



East Grand Forks Campus Students:
 Registrar's Office/Student Services
 Room 111
 2022 Central Avenue NE
 East Grand Forks, MN 56721

Thief River Falls Campus Students:
 Registrar's Office/Student Services
 Room 525 A
 1101 Highway One East
 Thief River Falls, MN 56701

Course Substitution Transfer Equivalency Waiver

Student Name: _____ Star ID/Student ID: _____ Program/Major: _____
 (Please print clearly)

Name of Transfer College/University: _____
 (Separate forms must be used for each college of transfer).

Student must attach a copy of the syllabus or common course outline.

Transfer Course Number	Transfer Course Title	Credits	NCTC Course Number	NCTC Course Title	Credits	Permanent Equivalent (Y/N) <i>Permanent Equivalent Column to be filled in by Program Director and/or Content Area Expert Only.</i>

Signature of Student: _____ Date: _____

For Office Use Only:

Signature of Registrar: _____	Date: _____
Signature of Program Director: _____	Date: _____ Recommendation: ___ Approval ___ Denial
Signature of Content Expert (if requested): _____	Date: _____ Recommendation: ___ Approval ___ Denial
<small>Policy 3120P: 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.</small>	
Signature of Academic Dean: _____	Date: _____ Recommendation: ___ Approval ___ Denial

For Office Use Only:

Registrar's Office will route course substitutions to program directors and transfer equivalencies to content experts.			
DARS: _____	_____	_____	_____
<small>Date</small>	<small>Initials</small>	<small>Code</small>	<small>Requirement</small>
COMMENTS: (Please note here if the evaluation/substitution/modification is program specific):			

NORTHLAND COMMUNITY & TECHNICAL COLLEGE 3120 TRANSFER OF CREDIT POLICY

Transfer of credit to other colleges varies and is determined by the college to which the student is transferring.

Students wishing to transfer credit from another institution to Northland Community and Technical College must request an official transcript of their grades be sent to the admissions office at the appropriate campus for evaluation. NCTC is able to access a student's transcript from other Minnesota State Colleges and Universities through eTranscript, provided the student does not have any outstanding financial obligations to that college or university.

Once a student has been admitted to NCTC, NCTC evaluates college-level course credits completed, as submitted by the student on an official transcript, and determines if they shall be accepted in transfer. Once the credits are accepted in transfer, NCTC determines how the course credits will apply to program and graduation requirements. Transfer of credit involves at least three considerations:

1. Educational quality of the learning experience which the student transfers,
2. Comparability of the nature, content and level of the learning experience offered by NCTC, and
3. Appropriateness and applicability of the learning experience to the programs offered by NCTC in light of the student's educational goals.

Transfer credits from regionally accredited institutions will be accepted to the college. NCTC will accept passing grades in transfer. These credits may or may not apply to specific program requirements.

Transfer credits from non-regionally accredited institutions and/or institutions outside the United States may be accepted to the college upon student request. Submission, by the student, of appropriate documents may be required, such as syllabi, instructor credentials, formal mentoring from accredited college faculty, etc. These credits may or may not apply to specific program requirements.

For acceptance of military credits, see policy #3150 & 3150P.

Students may appeal any decision regarding their transfer of credits. See Transfer of Credit Procedure #3120P.

For Transfer of Credit Appeals

College Level Appeals: 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 Appeals: 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.

Additional information regarding appeal processes can be found in the following policies at www.northlandcollege.edu by selecting about

**NCTC and Click on Policies and Procedures:
3120 Transfer of Credit Policy
3120P Transfer of Credit Procedure
3150 Credit for Prior Learning Policy
3150P Credit for Prior Learning Policy**