

**EASTERN WEST VIRGINIA COMMUNITY AND  
TECHNICAL COLLEGE REGULATION NO.- AR-4.5**

**Title: Evaluation of Traditional Transfer Credit and Prior Learning Assessment (PLA)**

**Definitions: Traditional Transfer Credit: The purpose of this regulation is to ensure that students applying for admission to Eastern West Virginia Community and Technical College receive equitable consideration in the evaluation and articulation of transfer credit hours and grades received from any regionally accredited college or university.**

**Prior Learning Assessment (PLA): The College will validate and award credit for college-level learning that occurs outside of the traditional college setting. College-level learning acquired through nontraditional methods will be evaluated and transcript in accordance with defined institutional practices.**

- 1) The assessment of college level learning for college credit gained outside the higher education academic environment will begin with the Learner Support Services Department. Only documented and demonstrated college-level learning will be awarded college credit.**
- 2) Assessment methods include:**
  - a. Advanced Placement Exams**
  - b. American Council of Education Guides (ACE)**
  - c. College Level Examination Program Exams (CLEP)**
  - d. DANTES Subject Standardized Test (DSST)**
  - e. Excelsior College Examination Program (ECE)**
  - f. Institutional Course Challenge Examination Credit**
  - g. Institutional Evaluation of Industry and Workforce Training such as apprenticeships, certifications, and licensure**
  - h. Portfolio Assessment/Review Credit**
  - i. Prior Military Training Credit \*NOTE: For special assessments (a-i), college credit will be awarded for college-level learning that is comparable to a selected course's published scope and outcomes if awarded on a course equivalency basis. Block credit will be awarded in accordance with the assessment of college level learning as determined by the academic professionals, faculty and practitioners in relevant fields.**

**Effective Date: 12/8/15**

**Implementation:**

- 1) Admitted student will provide the college with official transcripts from accredited institutions and/or PLA documentation.**
- 2) Learner Support Services will assess the accrediting agency and the transcript courses. The courses will be entered into the Student Academic System. The following will be used as a basis for determining credits:**

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- a) Established articulation agreements between Eastern and other institutions will be used.
- b) Evaluation of students' transfer credit that does not have an established articulation agreement with Eastern will be reviewed upon comparison of course descriptions found in the institution's catalog or other course documentation.
- c) The Core Coursework Transfer Agreement between the WV Higher Education Policy Commission and the WV Community and Technical College System.
- d) Evaluation of Prior Learning Assessment methods and criteria by academic professionals

NOTE: PLA credit may be subject to separate transcription and other fees for each course transcript.

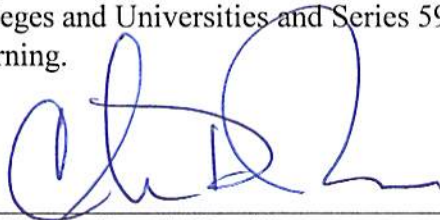
- 3) A student may appeal course credit by contacting the Dean of Student Access and Success for the proper forms and processes.
- 4) Once the Petition for Academic Credit is completed by the student and return to the Dean of Student Access and Success, the Dean will forward the form and documentation to the next level.
- 5) After the petition is reviewed by the faculty and the Dean of Teaching and Learning, the form will be return to the Dean of Student Access and Success.
- 6) The Dean of Student Access and Success will notify the student of the results of the petition.
- 7) A signed copy will be distributed to the student's advisor, student file and the Dean of Student Access and Success' Office.

Exclusions:

- 1) The Board of Governors Associate in Applied Science degree program and the Regents Bachelor of Arts degree program maintain specific guidelines and requirements for the use of credit for prior learning. This regulation does not replace existing guidelines.
- 2) An exception may exist if the student is enrolled in a specialized program or a technical type designed for occupational/career purposes and the course component is substantially of a different nature than that is required by the program.

Policy References:

Credits earned through PLA will be transferable in accordance with Title 133, WV Higher Education Policy Commission, Series 17: Transferability of Credits and Grades at WV Public Colleges and Universities and Series 59: Awarding Undergraduate College Credit for Prior Learning.



Dr. Charles Terrell, President

2/23/16  
Date

Approved by Academic Services: November 6, 2015  
 Approved by LOT: November 16, 2015  
 Approved by President's Cabinet: December 8, 2015

## Evaluation of Traditional Transfer Credit and Prior Learning Assessment (PLA) Appeal

### Section I.

<b>Student's Name:</b>	<b>Enter Student's Name</b>				
<b>Student ID Number:</b>	<b>Enter Student's ID number</b>				
<b>Street Address:</b>	<b>Enter Student's Address</b>				
<b>City:</b>	<b>Enter City</b>	<b>State:</b>	<b>Enter State</b>	<b>Zip Code:</b>	<b>Enter Zip Code</b>
<b>Phone:</b>	<b>Enter Phone Number</b>				
<b>Email:</b>	<b>Enter Email Address</b>				

### Section II.

#### Important Information

Be very specific (i.e. substitute, waive, fulfill requirement, etc.)

- If you indicate that you are waiving a requirement, do not list another course that meets this requirement.
- If you are substituting a course for a requirement, provide the subject, course number and title of the substituting course, as well as the university at which the course was completed.
- Indicate whether the petition is intended to fulfill a requirement, general education or restricted elective.
- Provide supporting documentation. If you are substituting a course completed at another regionally accredited institution for a degree requirement, we must have an official transcript before this petition can be enforced.
- You will always need to satisfy minimum college requirements.

### Section III. (To be completed by the student)

I hereby petition to (select only one):

<b>Substitute EWVCTC course:</b>	<b>For specific course/degree requirement:</b>

<b>Substitute transfer course (include school):</b>	<b>For specific course/degree requirement:</b>

<b>Waive:</b>

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Substitute Prior Learning Assessment (include documentation):	For specific course/degree requirement:

Rationale: Why should your petition be approved? (Please securely attach a separate sheet if more space is needed.)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Section IV.**

<b>FACULTY COMMENTS</b>		
Comments:		
Faculty's Printed Name	Faculty's Signature	Date

<b>DEAN OF TEACHING AND LEARNING (REQUIRED)</b>		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Comments:		
Dean's Printed Name	Dean's Signature	Date

<b>Registrar (REQUIRED)</b>		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
<input type="checkbox"/> Enter Data	Date: _____	
Comments:		
Registrar's Printed Name	Registrar's Signature	Date

c: Advisor  
Student File

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