

## CORE CURRICULUM TRANSFER CREDIT GUIDELINES AND REQUEST FORM (04-15-21)

In the event that the Registrar's office sees no clear alignment between a transferred course and a Fairmont State approved Core Curriculum course, acceptance or denial of the transferred course for Core Curriculum credit shall be determined by faculty who would be responsible for the course if it were actually taught at Fairmont State University using the 70% criterion as stated in West Virginia statutory code. That is, if at least 70% of the course learning objectives are aligned to the Core Curriculum category outcome, the course will be accepted as meeting the outcome for that category. The corresponding Dean or Chair signature is required. **The form to make that request is attached to this document and can be found in the online Forms Repository under Faculty/Academic Affairs and under Students/Registrar.**

**Core Curriculum Appeals:** If a student wishes to appeal a decision about Core Curriculum transfer credit, the Admissions and Credit Committee shall review the case and render judgment, in consultation with the appropriate dean and faculty.

### Core Curriculum Transfer Course Examples

#### Situation 1 – Use Attached Form

A student transfers in a course from another institution. The course is accepted as free elective credits, not as a specific Fairmont State course. The student may request the transferred course be considered as meeting a Core Curriculum outcome. The deciding body in these cases is the faculty who would be responsible for the course if it were actually taught at Fairmont State. The corresponding Dean or Chair signature is required.

For example, as student transfers in PHLS 180: Ancient and Medieval Philosophers. Fairmont State does not offer a similar course, so those credits would transfer in as free electives. The student could request that the course count towards the Humanities requirement. At Fairmont State, Philosophy courses are currently taught in the Department of Social Sciences, so the Chair of that Department would need to sign off on the request form (in consultation with Philosophy faculty members.)

#### Situation 2 - Attached form is not appropriate.

A student transfers in a course from another institution. That course articulates as and gives credit for a specific course offered at Fairmont State. If the Fairmont state course is **NOT** on the core curriculum list, the transfer course can **NOT** be used to meet core curriculum requirements.

For example, a student transfers in HSTR 250: British History. That course exists at Fairmont State as HIST 3351: History of England, which is not in any of the Core Curriculum categories. The student **cannot** use the course to meet the Humanities requirement. An appeal would be denied.

#### Situation 3 – Attached form is not appropriate.

Courses offered at Fairmont State that are **not** on the course list for a Core Curriculum outcome **cannot** be substituted for courses that **are** on the course list. Even if a course *seems* like a logical fit for the category, it must be approved as meeting that learning outcome by the General Studies Committee.

For example, although there are several ENGL courses that can be used to meet the Humanities outcome, ENGL 3304: Survey of American Literature is not on the list and cannot be used to satisfy the Humanities requirement. An appeal would be denied.

#### Situation 4 – Attached form is not appropriate.

The advisor and student believe the course did not transfer correctly into Fairmont State. This situation should be directed to the Registrar's office.

Caution: When you change how a course transfers into Fairmont State, there is a risk of other unintended consequences. The registrar's office should be consulted in this case.

## CORE CURRICULUM TRANSFER CREDIT REQUEST FORM (10.22)

The student and his/her advisor must complete this form through Section III and return completed form to the Office of the Registrar at [registrar@fairmontstate.edu](mailto:registrar@fairmontstate.edu)

Student Name: \_\_\_\_\_ Student F#: \_\_\_\_\_

Student Email: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Student Degree Program: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Advisor: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

**I. Course Information.** Indicate the transfer course information for which the student seeks Core Curriculum credit, as well as the year and the institution where the student completed the course.

**Course Prefix and Number:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Year Taken:** \_\_\_\_\_ **Credits Earned:** \_\_\_\_\_ **Grade Earned:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**II. Course Outcomes/Course Description.** List the course description and learning objectives for the transferring course. A course syllabus may be attached.

**III. Core Curriculum Outcome.** Indicate the Core Curriculum category and outcome that the transferred course is requested to fulfill.

**IV.** Proposal must be approved by a faculty member and the Chair or Dean of the program most closely related to the discipline of the course being transferred (e.g., Dean of Liberal Arts or Chair of Social Sciences for a History course) using the 70% criterion as stated in WV statutory code. For Core Curriculum acceptance, this means that at least 70% of the course learning objectives for the transferred course must meet the core curriculum category outcome.

I **DO** accept this course using the 70% rule.

I do **NOT** accept this course.

Faculty Member Name	Title	Signature

I **DO** accept this course using the 70% rule.

I do **NOT** accept this course.

College	Dean or Chair	Signature

**Please return completed form to the Office of the Registrar at [registrar@fairmontstate.edu](mailto:registrar@fairmontstate.edu)**