

## Transfer of Credit Policy

The Student Records Office will review (all program accepted) student's official transcript to determine if the credit(s) earned from another regionally accredited college or university can be applied to your program at NWTC. The Student Records Team is responsible for the coordination of the Credit for Prior Learning procedures, from receiving the initial request to completion of the transfer by entering the initial data. Permission to transfer certain program requirements will be granted provided the course(s) being transferred are equivalent in content and credit value and the grade earned is equivalent to a C/70% or better. Program areas such as Health Sciences may require a higher transfer grade as part of their program requirements. A student must complete at least 25% of their program core at NWTC and this percentage may be higher for certain individual programs.

1. A student requesting credit transfer must provide an Official transcript from the institution(s) of prior attendance before the request can be processed. Transcripts reflecting transfers from other institutions are not sufficient for granting credit from both institutions.
2. An Admission Advisor, Academic Advisor or Student Records Team member can give a tentative review of the student's credits if the student has an unofficial copy of transcripts.
3. Deans and/or instructors may be requested to assist in the final decision to grant or deny the transfer. NWTC may also request a course syllabus/outline in order to fully review for equivalency. If the course description obtained/provided does not provide enough detail a course syllabus/outline will be requested in order to continue the evaluation.
4. A general rule for Credit for Prior Learning is that course(s) transferred is at or above the rigor level requested. For example: 1.) Technical Diploma, associate degree or bachelor's level courses taken at a WTCS college, community college or university are applicable toward a technical diploma. 2.) Associate degree or bachelor's level courses taken at a WTCS college, community college or university are applicable toward an associate degree course.
5. Credits transferred from an institution on the semester system are transferred to NWTC as semester credits. NWTC will not grant more credit for any one course than the value of its course.
6. Credits that are transferred from an institution on the quarter system are evaluated using the following formula:  $2/3 \times \text{quarter credits} = \text{semester credits}$ . If the course is equivalent, the course will be granted for the same semester credit value.
7. Comparable courses in the WTCS will be transferred with equal credit value.

8. Credit by Examination credits administered and granted by other WTCS colleges will be honored by NWTC if they are comparable courses.
9. Final Transfer of Credit is not officially entered into the student's record until the student is accepted. Only credit applicable to the student's current program(s) will be entered. If a student changes programs, they may request a new transfer of credit evaluation.