



SUBJECT: Transcript Evaluation

REFERENCE:

1. PURPOSE

In order to enable students with previous college or military credit who enroll in Southern West Virginia Community and Technical College to receive the full and appropriate consideration for previous educational work completed, this policy will clarify Southern's policy and procedures regarding the evaluation of transcripts.

2. SCOPE AND APPLICABILITY

3. DEFINITIONS

4. POLICY

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. Policy

1. All students must have forwarded to the Central Records office at the District Office of Southern an official transcript of previous college work. (Note: Transcripts must be forwarded by the appropriate official from the transferring institution. Hand delivered transcripts will not be considered official.)
2. Transfer students must notify the Student Records Office of their intention to enroll at Southern and their intended program of study.
3. Failing or Incomplete grades from a transfer institution will not be accepted by Southern. (An "F" is considered a failing grade.)
4. Students having completed military training must also submit a record of training completed in order for it to be determined if that training experience will satisfy selected program requirements.



B. Procedure

1. Official transcript evaluations shall only be initiated through the Central Records Office in the District Office of Southern West Virginia Community and Technical College. It shall be the responsibility of the Student Records Office personnel to log in transcripts received.
2. The Registrar shall conduct the initial evaluation of a transfer student's transcript. It shall be the responsibility of the Registrar to perform the following at the initial stage of evaluation:
3. Secure the appropriate catalog, when available, that contains the courses which are being considered for transfer.
4. Input into Student Information System.

C. Quarter Hour Transfer

1. If the student is transferring to Southern from an institution utilizing a quarter hour grading system, the Registrar shall factor the quarter hours to semester hours using the following conversion scale:

<u>Quarter Hours</u>	<u>Semester Hours</u>
1	.67
2	1.33
3	2.00
4	2.67
5	3.33

Semester hours shall be rounded off to the nearest whole number.

2. Students transferring quarter hours into Southern shall receive equivalent credit hours e.g., if a student successfully completed a 3 credit hour English 101 course at an institution using the quarter hour system, that course would have a semester hour value of 2. At Southern, therefore, the student would receive credit for taking the course, but would receive only 2 credit hours. (See above example.)

D. Military Credit

Evaluation of military credit shall be based upon the recommendation listed in the current Guide to the Evaluation of Armed Forces Experiences. A copy of this manual is available in the Registrar's Office.

E. Career Colleges

1. Credit shall be considered only from accredited career colleges listed in the Practices of Designated Educational Institutions.



2. Awarding credit for courses taken at a career college is strictly at the discretion of the evaluators. Courses accepted at one level may not satisfy the criteria of the Division Chairperson or the Vice President of Academic Affairs; therefore, consultation with appropriate faculty is strongly suggested at the initial phase of the evaluation process.

F. Foreign Colleges.

1. Credit from foreign colleges or universities shall be evaluated by an external evaluation service at the student's expense.
2. After completing the initial phase of the evaluation, the form is then forwarded to the Registrar.
3. The Registrar is the final stage in the evaluation process. It is at this stage that final approval is made on the courses that are transferrable. The Registrar is also responsible for contacting the student and informing that student of transferrable hours accepted.
4. Copies of the Registrar's decision are then maintained in the student's file folder located in Student Records.

8. **CANCELLATION**

9. **SIGNATURE**

President

Date

Attachments:

Distribution

Revision Date

September 1, 2000