Transfer Students

Any applicant, who has attended another institution of collegiate rank wishing to transfer in credit, will be classified as a transfer student. The College will not, under any condition, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. Transfer students must meet the admission requirements of Pierpont Community & Technical College. Credits and grades earned at any public institution governed by the Higher Education Policy Commission, or WV Council for Community and Technical College Education shall be transferable to Pierpont Community & Technical College.

A. Submit:
- Application for Admission
- College Transcript (from accredited institution(s)) if transferring credits see “Transfer Students” and “Transferring Core Coursework” sections.
- If transferring fewer than 15 earned credit hours, ACT, SAT, COMPASS, or other approved institutional test scores are also required. ACT/SAT with specific scores may be required test for entrance into specific programs; (please refer to the catalog for details.)
- Immunization Record – Measles, Mumps and Rubella (MMR) (if born after January 1, 1957)

B. Apply for financial aid (FAFSA code 040385)

C. When admission is approved:
- Complete COMPASS Placement Tests if necessary (administered by Pierpont at no cost to the student)
- Attend Orientation session

Suspension

Pierpont Community & Technical College will evaluate on a case by case basis petitions from the students who apply for admission while on academic suspension from another institution or from FSU. In general, only students wishing to do remedial coursework will be granted admission prior to the suspension being removed.

Core Coursework Transfer

Pierpont and all other public institutions of higher education in West Virginia are required by statute to permit students who transfer from one state college or university to another to transfer core coursework that will count toward fulfillment of the general studies requirements at the receiving institutions. A statewide core coursework transfer agreement that became effective on January 1, 1994, was recently revised at the state level on July 1, 2013. This agreement identifies the general studies requirements for Pierpont and other schools that may be fulfilled by comparable coursework at another institution in the state system.

Transferability of Credits and Grades

Pierpont follows the Guidelines in the policy, WVCTCS Series 17, “TRANSFERABILITY OF CREDITS AND GRADES AT WEST VIRGINIA PUBLIC COLLEGES AND UNIVERSITIES”

Undergraduate level credits and grades earned at any public institution in West Virginia shall generally be transferable.
Use of grades for institutional purposes, such as, without limitation, criteria for academic probation, recognition for graduation with honors or other institutional purposes, shall be subject to the policy of the receiving institution.

Provided all other provisions of this rule are met, at least 64 and no more than 72 hours of credits and grades completed at public community and technical colleges or regional campuses in West Virginia shall be transferable to any public baccalaureate degree-granting institution in West Virginia. Exceptions to the 72 hour transfer limit may be made by the chief academic officer of the baccalaureate institution receiving the credits and grades.

Probation/Suspension Policy

Probation/Suspension Policy
The updated policy adds penalties for the number of times a student is placed on suspension. The additional rigor should help students with standard academic progress (SAP), and provide the first step in helping with retention, completion and student success, the maximum sit out time also will dovetail into the Academic Forgiveness Policy. The current policy follows with suggested updates highlighted in yellow.

PROBATION/SUSPENSION POLICY (Revised Assembly approved 2012, effective spring 2014 term)

Satisfactory Academic Standing
A student is deemed to be in Satisfactory Academic Standing when his/her cumulative grade point average, based upon coursework taken at Pierpont, is 2.0 or higher

Unsatisfactory Academic Standing
A student is deemed to be in Unsatisfactory Academic Standing when his/her cumulative grade point average, based upon coursework taken at Pierpont, is below 2.0.

Academic Probation
1) The status of Academic Probation is automatically applied to a student when the cumulative grade point average, based upon coursework at Pierpont, falls below 2.0.
2) The status of Academic Probation will be removed only after the cumulative grade point average, based upon coursework taken at Pierpont, is 2.0 or higher.
3) A student who is placed on academic probation may continue to enroll on a full-time basis, but will be limited to 15 semester hours.

Academic Suspension
The academic records of students on probation will be reviewed at the end of each regular semester with regard to Academic Suspension. The following guidelines will be used in the review.
1) Academic Suspension occurs when a student’s cumulative grade point average, based upon coursework taken at Pierpont, falls below the minimum required GPA in relation to the overall attempted institutional and transfer hours (listed below).

<table>
<thead>
<tr>
<th>Credit Hours*</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-29..........</td>
<td>1.45</td>
</tr>
<tr>
<td>30-59..........</td>
<td>1.75</td>
</tr>
<tr>
<td>60+ ...........</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*Attempted hours at Pierpont plus transfer credits.
2) The Suspension list will be compiled at the end of the fall and spring semesters.
3) Students will be placed on probation for one semester before they are subject to Academic suspension.
4) Students can be placed on suspension if they have been on probation in any previous semester.
5) No student with a current semester GPA of 2.0 or higher will be subject to academic suspension.
6) A student who is initially academically suspended from Pierpont will not be permitted to enroll in coursework at Pierpont for the following fall or spring full semester. One full fall or spring semester constitutes the required period of suspension.
7) A student who is academically suspended twice from Pierpont will not be permitted to enroll in coursework at Pierpont for a full academic year. One full fall, spring, and summer semester constitutes the required period of suspension.
8) A Pierpont student may be eligible for readmission after their first or second period of suspension is over, but must reapply through the Office of Admissions to have his/her Academic Suspension hold removed, and must schedule and meet with an academic advisor every two weeks to verify attendance and review course progress.
9) Students who have been suspended three times will not be permitted to enroll in coursework at Pierpont for four full academic years (four fall, spring and summer semesters). Students may be eligible for readmission after the period of suspension is over but must reapply through the Office of Admissions to have his/her Academic Suspension hold removed, and must schedule and meet with an academic advisor every two weeks to verify attendance and review course progress.
10) Suspension decisions may be appealed in writing and brought before the Admissions and Credits Committee. Each decision made by the Admissions Committee will be handled on a case by case basis.
10) Pierpont will not accept credit for courses taken at an accredited higher education institution during the period in which a Pierpont student is suspended.

**Academic Forgiveness Policy**
The updated Pierpont policy seeks to broaden the policy to allow admitted transfer students who meet the criteria of the policy and have letter grades from any WV in-state public college/university accepted onto their Pierpont transcript to be considered for forgiveness. The revisions will meet the intent of the WVCTCS policy. The revision also seeks to provide additional clarity to the policy.

The Pierpont Academic Forgiveness policy is based on WVCTCS Policy Title 135 Series 22 section 4 and 5. Current Pierpont policy only allows students previously admitted to Pierpont who have not been enrolled full-time in any college for four years to be readmitted to the college, earn 12 credit hours of 2.0 and apply for forgiveness. If granted forgiveness the D and F/FIW grades may be excluded from their transcript for purposes of graduation only, allowing the GPA to be above 2.0 and meet graduation standards. Students must meet all graduation requirements for their intended major.

Transfer students who have not been enrolled full-time in any college for four years and are admitted into Pierpont and bring in credit from other accredited higher education institutions can not apply for forgiveness. When the credit earned from other WV public higher education institutions and the college transcripts is evaluated, the Registrar transfers in grades including D’s and F/FIW’s rather than granting transfer credit (“tr” for A,B, C, Ds earned) which is afforded to out of state and private in-state students. The transferring in of grades to the Pierpont transcript for in-state students may create a scenario where the student has a large number of D’s and F/FIW’s transferred in and the student never able to reach a GPA of 2.0 necessary to graduate.

A recent letter of policy interpretation from the Chancellor indicates that students from all accredited higher education institutions who have not been enrolled in college for four consecutive years may apply for academic forgiveness if they meet the criteria of the policy. To follow is the WVCTCS policy and 2011-12 catalog policy for review, and draft policy for consideration.

**§135-22-4. Academic Forgiveness Provisions.**

4.1. For purposes of grade-point average required for graduation, public community and technical colleges shall establish academic forgiveness in addition to the "D/F" repeat provisions. Institutionally established provisions must be consistent with this rule and accommodate the following minimal conditions:

4.1.1. Students must not have been enrolled in college on a full-time basis during any semester or term in the last four consecutive years.
4.1.2. Only grades for courses taken at least four years prior to the request for academic forgiveness may be disregarded for grade-point average computation.

4.1.3. In cases where grades may be disregarded for grade-point average computation, these grades shall not be deleted from the student's permanent record.
4.1.4. In instances where students request and gain academic forgiveness from one college and then transfer to another institution, the receiving institution is not bound by the prior institution's decision to disregard grades for grade-point average computation.

4.2. The provisions included herein shall be considered as minimum standards for extending academic forgiveness provisions. Consistent with institutional policies and mission, individual colleges may impose more stringent provisions in the area of disregarding prior grades for grade-point average computation for graduation.
4.3. Institutional policies regarding academic forgiveness for grade-point average computation shall be stated in the institutional catalog. In addition to providing information on the manner in which such provisions may be applied at that institution, the catalog and/or such other publications as are appropriate shall inform students that academic forgiveness extended by one institution may or may not be recognized by other institutions in which the student may transfer.

§135-22-5. Application Only to Graduation Requirements.
5.1. Institutional officials shall make clear to students the fact that this regulation pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.
2011-12 Catalog description

ACADEMIC FORGIVENESS POLICY

Only students applying for readmission after the effective date of this policy will be eligible for forgiveness under this policy. This policy supersedes all previous Academic Forgiveness Policy at Pierpont Community and Technical College. Academic Forgiveness only applies to courses taken at Pierpont.

Academic forgiveness is intended for the student who is returning to college with a grade point deficit and who has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the four consecutive academic years immediately preceding the readmission semester.

A student who does not normally qualify for readmission because of a low GPA may be admitted and placed on academic probation, unless the student has been placed on academic suspension. When forgiveness is granted, grades of D, F and FIW earned prior to the aforementioned four-year period are excluded from the computation of the grade point average. However, no failing grade will be removed from the permanent record.

The academic forgiveness policy may be applied after a student has earned 12 credit hours that apply toward graduation, with a minimum GPA of 2.0. Academic forgiveness will be granted only once for any student. The Registrar will give consideration to a request for forgiveness when s/he receives a signed, written request from the student which certifies that the student has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the four consecutive academic years immediately preceding the readmission semester.

Should the student have attended any institution of higher education on a part-time basis during the specified four-year period, s/he must have earned at least a 2.0 GPA in all course work attempted. The student’s request for forgiveness must be submitted during the readmission semester, and it must identify the non-enrollment period. If all prerequisite conditions have been met, academic forgiveness will be granted at the time the current GPA is calculated officially by the Registrar upon completion of the readmission semester.

The academic forgiveness policy does not alter, change, or amend any other existing policies at Pierpont and is formulated to be consistent with Series 20 of the West Virginia Council for Community & Technical College for Education. This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. The Board of Governors Degree Program is governed by a different forgiveness policy. Pierpont is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that academic forgiveness extended by Pierpont may not be recognized by other institutions to which they may transfer.

Academic Forgiveness Policy (Assembly approved, effective 2012) *Until Pierpont Achieves a Separate Data Base, D/F/FTW will be excluded).
The Academic Forgiveness Policy does not alter, change, or amend any other existing policies at Pierpont Community and Technical College and is formulated to be consistent with WV Title 135 Procedural Rule, Series 22 Sections 4 and 5 of the West Virginia Council for Community & Technical Education and supersedes all previous academic forgiveness policies at Pierpont Community and Technical College.

Academic forgiveness is intended for the student who is returning to college with a grade point deficiency and for the purpose of calculating a grade point average for graduation only.

Students seeking Academic Forgiveness must meet with an Administrative Officer to complete an Academic Forgiveness Request form. The completed form will be submitted to the Registrar. Contact the Office of the Provost/Vice President for Academic Affairs for additional information.

A student may be eligible for academic forgiveness under the following conditions:

• The student has not been enrolled at any college on a full-time (12 credit hrs or more) or a part-time basis at any higher education institution for a period of four (4) consecutive years immediately preceding admission into Pierpont, and has applied to and been admitted into Pierpont on probation.
• The student must meet all institutional degree requirements for the students program of study.
• The policy covers only students who have not been awarded their first academic degree.
• Students must schedule and attend a meeting with an appropriate Administrative Officer to discuss grade exclusion prior to submitting the Academic Forgiveness Request form.
• The Administrative Officer will deliver the Academic Forgiveness Request form to the Registrar.
• Only D and F/FIW grades received prior to the four-year non-enrollment period may be disregarded for GPA calculation for graduation in certificate or associate programs.
• Students have the choice to disregard D and F/FIW grades or only F/FIW for calculation of GPA for graduation purposes only.
• The Academic Forgiveness Policy includes the examination of letter grades transferred in from other institutions that are on the official Pierpont transcript.
• Once grades have been excluded from the GPA calculation, if D grades are excluded it is with the understanding that the courses for which the D grades were earned cannot be used to satisfy any requirements for graduation and no credit will transfer over.
• When and if all prerequisite conditions have been met, academic forgiveness will be applied upon the successful completion of at least twelve credit hours of courses numbered 1000 or above with a minimum GPA of 2.0, earned at Pierpont Community and Technical College.

• The Registrar will officially calculate the student GPA disregarding D and F/FIW, or F/FIW grades earned before the return to college, however grades shall not be deleted from the student transcript. No grade will permanently be removed from the student record.

• Only currently enrolled students are eligible to apply for Academic Forgiveness.

• Academic forgiveness can only be granted once for any student.

• This policy pertains only to the GPA calculation for graduation and does not pertain to GPA necessary for special academic recognition, graduation with honors, financial aid standards of progress or admission requirements for certain programs of study.

• Academic forgiveness is institution specific. There is no guarantee that academic forgiveness granted by Pierpont will be honored at FSU or other institutions and Pierpont is not bound by the decision of any other institution to disregard grades earned in college courses.

• The Board of Governor’s Degree Completion Program is governed by a different forgiveness policy.

PIERPONT COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC FORGIVENESS REQUEST FORM

Date ____________________________
Student Name ____________________________ F# 00________________________

_____ I affirm I have not been enrolled in college on a full-time (12 or more credit hours) or on a part-time basis
at any higher education institution for a period of four (4) consecutive years immediately preceding my current admission into Pierpont, and that I have been admitted into Pierpont on probationary status.

**List the period of time you were not enrolled in a higher education institution**

______ through ____________
(list period of time you were not enrolled in higher education (month/year through month/year)

___ I have met with the Appropriate Administrative officer, reviewed the Academic Forgiveness Policy and have discussed my academic history and the implications of requesting exemption of F/FIW and D grades from my previous history.

Administrative signature __________________________ Date ________________

**Please check your choice of evaluation**

___ I wish all F, FIW and D grades earned before the time period listed above that do not meet the intent of the D/F repeat rule to be exempted from my GPA calculation for graduation purposes only. The D grades exempted cannot be used for credit towards graduation.

___ I wish all F and FIW grades earned before the four year time period listed above that do not meet the intent of the D/F repeat rule to be exempted from my GPA calculation for graduation purposes only. D grades previously earned will be used for credit toward graduation and GPA calculation (not available until separate data bases). (not available until 2015 Fall)

Student signature __________________________ Date ________________

Date to Registrar __________________________

Date of Admission ________________ Current Student ________ (yes/no)

Confirmation of 4 yr of inactivity ________ (yes/no) Eligible for Forgiveness ________ (yes/no)