

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3120P TRANSFER OF CREDIT

A student must contact all colleges or universities previously attended and request official transcripts be sent to the admissions office at Northland Community and Technical College (NCTC). 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 college or university. NCTC will accept passing grades in transfer. Transfer credits will be accepted in to NCTC 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 into Degree Audit Reporting System (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. Courses from the sending college or university that are up to and including one credit difference are equivalent when the 75 percent standard is met. The number of credits transferred shall be the same as the number of credits earned at the sending college or university for that course. 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 college or university. 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/technical/professional courses which are not comparable nor equivalent to specific courses taught at NCTC. NCTC may accept and apply more than 16 credits of occupational/technical/professional credits if they contribute to the academic requirement of an educationally coherent program. The number of credits accepted and applied may be reduced by college or university residency requirements or accreditation requirements.

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 and to assist in the placement of students in the corresponding developmental-level or college-level course at NCTC.

Credits from nonregionally accredited colleges or universities 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. Courses or credits that apply to general electives, general education, or the MnTC shall be accepted in transfer regardless of the date earned, unless there is a conflict with specific program, graduation, or accreditation requirements. 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 colleges or universities outside of the United States will be based on an evaluation of the credits by an international evaluating agency that is a member of the National Association of Credential Evaluation Services (NACES), such as World Education Services (WES) or Education Credential Evaluators, Inc. (ECE). 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 which includes course substitutions. 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.

The student may appeal the Academic Appeal Committee's decision to the Chief Academic Officer within ten business days of the committee's 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.

Related Documents: Minnesota State Policy 3.21, *Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum*; Procedure 3.21.2, *Undergraduate Course Credit Transfer*; Policy 3.39, *Transfer Rights and Responsibilities*; *Joint Statement of the Transfer and Award of Credit* (<http://www.acenet.edu>).

Date of Implementation:

Date of Adoption: AASC Approved 5/7/08

Date & Subject of Revisions:

<i>12/16/08</i>	<i>Reviewed</i>
<i>04/11/10</i>	<i>Revised</i>
<i>05/05/10</i>	<i>Approved AASC 1st Read</i>
<i>06/28/10</i>	<i>Cabinet Approved</i>
<i>12/02/10</i>	<i>Made change to title of form; Student Appeal/Petition to Student Appeal</i>
<i>03/01/11</i>	<i>Revised</i>
<i>03/05/12</i>	<i>Reviewed</i>
<i>03/04/13</i>	<i>Reviewed</i>
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