

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 is able to access student transcripts from other Minnesota State Colleges and Universities through the eTranscript system provided the student does not have financial obligations to the other MnSCU college or university. NCTC will accept passing grades in transfer. Transfer credits will be accepted in to Northland Community and Technical College from official transcripts only. Transcripts received through the eTranscript system are considered official.

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

Courses to be transferred must be comparable in nature, content and level to courses offered by NCTC. In evaluating courses for transfer equivalency, the standard for review should not be less than 75 percent comparability for course content. For courses in sequence, students need sufficient preparation to succeed in the next course in the sequence.

NCTC is required to accept any credits defined within formal articulation agreements it has with a sending institution. NCTC is only required to accept transfer credits according to articulation agreements it has approved.

NCTC shall accept in transfer as electives up to 16 semester credits of occupational and/or professional courses which are not comparable or not equivalent to specific courses taught at NCTC. NCTC may accept occupational and/or professional credits beyond 16 credits if NCTC determines they contribute to the academic requirement of a program offered by NCTC.

Developmental courses shall not be granted college-level credit and they shall not apply to a certificate, diploma, or degree program completion requirements. However, a developmental course appearing on a student's transcript shall be evaluated to determine the student's readiness for college-level coursework at NCTC.

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.

Appeals

College level

A student may appeal decisions regarding the Transfer of Credit policy or procedure. The student must complete the Student Appeal Form and submit the form to the campus registrar. The Academic Appeal Committee will notify the student of the outcome in writing and provide rationale for the NCTC transfer appeal decision.

System Level

A student who is not satisfied with NCTC's transfer appeal decision may appeal the college decision to the Senior Vice Chancellor of Academic and Student Affairs at the system level. Refer to system procedure 3.21.1 for specific system level appeal information.

Date of Implementation:

Date of Adoption: AASC Approved 5/7/08

Date & Subject of Revisions:

12/16/08 – Reviewed

4/11/10 – Revised

Approved AASC 5/5/10 1st Read

Cabinet Approved 6/28/10

12/2/10 Made change to title of form; Student Appeal/Petition to Student Appeal

3/1/11 - Revised