



Policy Name:	Acceptance of Transfer Credit
Policy Number:	1.025
Effective Date:	June 1, 2007
Date of Last Revision:	July 24, 2019
Functional Area:	Academic Affairs

Acceptance of Transfer Credit

Students wishing to transfer with fewer than 12 semester hours of coursework must meet the same admission requirements as entering freshmen as per Northwest Louisiana Technical Community College (NLTC) Policy #2.025 Admission for First Time Freshmen.

Transfer and intra-transfer students with 12 credit hours or more must meet the admission requirements for transfer students as per NLTC Policy # 2.026 Admission of Transfer and Re-Entry Students. Academic Status for Transfer Students is also addressed in NLTC Policy # 2.026.

25.1.1 From one LTCC campus to another LTCC campus:

25.1.1.1 Because all campuses within Louisiana Technical Community College System utilize a common curriculum for academic credit, satisfactorily completed coursework (A grade of "C" or higher or 80% for Practical Nursing coursework) taken at an LTCC campus is commonly accepted as transfer credit toward a credential at another LTCC campus.

Note: Acceptance of transfer credit toward an LTCC credential may be affected by a regular semester break in enrollment, change of major or grades earned.

25.1.1.2 Coursework being transferred from one LTCC campus to another will be evaluated by the student's program advisor and/or instructor and the Vice Chancellor of Academic & Student Affairs/designee for transfer credit.

25.1.1.3 Campus residency requires that transfer students successfully complete a minimum of one course at the campus from which the credential will be awarded.

25.1.2 From another Postsecondary Educational Institution to Northwest Louisiana Technical Community College:

25.1.2.1 Coursework taken at an institution accredited by COE or a regionally accredited postsecondary educational institution outside of Louisiana Technical Community College will be evaluated by the student's program advisor and/or instructor and the Vice Chancellor of Academic & Student Affairs/designee for transfer credit.

25.1.2.2 Only grades of "C" or higher are considered for transfer credit toward a credential. Note: Practical Nursing students must have a grade of 80% or higher.

25.1.2.3 Credit will not be granted for courses that are defined as pre-college level by the institution where they were earned. Such courses will be noted for academic advising purposes.

25.1.2.4 College residency requires that transfer students successfully complete a minimum of 25% Of course requirements at Northwest Louisiana Technical Community College prior to being awarded a credential.

25.1.2.5 If courses are being transferred to meet diploma requirements, the faculty who taught the courses must be appropriately credentialed.

25.1.3 Procedures for Requests of Transfer Credit Towards a Credential

25.1.3.1 Transfer students must have Official College Transcripts from each college or university previously attended sent to the Student Affairs Office of Northwest Louisiana Technical Community College campus of admission. Students may submit a sealed official transcript in person.

25.1.3.2 Transfer students must initiate a request for evaluation of transfer credit by submitting an NLTHC "Transcript Evaluation Form". Transfer students may be required to submit course syllabi and/or course descriptions for each course listed on the Transcript Evaluation Form.

25.1.3.3 The campus Student Affairs Office will authenticate the transcript and forward a copy to the student's program advisor and/or instructor for evaluation.

25.1.3.4 The program advisor and/or instructor will approve and/or deny each transfer credit course requested. For each request, the instructor will indicate on the Transcript Evaluation Form and sign approval or denial with initials.

25.1.3.5 All Transcript Evaluation Forms are forwarded by the program advisor/instructor to the regional academic advisor for review, approval and/or denial.

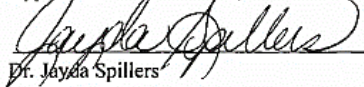
25.1.3.6 All completed documents are forwarded to the Registrar for authorization, processing, and archiving.

25.1.3.7 The program advisor/instructor will notify the transfer student of decisions made regarding the Transcript Evaluation Form and provide appropriate academic advisement. Any corrections or Registrar denials will be forwarded to the program advisor/instructor.

Policy Reference:

LTC Policy # IS1930.106 Acceptance of Transfer Credit
LTC Policy# SA 1930.255 Admission of Transfer and Re-Entry Students.
LTC Policy #SA 1930.254 Admission of First-Time Freshmen
LTC Form #IS100.45 - Transcript Evaluation Request
Accrediting Commission of the Council on Occupational Education

Approved:



Dr. Jayda Spillers

Chancellor

