

## BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE NOTICE OF PROPOSED RULE

**SERIES:** 2 **Students**  
**RULE:** 25.2 **Transferability of Credits and Grades**

### PURPOSE

X **New Rule**  
**Amendment of Rule**  
**Repeal of Rule**

The primary purpose of this new rule is:

- To establish a Blue Ridge Community and Technical College Board of Governors rule regarding the transferability of previously earned credits and prior learning experiences.

### SUBMISSION OF COMMENTS

**Comment Period Start Date:** April 6, 2016  
**Comment Period End Date:** May 5, 2016

Please submit any comments concerning this proposed rule to:

The Office of the President  
Blue Ridge Community and Technical College  
13650 Apple Harvest Drive  
Martinsburg WV 25403  
304-260-4380  
304-260-4376  
[rulecomments@blueridgectc.edu](mailto:rulecomments@blueridgectc.edu)

*To be considered by the Board of Governors, a comment must be submitted in writing by the comment period due date.*

# BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE BOARD OF GOVERNORS

**SERIES:** 2 **Students**  
**RULE:** 25.2 **Transferability of Credits and Grades**

**Scope:** This rule shall apply to all units, schools, divisions, and departments under the jurisdiction of the Blue Ridge Community and Technical College Board of Governors.

**Authority:** West Virginia Code §§18B-1-6, 18B-2B-6, 18B-14-2.

**Approval Date:**

**Effective Date:**

## **SECTION 1.** Purpose.

- 1.1 To establish a Blue Ridge Community and Technical College Board of Governors rule regarding the transferability of previously earned credits and prior learning experiences.

## **SECTION 2.** Definitions.

- 2.1 Student. Any person who has been admitted to the institution to pursue a course of study, research, or service, who is currently engaged in an institutionally-sponsored activity, and who has some right or privilege to be on campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Governors.
- 2.2 Accrediting Body. Any agency that is recognized and approved by the Department of Education to monitor and approve agencies of higher education.
- 2.3 West Virginia Public Institution. Any institution that is state funded and is a member of the Higher Education Policy Commission or West Virginia Community and Technical System.
- 2.4 Private Institution. Any institution that is not operating with state assistance.

## **SECTION 3.** Transferability of Credits and Grades at Blue Ridge Community and Technical College.

- 3.1 A Blue Ridge Community and Technical College (Blue Ridge CTC) student may transfer previous college credits from other higher education institutions or prior learning assessments preceding enrollment. This includes but is not limited to Military credits, CLEP, EDGE, World Education Services (WES) or other applicable transcripts.
- 3.1.1 Blue Ridge CTC articulates credits from any institution that is accredited by a regional, national, programmatic, or other accredited body recognized by the US Department of Education.
- 3.1.2 There is no time limit on college transcripts; however, there are time limits on certain classes such as computer classes since they are updated continually; however, these credits may still transfer.

- 3.1.3 Successful classes from previous institutions transfer. Courses that received a failing or incomplete grade are not articulated.
- 3.1.4 Coursework meeting 70% or more of the learning objectives of the Blue Ridge CTC comparable course will be accepted.
- 3.1.5 Transfer GPA are calculated into the overall GPA at Blue Ridge CTC. Transfer credits are included in determining Satisfactory Academic Progress and may place a student on Financial Aid and Academic probation upon enrollment. During the application process, the student is required to have all transcripts from previous institutions sent to Blue Ridge CTC. Only official copies of transcripts will be accepted. Courses on the West Virginia Core Coursework Transfer Agreement are honored. Credits taken at any West Virginia public institution shall count towards a student's credit residency requirement.
- 3.2 Courses Taken at Other Institutions while attending Blue Ridge CTC
- 3.2.1 The Blue Ridge CTC student must apply for transfer approval to take a non-Blue Ridge CTC course prior to enrollment at another institution. To apply for transfer approval, the student must be in good academic standing (institutional and overall GPA of 2.0 or above). No course that a student has attempted at another institution while on suspension shall be accepted by Blue Ridge CTC as part of the credit hours necessary for graduation. A student who previously enrolled in a Blue Ridge CTC course may not petition to retake that course at another institution. To receive credit for a non-Blue Ridge CTC course, the student must complete a Transfer Approval Form making the request. The student will follow all procedures enumerated on that form including signatures of approval. After obtaining the appropriate signatures, the student must submit the completed form to the Registrar's Office. Should any of the signatures not be secured, the student may file a petition with the Blue Ridge CTC Admissions & Credits Committee. The completed petition along with the completed Transfer Approval Form, and the student's written justification for seeking the course elsewhere, may be submitted to the Blue Ridge CTC Admissions and Credits Committee for final action. Articulation course agreements do not apply to any repeated Blue Ridge CTC course in which a student has received a grade of D or F. No D or F grade can be replaced by an equivalent transfer course. Upon approval of the Transfer Approval Form, the student will receive written notification via their Blue Ridge CTC email address. The student is then responsible for registering and paying for the class at the other institution. When the class has been completed and the other institution has issued a grade to the student, it is the student's responsibility to have an official transcript sent to Blue Ridge CTC, Office of the Registrar. Once the transcript is received, the Office of the Registrar will post the credits as transfer credit with the grade earned at the other institution.
- 3.3 Transfer Appeal Process.
- 3.3.1 In any transfer of credit appeal, the student has the burden of proof in establishing that there is "good cause" for awarding the denied credit. Unless the student can offer convincing arguments to the contrary, good faith on the Registrar's part is presumed.
- 3.3.2 When supported by sufficient evidence, any of the following reasons shall constitute "good cause" for awarding denied transfer credit.
- Outcomes are determined to be 70% equivalent to a specific Blue Ridge CTC course.
  - Outcomes and rigor are determined to be of a college level.
  - Error in recording or reporting the transfer credit.
- 3.3.3 None of the following shall constitute "good cause" for awarding denied credit:
- The desire or need for a particular course credit.

- Program requirements for specific credit.
- Consequences the student might face as a result if credit denial.

### 3.4 Credit or Transfer Appeal Procedures.

- 3.4.1 A student wishing to appeal their credit award shall first schedule a face-to-face meeting with the Registrar or their designee. This meeting shall take place within two weeks of the recognition of denial and request of a meeting. The student must present evidence that the denied credit meets 70% of the learning objectives for the desired course. The student should include a validation statement from the instructor or Program Coordinator at Blue Ridge CTC. If the Registrar finds no credit change is justified, the student will be notified in writing within 3 days of the meeting. If the Registrar decides to award credit, the student will be notified and the credit will be posted to the transcript within 5 (five) class days of the time the conference occurs.
- 3.4.2 The next step in the Credit Appeal Process is the Blue Ridge CTC Academic Appeal Committee. An appeal may be initiated by filing a written statement to the Chair of Curriculum & Instruction (C&I) Committee within five days of the Registrar-student conference. The Curriculum and Instruction Committee chair shall notify the Registrar that an appeal has been filed and request a written statement why the credit was not granted. This statement should be provided to the C&I chair within one week of its request. Upon receiving the Appeal and the written statement from the Registrar, the C&I Chair shall contact the three Academic Vice-Presidents of the college who shall constitute the Appeal Committee. The Appeal Committee may consider materials provided, and may request other materials including, but not limited to a course syllabi, and course descriptions from the college where the credit was initially awarded. The student and Registrar shall each be entitled to submit additional written statements for consideration by the Credit Appeal Committee. If deemed necessary the Credit Appeal Committee may hold formal hearings with both the student and Registrar in attendance. The Credit Appeal Committee will make a decision no later than the last day of the regular classes in the semester the appeal has been filed. The student, Registrar, and the Vice-President of the academic area for the appealed credit shall be notified in writing of the committee decision. If the Credit Appeal Committee decides that credit should be awarded, the Registrar will post this credit to the student's transcript within 5 (five) business days of notification.
- 3.4.3 If the Appeal was denied, the student may contact the Joint Recommending Committee for Transfer and Articulation to have the appeal reviewed. The Joint Recommending Committee for Transfer and Articulation will review the appeal and send a recommendation to the President. The President of Blue Ridge CTC will receive the recommendation as well as an appeal from the student. The President (or designee) will render a decision within 5 (five) business days from receipt of the recommendation. If approved, the credit will be posted within 5 (five) business days from the decision. The President's decision will be regarded as final.

## **SECTION 4. Responsibility for Interpretation**

- 4.1 Responsibility for interpretation of this rule resides primarily in the Registrar's office. The President's office is responsible for final decision in the appeals' process.

### **DISTRIBUTION LIST:**

President  
Executive Assistant to the President  
Vice President of Workforce & Engineering Technologies

Vice President of Instruction  
Vice President of Business and Technology  
Vice President of Enrollment Management  
VP of Human Resources  
Chief Financial Officer  
VP of IT  
Faculty Council Chair  
Classified Staff Council Chair  
Student Board Representative  
WVCTCS Chancellor

\_\_\_\_\_  
Board of Governors Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

DRAFT