

	<p>Policy: NPRC-3425: Transfer Credits          Origination: 07-09-2018          Approved: 09-21-2018          Effective: 09-21-2018          Reviewed: 03.13.2020          Last Updated: 03.13.2020</p>
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## **Subject: Transfer Credits**

### **1. PURPOSE**

This policy statement establishes guidelines for how transfer credits are awarded for students who have completed courses at another institution of higher education

### **2. SCOPE AND APPLICABILITY**

This policy is applicable to all transfer students who seek to enroll in credit-bearing course(s) or programs of study.

### **3. REFERENCES – None**

### **4. DEFINITIONS – None**

### **5. POLICY**

5.1 Any course completed with a grade of C or higher from any institution of higher learning for which an equivalent or related 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.

5.2 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.

### **6. RESPONSIBILITIES AND TIMELINES**

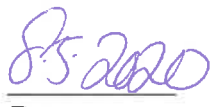
6.1 Upon receipt of complete official transcripts, the Registrar or designee shall conduct the transcript evaluation process for transfer students. Responsibilities of key personnel and the timeline by which transcript evaluation occurs is as follows:

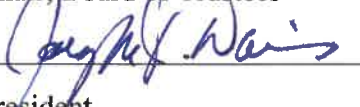
6.1.1 The Registrar or designee shall refer courses without established equivalencies to the Dean of Curriculum and Instruction for evaluation prior to 10 days before the last date of withdrawal during the semester in which the student is enrolled.

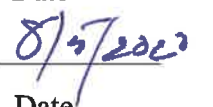
- 6.1.2 The Dean of Curriculum and Instruction or designee shall determine equivalencies for the referred course(s) by comparing the course descriptions, course objectives, learning outcomes, and/or assessment instruments to the course(s) offered by NPRC and shall provide the Registrar with a recommendation for awarding equivalent credit prior to the due date for submission of final grades during the transfer student's first semester of enrollment.
- 6.1.3 The Registrar or designee shall complete the transcription process prior to the first day of class of the semester following the first semester of enrollment for a transfer student.
- 6.1.4 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 calendar days of completion of the evaluation process.
- 6.1.5 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 receipt of denial.
- 6.1.6 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 calendar 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. SIGNATURES**

  
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 Chair, Board of Trustees

  
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 Date

  
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 President

  
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 Date

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