

**BLUEFIELD STATE COLLEGE  
BOARD OF GOVERNORS  
POLICY NO. AC-207**

**TITLE: TRANSFERABILITY OF CREDITS**

**SECTION 1. GENERAL**

- 1.1 Scope: This policy establishes guidelines for the acceptance of transfer credits, grades, and an appeal process.
- 1.2 Authority: West Virginia Code §18 B- 14 – 2, West Virginia Higher Education Policy Commission Title 133, Series 17
- 1.3 Filing Date: August 13, 2015
- 1.4 Effective Date: July21, 2015

**SECTION 2. TRANSFER GUIDELINES**

- 2.1 It is the policy of Bluefield State College that the transfer credits completed will be consistent with appropriate and legitimate academic program integrity.
- 2.2 Undergraduate level credits and grades earned at other public institutions in West Virginia shall generally be transferable to Bluefield State College. 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 Bluefield State College.
- 2.3 Bluefield State College shall use a 70 percent criterion to allow the fulfillment of programmatic and degree requirements. That is, if 70 percent of the learning objectives are similarly aligned, then Bluefield State College will accept the course. However, where it is determined that 70% of the learning objectives do not equate to a full course equivalency Bluefield State College assumes the responsibility to demonstrate the 70% alignment is not sufficient for transfer credit. Therefore, in an effort to assist in this determination, it is expected that every course at the institution will identify the institutional, programmatic, and course learning objectives as appropriate.
- 2.4 Bluefield State College will accept at least 60 and no more than 72 hours of credits and grades completed at public community and technical colleges or regional campuses in West Virginia. Exceptions to the 72 hour transfer limit may be made by the Provost/Vice President of Academic Affairs.

- 2.5 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 Bluefield State College, have junior level status and be able to graduate with the same number of total credit hours as a non-transfer students 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.
- 2.6 Bluefield State College will accept the transferable general studies credit with the grade earned as outlined in the WVHEPC transfer agreement with the WVCTC system. 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.
- 2.7 Bluefield State College will maintain specific detailed articulation agreements between appropriate public institutions in West Virginia. The articulation agreements include specific courses that are part of the agreement, and are published in official campus materials and widely disseminated to students.

### **SECTION 3. APPEAL PROCESS**

- 3.1 If a request to receive credits has been denied by Bluefield State College, the student will submit a request for appeal to the Registrar's Office with the following information/document:
- Name
- Contact Information
- Transfer credit information
- Bluefield State College course for which credit is sought
  - Non- Bluefield State College course not accepted for transfer (provide course syllabi with student learning outcomes)
- 3.2 Upon receiving the information outlined in Section 3.1, the Registrar's Office will forward all relevant documents to the Bluefield State College Student Appeals

Committee for consideration; the Student Appeals Committee will have 15 working days after receiving an appeal and relevant documents to meet and deliberate the appeal. Finally, the Student Appeals Committee will convey its decision to the Registrar's Office. This decisions will be communicated to the student requesting transfer credit.

- 3.3 When the Student Appeals Committee determines that transfer credit will not be accepted, the rationale for not accepting the transfer credit will be clearly delineated in the document so that the student requesting transfer credit may appeal to the next level— Joint Recommending Committee on Transfer and Articulation (JRC) in Charleston. Instruction on the submission of this level of appeal may be found on the WVHEPC website.