

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3120P Transfer of Credit Procedure

A student must contact all colleges previously attended and request official transcripts be sent to the Registrar's Office at Northland Community and Technical College. NCTC will accept passing grades in transfer. Transfer credits will be accepted in to Northland Community and Technical College from official transcripts only.

Once the transcripts are received by NCTC, the credits from regionally accredited colleges will be: 1) entered in to ISRS, 2) uploaded from the ISRS system in to DARS and 3) reviewed by a Transfer Specialist for equivalency.

Credits from non-regionally accredited institutions may be accepted. A student may be required to provide documentation prior to credits being accepted or other decisions being made on transfer issues.

Some credits may be accepted only as they pertain to the student's program of choice at NCTC. Some programs requiring science, math, and/or technology courses limit the number of years a course will be accepted for credit. Refer to specific program information, program advisors or NCTC transfer specialists to determine if a time limit is in place.

Accepting credits from institutions outside of the United States will be based on an evaluation of the credits by an international evaluating agency, such as WES or International Education Services. It is the student's responsibility to have the evaluation completed and submitted to NCTC. Credits may be accepted as they pertain to the student's program of choice at NCTC.

A student may appeal decisions regarding the Transfer of Credit policy or procedure. The student must complete the Student Appeal/Petition Form and submit the form to the campus Registrar. The Academic Appeal Committee will notify the student of the outcome in writing.

Date of Implementation:

Date of Adoption: AASC Approved 5/7/08

Date & Subject of Revisions:

12/16/08 - Reviewed