

### 3357:13-13-311 Procedures for the Transfer of Credit into the College

- (A) The following guidelines and procedures have been established for students who have completed course work at an institution other than North Central State College and would like that coursework to be considered for credit towards a North Central State College program/degree.
- (B) In order to ensure a seamless and successful transition to North Central State College, the following guidelines and procedures shall be followed.
- (1) NC State Admissions Department will alert all incoming students of the potential for the awarding of prior earned credit.
  - (2) All students with prior credit wishing to be evaluated will contact their previous institution(s) and have an official transcript sent to North Central State College Registrar, 2441 Kenwood Circle, Mansfield, Ohio 44906 by mail or through a 3<sup>rd</sup> party transcript service.
  - (3) Credits will only be accepted from institutions that have regional or national accreditation. Credits will not be awarded for courses where the student received below a D- (prior to fall 2006). For courses completed prior to September 2005, a grade of at least a C- must have been received in any course accepted for transfer credit. For courses completed after September 2005, grades of D-, D and D+, will be considered for transfer credit unless a specific department requires a higher grade for non-transfer students. In addition, some transfer courses with D-, D and D+ grades may not meet prerequisite and graduation requirements for specific degree programs. A minimum C- grade is required in all transfer courses for the NC State courses that are Pass/No Pass. Courses that are considered for transfer credit must meet the same grade requirements as the NC State courses. See the Program Description section of this catalog and individual program Curriculum Worksheets for specific course grade requirements.
  - (4) Transcripts will be forwarded to the Academic Services Office. The office will evaluate transcripts no later than 30 business days after the transcript has arrived in the Academic Services Office. General review time will usually be less than 14 days.
  - (5) Once evaluated the Academic Services Office will send the transcript back to the registrar and all affected advisors via the TRANSCRIPT EVAL email.
  - (6) Student Records will post all applicable transfer credit(s) to the student's academic record, and a summary report of such credit will then be sent to the student.

Effective: March 23, 2021

Next Review: March 1, 2026

Review Dates: 6/1/17, 5/22/18, 1/22/19, 3/23/21