

**MEMORANDUM OF AGREEMENT FOR THE ARTICULATION OF CREDIT  
BETWEEN  
SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
AND THE  
WEST VIRGINIA DIVISION OF REHABILITATION SERVICES**

1. This memorandum of agreement outlines the terms and conditions for the articulation of credit between Southern West Virginia Community and Technical College (College) and the West Virginia Division of Rehabilitation Services on behalf of the West Virginia Career and Technical Institute (WVCTI) at the West Virginia Rehabilitation Center.
2. The College will accept for college credit in specified Associate in Applied Science (A.A.S.) Degree or Certificate Programs, credit earned by those individuals successfully completing recognized programs of study at WVCTI with demonstrated competency according to an agreed upon curriculum. Demonstrated competency will be based upon the completion of a course competency transfer report form (see section 6) for each participant.
3. The College will grant credit for the competencies mastered by the student at the achievement level agreed upon, provided the individual is officially admitted and registers as a student at Southern in an A.A.S. degree or certificate program within three academic years of successfully completing an entire program of study at WVCTI. Completion of an entire WVCTI program will be deemed "successful" when the student receives a grade of "C" or better in each course required within such program. Articulated credit will be placed on the College transcript when the individual registers for and attends the first college course following successful completion of the program at WVCTI.
4. The type and amount of academic credit to be awarded by the College will be based upon articulation forms developed for each program of study and are included as Appendix I of this document. The total credit hours to be articulated will be based upon programs and courses listed in Appendix I and will not normally exceed 50% of the total credit hours required in the College's A.A.S. degree or certificate program. Articulation forms included in Appendix I will be reviewed and updated on an annual basis or when significant changes occur in a College and/or WVCTI training program.
5. Appropriate WVCTI personnel will maintain a competency record for each participant which identifies specific competencies acquired and levels of achievement. Based upon this competency record, officials of WVCTI will complete and sign a Course Competency Transfer Report Form for each individual who seeks articulated credit with Southern West Virginia Community and Technical College.
6. To ensure consistency and necessary authentication of credit, no individual will be granted college credit until performance records have been reviewed by appropriate WVCTI personnel and a Course Competency Transfer Report Form has been approved and signed by the designated evaluator for WVCTI and by the appropriate division chair for the College. After the individual is admitted and signatures of all parties are obtained, articulated credit will be recorded on the College transcript with a grade of "CR" and the

individual will be notified by the College Registrar of the credit granted. Southern's granting of such credit does not guarantee transferability or recognition of this credit by any other institution of higher education.

7. In order to complete the A.A.S. degree or certificate program to which the articulated credit is applied, the student must complete any and all additional courses not covered by the articulation agreement according to applicable College policies and specific program requirements.
8. Tuition will not be charged for any courses articulated under this agreement. For all other course credit, current tuition and fee charges will apply.
9. Student outcomes for each of the College's degree and certificate programs are assessed using multiple measures. Students articulating credit from WVCTI will participate in College assessment activities and any consistent areas of deficiency in student performance will be discussed with appropriate WVCTI personnel.
10. Southern West Virginia Community and Technical College and the West Virginia Division of Rehabilitation Services on behalf of the West Virginia Career and Technical Institute may develop partnerships and negotiate separate agreements in the areas of program delivery, use of facilities, equipment, training, recruitment and degree offerings.

This agreement is subject to cancellation by either party with 30 days prior written notice. Cancellation of this agreement with required written notice will have no impact on individuals who received academic credit under the terms of this agreement while it is in effect.

This agreement is entered into by the parties listed in Section 1 of this agreement on this the 9<sup>th</sup> day of July, 2003.