



Subject: Transfer and Guest Students

1. PURPOSE

This policy statement establishes guidelines for transfer and guest students who seek admission and enrollment in credit-bearing course(s) or programs of study as degree-seeking or non-degree seeking students at Northern Pennsylvania Regional College.

2. SCOPE AND APPLICABILITY

This policy is applicable to all transfer and guest students who seek to enroll in credit-bearing course(s) or programs of study at Northern Pennsylvania Regional College (NPRC).

3. REFERENCES

- 3.1 INDX-0010 Master Policy Index
- 3.2 NPRC-3220 Standards of Academic Progress for Students
- 3.3 NPRC-3215 Admission and Enrollment Standards and Guidelines
- 3.4 NPRC-8000 Financial Aid Eligibility and Verification
- 3.5 NPRC-8005 Standards of Progress for Financial Aid

4. DEFINITIONS

- 4.1 A transfer student is an individual who has earned credits for study at an institution of higher education other than NPRC and who seeks to enroll in credit-bearing course(s) or program(s) offered by NPRC as a degree-seeking student.
- 4.2 A guest (transient) student is an individual who is currently enrolled at an institution of higher education other than NPRC who seeks to enroll in one or more credit-bearing courses offered by NPRC as a non-degree seeking student on a term-by-term basis.

5. POLICY

- 5.1 For admission and enrollment, transfer students must
 - 5.1.1 Meet all requirements for admission for the student status sought provided in NPRC-3215: Admission and Enrollment Standards and Guidelines.
 - 5.1.2 Provide unofficial transcripts from all institutions of higher education attended to the Student Support Specialist or other designated advisor prior to their first term of enrollment for advising and placement purposes only.
 - 5.1.3 Submit complete official transcripts to the Office of the Registrar from all institutions of higher education attended prior to the due date for midterm grades for the first term of enrollment.
 - 5.1.4 For selective admissions programs, meet all additional requirements.
 - 5.1.5 Have no unresolved behavior-related issues pending at any institution of higher learning.
 - 5.1.6 Not be on notice of expulsion for a behavior-related infraction from any institution of higher learning within the current or past three calendar years.
 - 5.1.7 Not have any outstanding financial obligation at any institution of higher learning.
 - 5.1.8 Not be in default on a federal student loan.
- 5.2 Transfer students are subject to all rules regarding standards of progress required for federal or state financial aid eligibility.
- 5.3 To receive any NPRC degree or certificate, transfer students must complete at least 25% of the credit hours required for completion of a certificate or degree through enrollment in NPRC coursework.
- 5.4 Any course completed with a grade of C or higher from any institution of higher learning for which an equivalent course exists at NPRC is eligible for consideration for the awarding of transfer credit. Courses for which transfer credit is awarded may be used to meet program requirements or as elective credit as applicable to the student's program of study.

- 5.5 GPA calculation for the purposes of academic standing, academic honors, and minimum GPA requirements for graduation is based on grades earned in NPRC courses only.
- 5.6 For admission and enrollment, a guest (transient) student must
- 5.6.1 Meet all requirements for enrollment provided in NPRC-3215: Admission and Enrollment Standards and Guidelines.
 - 5.6.2 Provide unofficial transcripts from all institutions of higher education attended as needed for advising and placement purposes prior to enrollment.
 - 5.6.3 Submit a completed permission (guest or transient) form to the Office of the Registrar at NPRC from the student's home college stating the courses to be taken.
 - 5.6.4 Meet all requirements for enrollment in the course(s) in which the student seeks enrollment, including, but not limited to, any prerequisites or required clearances prior to enrolling in the course(s).
 - 5.6.5 Have no unresolved behavior-related issues pending at any institution of higher learning.
 - 5.6.6 Not be on notice of expulsion for a behavior-related infraction from any institution of higher learning within the current or past three calendar years.
 - 5.6.7 Not have any outstanding financial obligation at any institution of higher learning.
 - 5.6.8 Not be in default on a federal student loan.
- 5.7 Guest (transient) students may be denied enrollment in courses required by selective admission programs due to limited seat availability or program admission requirements.
- 5.8 Guest (transient) students are subject to all rules regarding standards of progress required by federal or state financial aid eligibility and are responsible for following all guidelines established at their home school and for meeting established deadlines for full payment of all tuition and fees for enrollment in any course(s) at NPRC.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Transfer students are responsible for submitting all documentation required for admission and enrollment, including arranging for the electronic or paper submission of complete official transcripts for all institutions of higher learning the student has attended. Official transcripts must be received by the office of the Registrar prior to the last date of withdrawal for the academic term for which the student has enrolled or the student may be administratively withdrawn from any course(s) in which the student is enrolled.
- 6.2 The Student Success Specialist or other designated advisor who provides the transfer student with academic advising, in consultation with other NPRC personnel as applicable, is responsible for reviewing the unofficial transcripts provided by the student for appropriate course selection and placement. Such an evaluation is unofficial, may only be used for prerequisite and/or placement assessment, and does not guarantee the course identity or number of credits awarded for the course(s) under consideration for transfer upon evaluation of the official transcript. A copy of transfer student's unofficial transcripts must be sent to the Office of the Registrar for inclusion into the student's academic file until the college receives the student's official transcripts. Upon receipt of the student's official transcripts, any unofficial transcripts shall be removed from the student's academic file and destroyed.
- 6.3 The Student Success Specialist or other designated advisor who provides guest (transient) students with academic advising may use unofficial transcripts for course placement and shall consult with the Director of Enrollment Management and Student Success or designee regarding enrollment in courses required by selective admission programs prior to completing the registration process with the student.
- 6.4 Upon receipt of complete official transcripts, the Registrar or designee shall conduct the transcript evaluation process for transfer students. Responsibilities of key personnel and the timeline by which transcript evaluation occurs is as follows:
 - 6.4.1 The Registrar or designee shall refer courses without established equivalencies to the Dean of Curriculum and Instruction for evaluation prior to 10 days before the last date of withdrawal during the academic term in which the student is enrolled.
 - 6.4.2 The Dean of Curriculum and Instruction or designee shall determine equivalencies for the referred course(s) by comparing the course descriptions, course objectives, learning outcomes, and/or assessment instruments to the course(s) offered by NPRC and shall provide the Registrar with a recommendation for awarding equivalent credit prior to the due date for submission of final grades during the transfer student's first term of enrollment.

- 6.4.3 The Registrar or designee shall complete the transcription process prior to the first day of class of the academic term following the first term of enrollment for a transfer student.
- 6.4.4 The Registrar shall notify the student of the results of the transcript evaluation process by email to the student’s college-assigned email account or by mail to the student’s home address within 10 days of completion of the evaluation process.
- 6.4.5 The transfer student may submit a written appeal to the office of the Vice President for Academic and Student Affairs within 30 calendar days of completion of the evaluation process.
- 6.4.6 In the event of an appeal, the Vice President for Academic and Student Affairs or designee shall review the transcript evaluation process and its conclusions, meet with the student to discuss the evaluation within 30 days of receipt of the appeal, and, via email to official college-assigned email accounts, issue a final ruling in writing to the Registrar, Dean of Curriculum and Instruction, and student regarding the awarding of transfer credit. This ruling shall be considered final.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or his designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon review, the President or President’s designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES

Signature on file

_____ Date

Signature on file

_____ Date

President

Attachments: None

Distribution: Board of Trustees; regionalcollegepa.org

Revision Notes: Policy in Origination