

# North Central Texas College

## Transcript Evaluation Policies

### Purpose

To provide a systemic evaluation method for transfer credit of academic courses completed at other accredited institutions of higher education.

### Policy

Courses presented for transfer credit are analyzed in terms of level, content, quality, comparability, and degree program relevance as set forth by the Southern Association of College and Schools Commission on Colleges.

### Recognized Accrediting Organizations

Courses taken at colleges and universities accredited by the following regional accrediting organizations are generally transferrable if they are equivalent in content to a North Central Texas College course:

- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Accrediting Commission of Community and Junior Colleges Western Association of Schools and Colleges (ACCJC)
- WASC Senior College and University Commission (WSCUC)

### Specific Guidelines

#### Requesting Transcript Evaluation

Individuals requesting to have courses evaluated for transfer credit must complete the Transcript Evaluation Request Form and submit to the Registrar's Office for processing. This form is available on [my.nctc.edu](http://my.nctc.edu) on the Student Services tab. Students who complete the Transcript Evaluation Request Form will be informed of their transfer credit four to six weeks after submitting their request. An email will be sent to their student NCTC email address. Students need to make sure that they have activated their student NCTC email address.

Student's transcripts may be evaluated administratively for financial aid purposes without a written request.

## **Evaluation of Transfer Credit**

Credit for courses equivalent to those listed in the NCTC catalog will be given for credit earned at a regionally accredited institution of higher education. Courses noted as meeting core requirements at a Texas public institution will be evaluated and transferred in as satisfying the specific core component.

NCTC has access to Transfer Evaluation System (TES) to access course descriptions from other institutions. Official course descriptions that are not available on TES may be needed to determine transfer credit toward equivalent coursework. If an equivalency is unable to be determined, further recommendations will be required from the appropriate instructional area.

After review of a course description, if determination is not able to be made by Registrar's Office, a course description will be sent to the appropriate Division Chair for review. The Division Chair will make a recommendation on an equivalent course or if the course would be a general elective.

## **Acceptable Grades**

All courses completed with a "D" or better on an official transcript will be considered as part of the academic history subject to transfer credit evaluation. Grades of "D" may not meet degree requirements based on departmental requirements.

## **Elective Credit**

Credit for all non-equivalent courses, which includes course work not listed in the core curriculum or general education requirements, will be awarded up to 15 hours of general elective credits to apply toward degree completion.

## **Non-Regionally Accredited Coursework**

Course work completed from non-regionally accredited institutions will be evaluated after a written request has been submitted by the student along with required documentation. Students with credit from non-regionally accredited institutions should submit an official transcript with course descriptions, learning outcomes, and faculty credentials to the Registrar's Office. This documentation will be sent to the instructional divisions for evaluation and recommendation of credit based on the level, content, quality, comparability and degree program relevance.

Foreign transcripts or credentials will not be evaluated or accepted for transfer coursework.

## **Conversion from Quarter Hours to Credit Hours**

Coursework completed under a quarter hour system do not have the same number of contact hours as semester credit hours and need to be converted. Quarter hours represent about two-thirds of a semester credit hour. To convert quarter hours to semester hours, multiply the quarter hours by two and divide by three. For example:

$$5 \text{ quarter hours} \times 2 = 10$$

$$10/3 = 3.33 \text{ semester hours}$$

To convert semester hours to quarter hours, multiply the semester hours by three and divide by two. For example:

3 semester hours x 3 = 9

9/2 = 4.5 quarter hours

### **Military Credit**

PE courses may be waived for military service or for medical reasons. Required documentation includes the student's DD214 indicating six months of active duty or a written statement from a physician.

### **Developmental Transfer Credit**

Developmental coursework can only be used for placement purposes if there are also test scores on file. We do not transfer in developmental coursework unless needed for placement purposes. We only consider developmental coursework from Texas public institutions.

### **Graduation Eligibility**

To be eligible for graduation, at least 25% of the semester credit hours in any degree or certificate must be earned at NCTC.

### **Transfer Credit Through Prior Learning**

- College Level Examination Program (CLEP): Once enrolled, individuals wishing to use CLEP credit must submit official CLEP test scores reports to the NCTC Registrar's Office. If minimum scores defined in the Official NCTC Catalog are met, the applicable course credit will be applied to an NCTC transcript. Credit is awarded only in areas offered within the current curriculum of NCTC, and is appropriately related to the individual's educational program. Individuals may not receive CLEP credit for any course in which the individual has earned a grade of "F".
- Advanced Placement (AP): Once enrolled, individuals wishing to use AP credit must submit official AP test scores reports to the NCTC Registrar's Office. If minimum scores defined in the Official NCTC Catalog are met, the applicable course credit will be applied to an NCTC transcript. Credit is awarded only in areas offered within the current curriculum of NCTC, and is appropriately related to the individual's educational program. Individuals may not receive AP credit for any course in which the individual has earned a grade of "F".
- Credit by Locally Prepared Examinations: Individuals may apply to take a proficiency exam for any course for which there are proficiency exams. Individuals request this with the Division Chair.
- Credit by Evaluation of Military Service: Credit will be evaluated for military courses and/or experiences based upon the evaluation recommendations as outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services manual. Documentation including a military transcript and a DD214 should be submitted to the Admissions Office.