

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**POLICY C-10**

**TRANSFERABILITY OF CREDITS AND GRADES**

**Section 1. General.**

- 1.1. Scope – This policy establishes guidelines for the transferability of credits and grades to BridgeValley Community and Technical College (BridgeValley).
- 1.2. Authority – West Virginia Council for Community and Technical College Education (Council) Procedural Rule Series 17 (Series 17).
- 1.3. Effective Date – May 26, 2016.

**Section 2. Transfer Guidelines**

- 2.1. It is the policy of BridgeValley that the transfer of credits among public institutions of higher education and with West Virginia private institutions will be completed 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 an institution that is accredited by a regional, national, programmatic or other accredited body recognized by the U.S. Department of Education with no additional requirements or as few requirements to repeat courses or to take additional courses above those required by a native student to complete the degree, as is consistent with sound academic policy.
- 2.2. To this end, the following policy guidelines are hereby promulgated:
  - 2.2.a. Undergraduate level credits and grades earned at any public or private post-secondary institution in West Virginia shall generally be transferable to BridgeValley. Use of grades for institutional purposes, such as, without limitation, criteria for academic probation, recognition for graduation with honors or other institutional purposes, are identified by institutional policy.
  - 2.2.b. BridgeValley will make the course objectives for every credit-bearing course available to the public. These course objectives may be posted on an easily accessible location on the institution's web site or may be made available through college catalog or other easily accessible format.
  - 2.2.c. BridgeValley shall use a 70 percent standard for determining if the earned course credit is equivalent to the receiving institution's comparable course. That is, if 70

percent of the learning objectives are in alignment, then BridgeValley will accept the course credit.

- 2.2.d. Once BridgeValley has reviewed the course objectives of the course requested for alignment and transfer, BridgeValley will notify the student of the course credits awarded. If requested transfer course credit is not awarded, BridgeValley will provide clear and specific details to the student and sending institution in regard to:
  - 2.2.d.1. The changes to the course curriculum that are needed to achieve 70 percent alignment;
  - 2.2.d.2. Reason(s) that BridgeValley has denied course credit transfer;
  - 2.2.d.3. Additional information or actions, if any, necessary to permit the transfer;
  - 2.2.d.4. Information about resubmitting a course credit transfer request that has been denied;
  - 2.2.d.5. The institutional process for transfer appeal and the process for appealing the decision to the Joint Recommending Committee for Transfer and Articulation.
- 2.2.e. BridgeValley has established an appeals process for the denial of transfer credit, as noted in Operating Policy D-OP-23-15. At the completion of the second-to-final stage of the appeals process, the student may request review by an outside committee. The Council and the Commission shall establish a Joint Recommending Committee for Transfer and Articulation and establish procedures for operation. With private institution committee representation on the Committee, this committee hears such appeals and sends a recommendation to the president of the institution. The president or his or her designee issues the final decision.
- 2.2.f. 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 BridgeValley 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 non-transfer 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.g. In an effort to meet the needs of students enrolled in occupational/career associate degree programs at BridgeValley 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.h. The Council and the Commission recognize the Regents Bachelor of Arts degree program as a degree completion program that serves graduates of the Board of Governors Associate in Applied Science degree program.
- 2.2.i. 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 Council and the Commission maintains 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 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 five hours of general studies credit from one institution to another that are provided for in this agreement. BridgeValley recognizes the courses listed on the Core Coursework Transfer Agreement are accepted as general studies credit as applied to the students' major. Once an incoming student's general studies requirements have been fulfilled or the maximum credit limit reached, the institution is to make a good faith effort to accept additional incoming credits listed on the Core Coursework Transfer Agreement. Any private post-secondary institution which wishes to participate in this core coursework transfer agreement may do so as the agreement is updated annually in the spring of each year.
- 2.2.j. BridgeValley develops and maintains specific detailed articulation agreements between appropriate public and private institutions in West Virginia. Information on articulation agreements between private post-secondary institutions, community and technical colleges and baccalaureate institutions in West Virginia, including specific courses that are part of the agreement, are available on BridgeValley's website.

2.2.k. BridgeValley shall file its policy on transfer of academic credits including the appeals process with the Chancellor's office.

**Section 3. Definitions.**

3.1. Private higher education institutions.

Post-secondary institutions which have been state approved to operate in West Virginia but are not public higher education institutions.