

**WEST VIRGINIA
SECRETARY OF STATE
NATALIE E. TENNANT
ADMINISTRATIVE LAW DIVISION**

Form #5

Do Not Mark In This Box

FILED

2011 JUN 15 AM 9:45

OFFICE OF THE WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

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

CITE AUTHORITY: West Virginia Code §18B-1-1A; 18B-3C-2; 18B-3C-4

RULE TYPE: PROCEDURAL INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE _____

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

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 28

TITLE OF RULE BEING PROPOSED: Guidelines for Granting College Credit for Courses Under the West
Virginia EDGE, "Earn a Degree, Graduate Early" Program

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS July 15, 2011


Authorized Signature

FILED

**TITLE 135
PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE
EDUCATION**

2011 JUN 15 AM 9:45

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

SERIES 28

**GUIDELINES FOR GRANTING COLLEGE CREDIT FOR COURSES UNDER
THE WEST VIRGINIA EDGE, "EARN A DEGREE, GRADUATE EARLY" PROGRAM**

§135-28-1. General.

- 1.1. Scope -This rule establishes guidelines for the granting of college credit for secondary, career and technical education courses under the West Virginia EDGE, "Earn A Degree, Graduate Early" Program by all institutions of the West Virginia Community and Technical College System.
- 1.2. Authority - West Virginia Code §18B-1-1A; 18B-3C-2; 18B-3C-4
- 1.3. Filing Date – June 15, 2011
- 1.4. Effective Date – July 15, 2011

§135-28-2. Purpose.

- 2.1. The Community and Technical Colleges of West Virginia have been charged by the State to facilitate the formation of Community and Technical College Consortia planning districts. One of the responsibilities of the Consortia is to increase the integration of secondary and post-secondary curriculum and programs that are targeted to meet regional labor market needs, including implementation of seamless curricula projects in all major career pathways and the West Virginia EDGE, Earn a Degree, Graduate Early Program.
- 2.2. The Community and Technical College Council (Council) has responsibility for establishing community and technical college education that is well articulated with the public schools and four-year colleges.
- 2.3. Among the goals for public higher education in West Virginia is to focus on developing and maintaining a process of lifelong learning which is as seamless as possible at all levels, encourages citizens of all ages to increase their knowledge and skills and provides ample opportunities for them to participate in public higher education.
- 2.4. In emphasizing the provision of educational opportunity, the Legislature has stated that more opportunities should be available for high school students to obtain college credit prior to graduation from high school.
- 2.5. High school students currently may earn college credit through the early enrollment program recognized under Series 19, and the College Board's 'Advanced Placement' program. The EDGE program, however, is designed specifically for the purpose of

awarding college credit for the competencies students acquire by successfully completing the various career-technical programs offered through high schools and/or Career and Technical Centers that are common to courses offered by the Community and Technical Colleges (CTCs).

- 2.6. To establish a process and ensure consistency across the Community and Technical College System for granting college credit for secondary, career and technical programs and courses, the following guidelines are established by the Council.

§135-28-3. Basic Guidelines.

- 3.1. EDGE credit will only be awarded for career-technical courses; no credit shall be provided under the EDGE initiative for any courses identified as “general education” courses that include, but are not limited to, those listed on the Core Coursework Transfer Agreement (Series 17) by the Community and Technical Colleges.
- 3.2. Courses for which EDGE credit is to be granted must be validated by the Community and Technical College.
- 3.3. CTCs not offering a comparable course shall offer credit for any validated EDGE course as “elective credit” and shall apply such credit toward any applicable programs including the Certificate and Associate in Applied Science Degree in Technical Studies.
- 3.4. EDGE courses shall not be used to create any new specialized certificate or associate degree programs within the Community and Technical College System.
- 3.5. Validated EDGE courses may be used to meet the Technical/Occupational Specialty requirements of both the Certificate and Associate in Applied Science Degree in Technical Studies. However, EDGE courses shall not be used to create any specializations, options, or areas of emphasis under the Certificate or AAS Degree in Technical Studies programs.

§138-25-4. Consortia Responsibility.

- 4.1. The Community and Technical College District Planning Consortium is responsible to ensure that the full range of community and technical college education programs and services is provided in all areas of the state, including seamless curricula and the West Virginia EDGE, “Earn a Degree, Graduate Early” program.
- 4.2. Tech Prep Coordinators employed through the Tech Prep Consortium shall have responsibility for facilitating the processes identified by the consortium membership and the Community and Technical College pertaining to the identification and validation of EDGE credit courses and shall carry out those duties assigned in documenting student completion of EDGE courses for college credit.
 - 4.2.1. The Consortium shall conduct an annual review of the approved EDGE course listing to ensure the accuracy of information provided to students and parents. Any addition or correction to the approved EDGE course listing shall be approved by the

participating CTC through the established course validation process.

- 4.3. When a course has been approved for EDGE college credit through the established validation process, the Tech Prep Coordinator for the Consortium shall notify the West Virginia Department of Education Office (WVDOE) of the Assistant Superintendent, Division of Technical and Adult Education Services. The Office of the Assistant Superintendent shall be responsible for maintaining and updating information on the EDGE website.

§135-28-5. Career-Technical Centers and/or High School Responsibility.

- 5.1. Career and Technical Centers, as well as high school, teachers and administrators shall identify and submit secondary course or technical program Content Standards and Objectives (CSOs) to Community and Technical Colleges (CTC) for evaluation and alignment with specific CTC course learner outcomes for validation for EDGE credit.
- 5.2. Appropriate secondary level teachers and/or WVDOE personnel will participate in the evaluation, alignment and EDGE credit validation process with CTC faculty and academic administrators.
- 5.3. If a state and/or national certification exam is available and required by the secondary school or Career-Technical Center, such certification exams shall be deemed as sufficient documentation that students passing these exams meet CTC course learning outcomes and shall be approved for EDGE credit.
- 5.4. If no state and/or national certification exam is available, the secondary and/or Career-Technical Center teachers will work with the CTC faculty to determine if the CSOs of the secondary technical course match the learning outcomes of the CTC course. If a secondary course is approved for EDGE credit using this methodology, the Career-Technical Center or high school teacher(s) agree, as part of the validation process, to document that the high school student has achieved the appropriate skill level for awarding EDGE credit.
- 5.5. When a course is approved for EDGE credit through either the use of a state and/or national exam or through the validation of learning outcomes, teachers of secondary courses approved for EDGE credit courses shall:
 - 5.5.a. Attend the EDGE orientation led by the Tech Prep Consortium Coordinator;
 - 5.5.b. At the beginning of each EDGE approved course offered, complete and submit to the assigned Tech Prep Coordinator by the established deadline, the EDGE Class Enrollment Form with the required information for each course in which students are enrolled for EDGE credit; and,
 - 5.5.c. At the conclusion of each EDGE course offered, complete and submit to the assigned Tech Prep Coordinator, by the established deadline, the EDGE Assignment of College Credit Form with the required information

for each student successfully completing the EDGE course and who is to receive EDGE college credit.

§135-28-6. Community and Technical College Responsibility.

- 6.1. Community and Technical College faculty and academic administrators shall work with secondary and Career-Technical Center teachers and administrators to identify potential courses for EDGE credit.
- 6.2. CTCs shall accept as “validated” for EDGE credit, any secondary and/or Career-Technical course requiring the same state and/or national certification exam required of students in the comparable CTC course.
- 6.3. Where a state and/or national certification exam is not available, CTC faculty and academic administrators shall work with secondary and/or Career-Technical Center teachers to determine where secondary CSOs align with comparable CTC technical course learner outcomes and shall validate for EDGE credit those secondary and/or Career-Technical Center courses with substantially the same learner outcomes.
- 6.4. CTC faculty in consultation with secondary and/or Career-Center teachers shall determine the documentation of the achievement of learner outcomes required for students successfully completing EDGE courses that do not have a state and/or national certification exam available.
- 6.5. Each CTC shall have written procedures regarding the validation of student achievement of learner outcomes for all courses receiving EDGE credit and shall submit these procedures to the Chancellor’s Office.
- 6.6. When a secondary and/or Career-Technical Center course has been validated for EDGE credit through the appropriate process, the CTC validating the course shall notify the Consortium members, all CTCs, the Chancellor’s Office, and the WVDOE Office of the Assistant Superintendent, Division of Adult and Technical Education.
- 6.7. When college credit has been assigned through an established EDGE course validation process by a West Virginia CTC, other CTCs which do not offer a comparable course may also grant the same college credit for each validated EDGE course.
- 6.8. Upon the validation of competencies and the assignment of college credit hours, each CTC shall apply EDGE credit to appropriate certificate and/or associate degree programs available through the individual institution.
- 6.9. The Chancellor’s Office and individual CTCs shall maintain an up-to-date listing of all secondary and/or Career-Technical Center courses approved for EDGE credit, including the amount of credit for each course, and shall make this listing available through links from the system and institutional websites to the EDGE website maintained by the WVDOE.

**WV Council for Community and Technical College Education
Meeting of June 10, 2011**

ITEM: Final Approval of Series 28, *Guidelines for Granting College Credit for Courses Under the West Virginia EDGE “Earn a Degree, Graduate Early” Program.*

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved, that the West Virginia Council for Community and Technical College Education grants final approval of Series 28, Guidelines for Granting College Credit for Courses Under the West Virginia EDGE “Earn a Degree, Graduate Early” Program.*

STAFF MEMBER: James Skidmore

BACKGROUND:

Series 28, *Guidelines for Granting College Credit Under the West Virginia EDGE “Earn a Degree, Graduate Early” Program*, establishes the Council’s policy for granting college credit for equivalent high school courses and programs thereby eliminating duplicate coursework at the community college level. Series 28 formalizes the guidelines developed in 2001 as a System rule and establishes procedures necessary to ensure the integrity of the college credit granted to such courses under this policy.

During the public comment period, one written comment was received. The comment recommended a change in wording to Section 3.2 of the draft policy. The recommended change in the wording of this section had been made prior to submitting the policy for the required thirty-day comment period, thus no change to the policy was required.

The recommendation is to approve Series 28 as presented.



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 28

*Guidelines for Granting College Credit for Courses Under the West Virginia EDGE,
"Earn a Degree, Graduate Early" Program*

This rule establishes guidelines for the granting of college credit for secondary, career and technical education courses under the West Virginia EDGE, "Earn A Degree, Graduate Early" Program by all institutions of the West Virginia Community and Technical College System.

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Guidelines for Granting College Credit for Courses Under the West Virginia EDGE, "Earn a Degree, Graduate Early" Program

Rule Title: _____

Type of Rule: Legislative Interpretive Procedural

Agency: WV Council for Community and Technical College Education

Address: 1018 Kanawha Blvd., East, Suite 700
Charleston, WV 25301

Phone Number: 304-558-0265 Email: skidmore@wvctcs.org

Fiscal Note Summary

Summarize in a clear and concise manner what impact this measure will have on costs and revenues of state government.

None

Fiscal Note Detail

Show over-all effect in Item 1 and 2 and, in Item 3, give an explanation of Breakdown by fiscal year, including long-range effect.

FISCAL YEAR			
Effect of Proposal	Current Increase/Decrease (use "--")	Next Increase/Decrease (use "--")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost	0.00	0.00	0.00
Personal Services			
Current Expenses			
Repairs & Alterations			
Assets			
Other			
2. Estimated Total Revenues	0.00	0.00	0.00

Rule Title: _____

Rule Title: _____

3. **Explanation of above estimates (including long-range effect):**
Please include any increase or decrease in fees in your estimated total revenues.

NA

MEMORANDUM

Please identify any areas of vagueness, technical defects, reasons the proposed rule **would not** have a fiscal impact, and/or any special issues **not** captured elsewhere on this form.

This rule establishes guidelines for the granting of college credit for secondary, career and technical education courses under the West Virginia EDGE, "Earn A Degree, Graduate Early" Program by all institutions of the West Virginia Community and Technical College System.

Date: April 22, 2011

Signature of Agency Head or Authorized Representative

