

POLICY C-40
TRANSFERABILITY OF CREDITS AND GRADES

Section 1. General.

- 1.1 Scope. – This establishes the policy regarding transferability of credits and grades to West Virginia University at Parkersburg.
- 1.2 Authority. -- W. Va. Code [§ 18B-2A-4](#); W.Va. C.S.R. [§ 135-17](#)
- 1.3 Effective Date. – March 17, 2020

Section 2. Policy

- 2.1 It is the policy of West Virginia University at Parkersburg to ensure that students may transfer and apply toward degree requirements 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 minimal requirements to repeat courses or to take additional courses above those required by native students.
- 2.2 WVU at Parkersburg will publicize the course objectives for every credit-bearing course in an easily accessible location, such as on the institution's website, college catalog, or other format.
- 2.3 Undergraduate level credits and grades earned at any public post-secondary institution in West Virginia, or any private post-secondary institution which has been approved by the state to operate in West Virginia, shall generally be transferable to West Virginia University at Parkersburg. When at least 70 percent of the learning objectives are in alignment with WVU at Parkersburg's comparable course, the course credit will be accepted.
- 2.4 Once WVU at Parkersburg has reviewed the course objectives of the course requested for alignment and transfer, WVU at Parkersburg will notify the student of the course credits awarded. If requested transfer course credit is not awarded, WVU at Parkersburg will provide clear and specific details to the student and sending institution in regard to:
 - a. The changes to the course curriculum that are needed to achieve 70 percent alignment;
 - b. Reason(s) that WVU at Parkersburg has denied course credit transfer;
 - c. Additional information or actions, if any, necessary to permit the transfer;
 - d. Information about resubmitting a course credit transfer request that has been denied;
 - e. The institutional process for transfer appeal and the process for appealing the decision to the Joint Recommending Committee for Transfer and Articulation.
- 2.5 The president or president's designee shall establish an appeal process for the denial of transfer credit. Upon completion of the second-to-final stage of the appeal process, the student may request external review by the Joint Recommending Committee for Transfer and Articulation established by the Council for Community and Technical College Education and Higher Education Policy Commission. The Joint Recommending Committee will hear such appeals and send a recommendation to the president. The president or the president's

designee shall issue the final decision. WVU at Parkersburg's appeal process shall be published on the institution's website and in the college catalog.

- 2.6 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 WVU Parkersburg shall generally, upon transfer to another 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.
- 2.7 The [Core Coursework Transfer Agreement](#) between the West Virginia Higher Education Policy Commission and the West Virginia Community and Technical College System will be followed in the evaluation of students' core coursework. The Agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements.
- 2.8 WVU at Parkersburg shall develop and maintain 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, shall be published in official campus materials and widely disseminated to students.
- 2.9 Grades for transferred course credit shall be counted for institutional purposes, such as, without limitation, criteria for academic probation, recognition for graduation with honors or other institutional purposes.
- 2.10 WVU at Parkersburg shall file its policy on transfer of academic credits including the appeals process with the Chancellor's office.