

## ***Mountwest Administrative Procedure***

### **Student Transcript Review**

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To be awarded college credit for courses taken at other regionally accredited institutions, a student must request an official transcript from the institution be sent to the Mountwest Community and Technical College Office of Admissions. Transcript evaluations are then initiated at the request of a student applying to Mountwest from another regionally accredited post-secondary institution. Transcript evaluations to determine the applicability of transfer credit towards earning a Mountwest Community & Technical College degree are the responsibility of the academic deans in consultation with the Dean of Student Services.

1. When a transfer student applies to Mountwest, and he/she desires to apply transfer credit toward earning a degree, he/she requests their official transcript(s) to be delivered to Mountwest Community & Technical College Office of Admissions.
2. Admission's Office staff logs receipt of the transcript and then determine if the course work was taken at a regionally accredited institution. The transcript is forwarded to the Registrar's Office.
3. The Registrar's office will execute the transfer articulation based on the Mountwest Master Transfer Coursework List. The Master List will be created using the West Virginia Core Coursework Transfer Agreement as its basis and will be annually reviewed. This will produce an official transcript with articulated courses indicated.
4. If the accredited institution and/or course that credit is being requested for is not on the Master List, the Registrar's Office will contact the Academic Dean of the division responsible for the student's declared major. Transfer determinations will be based on all pertinent information including but not limited to; The West Virginia Core Transfer Agreement, review of course description, discussion with program coordinator and/or clarification from other deans.
5. Upon receipt of the transcript evaluation by the Academic Dean, the Registrar's Office will add any courses eligible for transfer credit to the Master List.
6. If a student requests a course substitution for an articulated transfer course, the student must contact the academic dean of the division in which the student's program resides.
7. The Mountwest Community & Technical College Office of the Registrar will post the substitution/transfer course work on the Mountwest official transcript.