Commission.

The staff recommendation is for approval of Series 17 for submission to the Secretary of State's office for the public comment period and that if no substantive comments are received that the Council extends its final approval.