



Mountwest Administrative Procedure

Residency Requirements: Application of Series 3 and Series 59 Credits

Purpose

This procedure clarifies the appropriate use of Series 3 and Series 59 of the West Virginia Council for Community and Technical College Education, specifically regarding the conversion of noncredit workforce training credits and how such credits apply toward institutional residency requirements.

Scope

This procedure applies to all students seeking certificates or degrees at Mountwest Community & Technical College, as well as faculty and program directors involved in the conversion of noncredit training to college-level credit.

Definitions

- Residency Requirements: Minimum number of credit hours a student must complete through instruction at Mountwest to earn a credential.
- Series 3: State policy allowing conversion of noncredit workforce training (delivered by Mountwest faculty) to college-level credit, based on curriculum alignment and academic oversight.
- Series 59 (Credit for Prior Learning, CPL): State policy for awarding credit for external prior learning (e.g., work experience, military service, certifications); such credit does not count toward residency.

Procedure

1. Series 3 Credit Conversion

- Noncredit workforce training delivered by Mountwest faculty may be converted to college-level credit if curricula align with existing credit-bearing courses.

- Conversion is initiated by academic leadership and requires documentation of course competencies, instructional materials, and assessments.
- Credit awarded through Series 3 is considered institutional credit and counts toward residency, program, and graduation requirements.

2. Series 59 Credit for Prior Learning (CPL)

- Credit for prior learning (e.g., portfolio, CLEP, military training) awarded under Series 59 does not count toward residency requirements (§135-59-5.6).
- Series 59 credit will be separately designated and excluded from residency hour calculations.

3. Institutional Application

- Faculty and program directors converting noncredit courses to credit must use a documented course alignment process approved by the Chief Academic Officer (CAO) or designee.
- Series 3-awarded credit is transcribed as institutional credit and may fulfill residency, program, and graduation requirements.
- Series 59 credit remains separately designated and excluded from residency calculations.

Responsibilities

- Faculty & Program Directors: Ensure proper documentation and alignment for noncredit to credit conversions; follow approved processes.
- Chief Academic Officer (CAO): Approve course alignment processes and oversee compliance.
- Registrar's Office: Transcribe credits appropriately and maintain accurate residency hour calculations.

Related Policies or Documents

- West Virginia Council for Community and Technical College Education Series 3
- West Virginia Council for Community and Technical College Education Series 59
- Mountwest College Catalog
- Residency and Graduation Requirements Policy

Approval and Revision History

Approved & Updated: February 18, 2026 at College Council