

**WEST VIRGINIA
SECRETARY OF STATE
JOE MANCHIN, III
ADMINISTRATIVE LAW DIVISION**

Form #5

Do Not Mark In This Box

FILED
2002 MAY 22 P 3:38
OFFICE WEST VIRGINIA
SECRETARY OF STATE

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

AGENCY: Higher Education Policy Commission TITLE NUMBER: 133

CITE AUTHORITY: WV Code §18B-1-6, 18B-1-8

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 17

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

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS June 22, 2002

J. Michael Mullen
Authorized Signature

SCANNED



WEST VIRGINIA
H I G H E R
E D U C A T I O N
P O L I C Y
C O M M I S S I O N

John R. Hoblitzell
Chairman

J. Michael Mullen
Chancellor

May 22, 2002

The Honorable Joe Manchin
Secretary of State
State Capitol
Charleston, WV 25305

Dear Secretary Manchin:

On behalf of the Higher Education Policy Commission, I am filing notices of adoption of the following proposed rules that were approved on May 17, 2002, by the Higher Education Policy Commission:

- Title 133, Series 15: Acceptance of Advanced Placement Credit
- Title 133, Series 16: College Level Examination Program
- Title 133, Series 17: Transferability of Credits and Grades at the Undergraduate Level
- Title 133, Series 18: Assignment of Academic Credit and Financing Noncredit Instruction

Also enclosed are notices of a public comment period on the following proposed rules that were approved on May 17, 2002, by the Higher Education Policy Commission:

- Title 133, Series 33: Anatomical Board
- Title 133, Series 34: Medical Student Fee and Medical Student Loan Program

Sincerely,


J. Michael Mullen

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SECRETARY OF STATE
WEST VIRGINIA

TITLE 133
PROCEDURAL RULE

FILED

WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

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SERIES 17

TRANSFERABILITY OF CREDITS AND GRADES AT THE UNDERGRADUATE LEVEL

WEST VIRGINIA
SECRETARY OF STATE

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
- 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.

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.
- 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 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.

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 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 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.
- 2.2.5 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.
- 2.2.6 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.
- 2.2.7 Each institution shall file its policy for undergraduate admission with the Chancellor's office.