



Title:	Transfer and Articulation Policy
Effective Date:	06/01/2015
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Office:	Academic Affairs

Transfer and Articulation Policy

Purpose

The purpose of this policy is to define transfer and outline general procedures for transferring courses to Northshore Technical Community College. Transfer is defined as the formal process of transferring course credit from an accredited post-secondary institution that is recognized by the Council for Higher Education Accreditation (www.chea.org). Not all course credit is transferable even if the post-secondary institution is recognized by the Council for Higher Education Accreditation.

Types of Credit

- A. **Developmental Course Credit:** Credit awarded for remedial courses in English, Mathematics, and Reading.
- B. **Technical Course Credit:** Credit awarded for workforce-based courses that primarily provide training for job placement but can also be transferable.
- C. **Academic Course Credit:** Credit awarded for baccalaureate-level courses that primarily provide transfer to a four-year university.
- D. **Military Course Credit:** Credit awarded for academic-based courses and technical-based training obtained from a military program.
- E. **International Course Credit:** Credit awarded for academic-based courses and technical-based training from a post-secondary institution outside of the United States.

Scope

All courses and grades from an accredited college or university recognized by the Council of High Education Accreditation will transfer and be used in your total hours attempted, earned and the cumulative GPA. These totals will be used for financial aid status, scholarship requirements and academic status. However, not all course credit will articulate into a program curriculum. Transferable course credits for degree, diploma, and/or certificate requirements will be determined by the divisional dean of your program at the beginning of your first semester at the College. Students seeking to transfer



coursework from one NTCC program to another NTCC program must meet the same transfer requirements set by NTCC policy, meet with their NTCC advisor, and complete the Change in Major Form.

Articulation

Course credits from post-secondary institutions that is recognized by the Council for Higher Education Accreditation are recorded on the student's official transcript from that institution. The College will examine course equivalencies, faculty credentials, and other appropriate indicators of competencies, to determine if any of these course credits will be accepted as transfer credits toward the student's program of study. Only courses with a grade of "C" or higher will be transferred towards the following credentials: Technical Competency Area, Certificate of Technical Studies, and/or Technical Diploma. A student is allowed to transfer only one grade of "D" for the General Education Core of the Associate of Applied Science and Associate of General Studies degrees, but a student is required to pass a developmental education course with a "C" or higher. Cross-enrolled students should be mindful of the host institution's transfer policy as it may differ from the College's transfer policy. Transfer students seeking entry into the following programs must adhere to the program-specific criteria: Practical Nursing.

For a comparison of Academic Course Credit transferable between Louisiana public colleges and universities, please refer to the Board of Regents Master Course Articulation Matrix:

<http://regents.louisiana.gov/master-course-articulation-matrix-ay-2014-15/>.

The articulation of course credit is reviewed for course credit expiration. Each division has a set timeframe for course credit to be accepted by the College, which ensures quality of content learned and/or skilled gained. Exceptions to the following timeframes are handled on a case-by-case basis through the appropriate divisional dean.

- Technical Programs expire after 5 years.
- Health Science Programs expire after 5 years (excluding Practical Nursing; see College Catalog for Practical Nursing admission requirements)
- Academic Programs:
 - English expires after 10 years.
 - Mathematics after 5 years.
 - Natural Sciences after 5 years.
 - Humanities and Public Speaking after 10 years.
 - Behavioral Sciences after 10 years.
 - Criminal Justice after 10 years.

Transfer Students Process

A transfer student is one who has attended an accredited college or university recognized by the Council of High Education Accreditation prior to attending the College. This student can be degree-, technical diploma-, or certificate-seeking, non-degree seeking, or on suspension from another institution. Applicants must have an official transcript from each college or university attended sent to Student



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Affairs prior to the start of the planned semester of attendance, whether or not credit was earned. Transfer students may enroll at the College if they are eligible for readmission at the last school attended.

All transfer credit must be evaluated and approved by a divisional dean via the Transfer Credit Evaluation Form or the Transfer Waiver Form. Applicants transferring from out-of-state institutions must submit course descriptions for each course listed on the out-of-state transcript. Transfer students who have received transfer credit for college-level English and college-level Mathematics are exempted from submitting ACT test or COMPASS assessment test scores excluding students seeking to enroll in the Practical Nursing Program. In instances where a student has not completed both college-level English and college-level Mathematics, an assessment test will be required in the remaining subject area.

Transfer students who have been placed on academic suspension from their previous institution are permitted to enroll, however it should be noted that credits taken while on academic suspension at the College may not transfer back to the previous institution.

Transfer credit shall be limited to 75 percent of the total credit hours required for the program credential. Twelve credits in the student's major must be completed in residence at the College. Each transfer course articulated into the College will have a grade accompanied by the letter "T" on the College transcript.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	Chancellor	02/06/2015	06/01/2015
X	College Leadership Committee	02/05/2015	06/01/2015
X	Academic Affairs Committee	02/04/2015	06/01/2015

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