



Policy Name:	Admission of Transfer and Re-Entry Students
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Functional Area:	Academic Affairs

Admission of Transfer and Re-Entry Students

Any student entering Northwest Louisiana Technical Community College (NLTC) as a transfer or re-entry student is required to meet the admission requirements contained in this policy memorandum.

255.1 Definitions

- 255.1.1** A transfer student is any student who has attended any other regionally accredited postsecondary institution of higher education.
- 255.1.2** An intra-transfer student is a student who transfers from one Louisiana Technical Community College System (LCTCS) campus to another LCTCS campus.
- 255.1.3** An inter-transfer student is a student who transfers from one occupational program to a different occupational program at the same LCTCS campus.
- 255.1.4** A re-entry student is any student who has previously attended the campus of original enrollment of a Louisiana Community and Technical College and who has had at least a regular semester break in enrollment. Note: Summers are not considered regular semesters.

255.2 Eligibility for Admission of Transfer Students

- 255.2.1** All students wishing to transfer with fewer than 12 semester hours of coursework must meet the same requirements as entering freshmen. (Please see LTC Policy #SA 1930.254)
- 255.2.2** Postsecondary students with more than 12 semester hours of coursework must meet the specific requirements for the program of entry.
- NOTE: Although high school and college transcripts are not required for admission to the college, financial aid and some programs may require that a student provide these documents.

255.3 Procedures for Admission of Postsecondary Transfer Students with 12 Credit Hours or More:

- 255.3.1** Complete a formal application for admission prior to the beginning of the semester for which admission is sought.
- 255.3.2** Take the ACCUPLACER Placement Test unless exempted by
- ACT scores
 - *Official proof of an associate's or higher-level degree
 - *Official proof of satisfactory completion of approved college level English and Math Note: *Transfer in students whose official transcripts prove the successful completion (minimum of "C") in required college level transferable general education courses are exempt from taking the placement test unless otherwise required for program entry by an accrediting agency; i.e., Louisiana State Board of Practical Nurse Examiners (LTC Policy IS1930.173).
 - Provide a high school transcript showing successful completion/graduation to have placement testing waived in all programs except for health care programs and AAS programs.

254.3.4 Provide proof of state required immunizations if born after 1956 (on state-approved form) as per Louisiana Revised Statute 17:170 or sign a waiver if applicable. Medical programs will not accept the waiver.

255.3.6 If required, register for the federal draft prior to enrollment (per Louisiana Revised Statute 17:3151).

255.4 Inter-Transfer Students

255.4.1 Students who transfer between programs at the same campus must complete and obtain approved signatures on the NLTCC Request to Transfer Between Programs form. NLTCC may transition students into an alternate program or include a secondary major if desired goals and course participation warrants such action.

255.4.2 Inter-transfer students must meet the admissions requirements for the new program of entry.

255.4.3 Official enrollment in the new program will begin the semester after the request is approved.

255.4.4 Credit will be awarded for courses successfully completed in the original program that have the same competencies as courses in the new program area. **255.4.5** Transfers between programs may affect financial aid eligibility.

255.5 Academic Status for Transfer Students

255.5.1 A student who transfers to or within LCTCS with an adjusted cumulative grade point average of 2.000 or higher will be admitted in academic good standing.

255.5.2 A student who transfers to or within LCTCS with an adjusted cumulative grade point average of less than a 2.000 will be admitted on academic probation. A student will be informed that credits earned under these conditions will most likely not be accepted for degree credit at any other LCTCS institution nor will they generally be accepted at any other regionally accredited institution.

255.5.3 A student who has been academically suspended or dismissed from any institution and who has a cumulative grade point average of 2.0 or higher may be admitted by the Admission Standards Committee in good academic standing with no restrictions on his/her NLTCC enrollment. Credits earned at NLTCC by a student while on suspension from other institutions may or may not be accepted toward a degree, diploma, or certificate at other universities. Prior to enrolling at NLTCC, transfer students with these circumstances and with the intention of transferring credits earned at NLTCC to other institutions should confer with those institutions to determine specific college/university regulations.

255.5.4 Students admitted on academic probation must earn a semester grade point average of 2.000 or higher during the first semester of enrollment at NLTCC in order to enroll in subsequent college semesters.

255.6 Admission Requirements for Re-Entry Students:

255.6.1 Students being readmitted to the campus must complete a formal application for admission prior to the beginning of the semester for which admission is sought.

255.7 Provisions of Re-Admission

255.7.1 Students who do not attend for one regular semester (Fall or Spring) will be readmitted under the curriculum in effect at the time of readmission.

255.7.2 Students being readmitted under a different program/major must meet all program requirements for admission to that program.

255.7.3 Students being readmitted who have attended another LCTCS campus, college, or university prior to readmission to NLTCC will be considered a transfer student.

255.7.4 To be eligible for unconditional readmission, students must have earned at least a 2.000 cumulative grade point average on all work attempted, both at NLTCC and at all other colleges and universities. If this condition is not satisfied, applicants for re-admission will be placed on academic probation.

255.8 Student Records and Transfer Credit

Acceptance of Transfer Credit belongs to the Instructional Services division (LTC Policy #1930.106). Note: Acceptance of transfer credit toward an NLTCC credential may be affected by a regular semester break in enrollment, change of major or grades earned. Students must submit an NLTCC Transcript Evaluation Request form to their academic advisors who will aid in the evaluation of credits to be accepted for credit toward an NLTCC credential. Final approvals are made by the Vice Chancellor of Academic and Student Affairs or designee. The items below speak to responsibilities by the Office of Student Affairs regarding transcript authenticity and the entering of transfer credits for Student Records.

255.8.1 Only official transcripts from a regionally or COE accredited postsecondary institution of higher education will be accepted for transfer grade entry into the student records database. Note: Accreditation information is usually printed under the name of the institution on the front of the transcript and/or in the transcript legend on the back of the transcript.

255.8.2 Official transcripts are those sent directly from the sending institution's registrar's office to the Office of Student Affairs of the receiving LCTC Campus. Note: Do not accept transcripts stamped "Issued to Student."

255.8.3 Authenticity checks of official transcripts must be performed by Student Affairs.

255.8.3.1 The signature on transcripts received and the date of issue must be checked. A statement regarding authenticity of signature is usually printed on the transcript.

255.8.3.2 The authenticity of the paper on which the transcript is printed should be checked. The color of the paper and authenticity test is usually printed on the transcript.

255.8.3.3 The seal will be checked. The institution's school seal or a statement regarding the seal is usually printed on the front of the transcript.

255.8.4 The following institutional procedures outline which transfer grades are to be entered on Student Records.

255.8.5 Courses with course numbers beginning with the number zero (O) are developmental or remedial and are not accepted as transfer towards an NLTCC credential and are not entered into the student records database, These courses can be considered for program placement purposes.

255.8.6 Course credits of transfer students who hold a bachelor's or higher degree do not have to be entered into the student records database unless these credits are being applied toward an NLTCC credential.

255.8.7 Courses in which the transfer student earned a grade of "A through C" or "PIS" may be considered for credit toward an NLTCC credential and will be entered into the student records database if the student does not hold a bachelor's or higher level degree, if applicable.

255.8.8 Non-traditional credits (military credit, Life Experience Credit, CLEP exams) that have been granted by another accredited institution of higher education may be considered by NLTCC for credit toward a credential and must be entered into the student records database if the student does not hold a bachelor's or higher-level degree, if applicable. Nontraditional credits are entered with a "P" grade, no credits attempted, and no quality points assigned. Appropriate credits earned are entered.

255.8.9 Credit hours earned by an intra-transfer student (from another LCTCS campus) may be accepted toward a credential at the receiving campus and must be entered into the student records database of the receiving campus.

Policy Reference: LCT SA1930.255 Admission of Transfer and Re-Entry Students
Louisiana Revised Statute 17:170
Louisiana Revised Statute 17:3151
LTC Policy #SA 1930.254 Admission of First Time Freshmen
LTC Policy #IS1930.106 Acceptance of Transfer Credit
LTC Policy 1930.102 Academic Status
LTC Policy #IS 1930.173 Placement Testing

Approved:



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Chancellor

