



<b>Title:</b>	Transfer and Articulation Policy
<b>Effective Date:</b>	06/01/2015
<b>Last Revision Date:</b>	7/30/2018
<b>Office:</b>	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. Not all course credit is transferable even if the post-secondary institution is accredited. Additional documentation may be required if the post-secondary institution is not regionally accredited.

### Types of Credit

- A. **Developmental Course Credit:** Credit awarded for remedial courses in English, Mathematics, and Reading.
- B. **Technical Course Credit:** Credit awarded for occupational courses leading to an associate degree, technical diploma, and certificate mainly with a career focus 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 will transfer (additional documentation may be required for non-regionally accredited institutions) 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. Transfer credit used to satisfy an NTCC an associate degree, technical diploma, certificate



and/or technical competency area requirement will be calculated in the program GPA. Transferable course credits for an associate degree, technical diploma, and/or certificate requirements will be determined by the Associate Provost at the beginning of a student's first semester at NTCC. 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 accredited post-secondary institutions are recorded on the student's official transcript from that institution. NTCC 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 applied to the following credentials: associate degree, technical diploma, certificate, and technical competency area. Transfer credit applied to a NTCC credential will be calculated in the program GPA. Cross-enrolled students should be mindful of the host institution's transfer policy as it may differ from the NTCC's transfer policy. Transfer students seeking entry into the following program must adhere to the program-specific criteria: Practical Nursing.

For a comparison of NTCC course credit transferable between Louisiana public colleges and universities, please refer to the Board of Regents Master Course Articulation Matrix.

### **Transfer Students Process**

A transfer student is one who has attended an accredited college or university prior to attending the NTCC and is seeking a degree, technical diploma, or certificate, or non-degree. Applicants must have an official transcript from each college or university attended on file with Student Affairs in order to receive transfer credit. Transfer students may enroll at the NTCC if they are eligible for readmission at the last school attended.

All transfer credit must be evaluated and approved by an Associate Provost 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 placement 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, a placement test may be required prior to registering for college-level English and college-level Mathematics.

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 NTCC may not transfer back to the previous institution.



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**Northshore Technical Community College**

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Transfer credit shall be limited to 75% of the total credit hours required for a credential. A minimum of 25% of a credential in the student's major must be completed in residence at NTCC. Each articulated transfer course will have a grade accompanied by the letter "T" on the College transcript.

*Review Process:*

<b>X</b>	<b>Reviewing Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Chancellor	7/30/2018	06/01/2015
X	College Leadership Committee	7/30/2018	06/01/2015
X	Academic Affairs Committee	7/30/2018	06/01/2015

*Distribution:*

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