

**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 Parkersburg.
- 1.2 Authority. -- W. Va. Code [§ 18B-2A-4](#); [135 C.S.R. 17](#)
- 1.3 Effective Date. – October 17, 2023

Section 2. Policy

- 2.1 It is the policy of West Virginia University 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 accrediting 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 Parkersburg shall 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 authorized by the West Virginia Council for Community and Technical College Education (Council) or the West Virginia Higher Education Policy Commission (Commission) to operate in West Virginia, shall generally be transferable as equivalent or non-equivalent credit to West Virginia University Parkersburg. When at least 70 percent of the learning objectives of a course are in alignment with a course at WVU Parkersburg, the College shall accept the course as equivalent.
- 2.4 WVU Parkersburg shall review the course objectives of the course requested for alignment and transfer and notify the student of in writing of its decision whether or not to award course credits. Any denial shall provide clear and specific details to the student and sending institution in regard to:
 - 2.4.1 The suggested changes to the native institution's course curriculum that would allow it to achieve 70 percent alignment;
 - 2.4.2 Reason(s) that WVU Parkersburg is denying course credit transfer;
 - 2.4.3 Any additional information or actions-necessary to permit the transfer;
 - 2.4.4 Information about resubmitting a course credit transfer request; and
 - 2.4.5 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 Parkersburg's appeal process shall be published on the institution's website and in the college catalog.

- 2.6 WVU Parkersburg shall follow the General Studies and Course Equivalency Transfer Agreement between the Commission and the Council in the evaluation of students' core coursework. The Agreement establishes hours of coursework and identifies courses acceptable for transfer that will count toward fulfillment of general studies requirements.
- 2.7 WVU Parkersburg shall develop and maintain specific detailed articulation agreements between accredited and authorized public and private institutions in and publish on its website and in other official campus materials information on articulation agreements between such institutions, including specific courses that are part of the agreement(s).
- 2.8 WVU at Parkersburg may use grades from transferred course credit for other institutional purposes, including, without limitation, determining academic standing (including academic probation), recognition for graduation with honors, or other institutional purposes.