

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

Form #2

FILED Do Not Mark In This Box

2009 NOV 24 PM 12:55

WEST VIRGINIA  
SECRETARY OF STATE

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

AGENCY: Higher Education Policy Commission TITLE NUMBER: 133

RULE TYPE: Procedural CITE AUTHORITY: §18B-1-1A, 18B-1-4 and 18B-2A-4

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 17

TITLE OF RULE BEING AMENDED: Transferability of Credits and Grades at the Undergraduate Level

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: \_\_\_\_\_

TITLE OF RULE BEING PROPOSED: \_\_\_\_\_

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 December 28, 2009 AT 5:00 PM ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

Higher Education Policy Commission

Attention: Dr. Bruce Flack  
Director of Academic Affairs

1018 Kanawha Boulevard, 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

**TITLE 133  
PROCEDURAL RULE**

**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

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

2009 NOV 24 PM 12:55  
OFFICE OF THE CLERK  
SECRETARY OF STATE  
FILED

**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-2A-4
- 1.3 Filing Date: ~~March 18, 2005~~
- 1.4 Effective Date: ~~April 18, 2005~~
- 1.5 Repeals and replaces Title 133, Series 17 which had an effective date of ~~June 22, 2002.~~ April 18, 2005

**2. TRANSFER GUIDELINES**

- 2.1 It is the policy of the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical Education 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 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.
- 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.
- 2.2.6 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.
- 2.2.7 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 maintain a core coursework transfer agreement. 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 five credit hours of undergraduate coursework in the areas of English composition, communications and literature, fine arts appreciation, 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 five 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.

- 2.2.8 There shall be developed and maintained specific detailed articulation agreements between appropriate public institutions in West Virginia. 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.
- 2.2.9 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.
- 2.2.11 Each institution shall file its policy on transfer of academic credits with the Chancellor's office.

***FISCAL NOTE FOR PROPOSED RULES***

Rule Title: Transferability of Credits and Grades at the Undergraduate Level

Type of Rule:  Legislative  Interpretive  Procedural

Agency: Higher Education Policy Commission

Address: 1018 Kanawha Blvd. East, Suite 700, Charleston, WV 25301  
Contact: Dr. Bruce Flack, Director of Academic Affairs

Phone Number: 304-558-0261 Email: flack@hepc.wvnet.edu

**Fiscal Note Summary**

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

No impact.

**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.

<b>FISCAL YEAR</b>			
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	0.00	0.00	0.00
Current Expenses	0.00	0.00	0.00
Repairs & Alterations	0.00	0.00	0.00
Assets	0.00	0.00	0.00
Other	0.00	0.00	0.00
2. Estimated Total Revenues	0.00	0.00	0.00

Rule Title: \_\_\_\_\_

Rule Title: Transferability of Credits and Grades at the Undergraduate Level

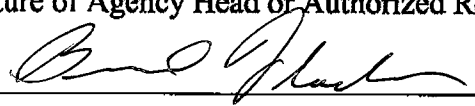
3. **Explanation of above estimates (including long-range effect):**  
Please include any increase or decrease in fees in your estimated total revenues.

There will be no effect on cost or revenue.

**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.

Date: November 24, 2009

Signature of Agency Head or Authorized Representative  


**West Virginia Higher Education Policy Commission  
Meeting of November 20, 2009**

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

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission 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 that the Commission extends its final approval.

**STAFF MEMBER:** Bruce Flack

**BACKGROUND:**

Series 17, Transferability of Credits and Grades at West Virginia Public Colleges and Universities, sets forth procedures for the state's public higher education institutions in handling the transfer of academic credits. The rule (Section 2.2.7) cites the transfer opportunities of the Core Coursework Transfer Agreement, a document that lists general studies courses offered at the state's public four-year and two-year colleges and universities in English composition, communication and literature, mathematics, natural sciences, and social science. Courses listed in the agreement, which is updated annually, are appropriate for transfer as general studies credit at any of West Virginia's public higher education institutions. Since the agreement was modified earlier this year to include possibilities for transfer of up to three hours of fine arts appreciation courses, it is necessary to revise Series 17 to accommodate the change.

Under the provisions of the agreement, students who transfer from one public West Virginia higher education institution to another are assured that at least 35 hours of their accumulated general studies credit in the designated fields will transfer as general studies credit. The proposed revision to Series 17 reflects the revision to the Core Coursework Transfer Agreement.

The proposed revision to the rule has been submitted for review by appropriate constituent groups, including the Academic Affairs Advisory Committee, the Advisory Council of Faculty, the Advisory Council of Students, and the Advisory Council of Classified Employees. A companion rule that includes the same revision will also be

submitted to the West Virginia Council for Community and Technical College Education for its consideration.

Staff recommends approval of Series 17, Transferability of Credits and Grades at West Virginia Public Colleges and Universities, for submission to the Secretary of State's office for a thirty-day public comment period and that if no substantive comments are received that the Commission extends its final approval.