

# NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-5120.0

FOR POLICY NUMBER: BP – 5120

## TRANSFER OF CREDIT PROCEDURES

### 1. PROCEDURE SUMMARY STATEMENT

To establish procedures for determining transfer credits.

### 2. DEFINITIONS

In this Procedure the following term shall be defined as follows:

2.1 Maximum time frame shall mean and be calculated by taking 150% of the published number of credit hours for a program of study to determine financial aid eligibility. Students seeking a second degree will not be able to obtain aid for hours above 125% of the credit hours required for that second degree.

### 3. PROCEDURE

3.1 Transfer students with a cumulative grade point average lower than 2.0 are strongly encouraged to meet with a Northeast Community College (Northeast) advisor to develop an educational plan and take advantage of Northeast's extensive academic support services.

3.2 Transfer of Credit to Northeast:

3.2.1 Northeast will accept credit hours for courses taken at accredited colleges and universities. Credits earned at a non-accredited institution may also be accepted upon evaluation by a Northeast Division Dean. Northeast also accepts transfer credit hours based on statewide agreements and will consider awarding credits based on established articulation agreements. Only courses that have received a grade of "C" (or the equivalent) or above are accepted for transfer. Additionally, courses under the 1000 level or any course considered remedial will not be accepted for credit by transfer. However, these courses may be used to determine appropriate Math or English course placement to meet Mandatory Placement requirements.

3.2.2 The Division Dean and/or Program Director, in consultation with the Registrar, will determine if transferred credits will fulfill program requirements.

- 3.2.3 Credits earned and accepted from a transfer institution are not used in the computation of a student's grade point average at Northeast.
- 3.2.4 A student with transfer hours must take a minimum of 15 credit hours from Northeast when seeking a degree, 9 credit hours for a diploma, or 6 credit hours for a certificate.
- 3.2.5 Credits applied toward a degree, diploma, or certificate may also be acquired through College Level Examination Program (CLEP), Defense Activity for Nontraditional Education Support (DANTES), Advanced Placement (AP) examinations or Prior Learning Assessment. The list of approved subject examinations for CLEP or DANTES may be obtained from the Testing Center. Advanced Placement and Prior Learning Assessment information may be obtained from the Registrar's Office.
- 3.2.6 It is the student's responsibility to provide, in a timely manner, all transcripts and documents needed to evaluate any previous academic courses/achievements. Only official transcripts and test documents are accepted by Northeast for consideration of transfer of credit.
- 3.2.7 Credit hours transferred from another institution into a student's program of study are calculated into maximum timeframe for financial aid. A student's maximum time frame is evaluated by taking the total number of credit hours attempted at Northeast plus any transfer credit hours accepted toward their program of study and the student's degree objective. When a student reaches the maximum time frame for their program of study, prior to completion of the program, they are placed on financial aid suspension due to reaching the maximum time frame allowed for the program of study.

#### 4. APPLICABILITY

N/A

**ISSUE DATE:** 05/01/2014

**EFFECTIVE DATE:** 04/26/2017

**REVISION DATE(S):** 09/09/2010 (item #10699); 05/01/2014; 04/26/2017

**PRIOR POLICY/PROCEDURE NUMBER:** 5067.a

**SCHEDULE FOR REVIEW:** 2022

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Student Services

**SPONSORING DIVISION/DEPARTMENT:** Student Services

**RELATED PROCEDURES/ REFERENCE:** none

**PROCEDURE KEY WORDS:** transfer credit