

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## I – ACADEMIC AFFAIRS POLICIES

### I – 140.0 TRANSFERABILITY OF TRANSFER DEGREE PROGRAMS

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<b>Policy #:</b>	<b>I – 140.0</b>
<b>Effective:</b>	<b>April 2013</b>
<b>Revised:</b>	
<b>Responsible Dept.:</b>	<b>VPISS</b>

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#### **Purpose**

PVCC will provide students in transfer degree programs reasonable assurance that all courses within these programs are transferable. While it is not likely that all courses in every transfer degree program will transfer to every four-year institution, this policy will attempt to maximize the number of courses in transfer degree programs that will be accepted for transfer at four-year institutions.

This policy defines what it means to “ensure the transferability of the curriculum” as required in Policy I-1.0.1, “Activation of Academic Programs.”<sup>1</sup>

#### **Policy**

This policy requires that courses in transfer degree programs, with exceptions described below be transferable.

- Required courses in transfer degree programs should be acceptable for transfer to the four-year institutions that are the **primary transfer schools for that program**. Exceptions may be made to include courses (or extra credits for a course) when the faculty believe it is for the benefit of the students in the program. Exceptions will also be made for any non-transferable courses required by the VCCS (ex. SDV courses).
- Elective courses in transfer programs should also be acceptable for transfer. Because there are many electives and many potential transfer institutions, rather than create a list of electives suitable for each program, the college maintains one list of Transfer Electives, and students will be directed to the Transfer Electives list. The Transfer Electives list will include courses that are transferable to at least three of PVCC’s five major transfer institutions. Currently these institutions are: University of Virginia, Virginia Commonwealth University, James Madison University, Virginia Tech, and Old Dominion University.

PVCC’s Transfer Electives list will be expanded to include “non-specified/general/open” electives that meet the criterion above. The Transfer Electives List will be maintained by the office of the Vice President for Instruction and Student Services and will be reviewed annually.

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<sup>1</sup> Policy I-1.01 “Activation of Academic Programs” states “Faculty wishing to develop a “transfer degree” (AA or AS) must follow and complete the VCCS new program guidelines and checklist and collaborate with the division dean and four- year schools to ensure transferability of the curriculum.”

Faculty in a specific degree program may limit student choice of electives if it is for the benefit of the students in the degree program. Justification for limiting choice must be made as part of program review, program revision, or program proposal process.

Students will be clearly advised to ascertain whether the elective courses they are considering are acceptable for transfer at their intended transfer school(s) of choice.

For all electives, students will be advised that they may petition the appropriate dean to substitute a course not listed on the Transfer Electives list. If the dean does not approve the substitution, the student will be given the right to appeal to the Vice President for Instruction and Student Services.

### **Procedural Implications**

This policy will affect the program review process, the process for proposing a new program or revising a current program, and the process for proposing a new course.

- As part of the program review process<sup>2</sup>, faculty must evaluate whether the courses in the transfer degree program meet the requirements of this policy. Exceptions must be explained and justification provided.
- As part of the process for activating a new transfer degree program or revising an existing transfer degree program, faculty must document that the courses meet the requirements of this policy. Exceptions must be explained and justification provided.<sup>3</sup>
- As part of the process for proposing a new course that will be either a required or elective choice in a transfer degree program, faculty must provide documentation to show that the course (required or elective) meets the requirements of this policy. Exceptions must be explained and justification provided.

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<sup>2</sup> Policy I-110.0 "Program Review"

<sup>3</sup> Policy I-1.0.1 "Activation of Academic Programs" and Policy I-1.0.3 "Curriculum Modifications"