

	Transfer of Credits Policy	POL-319
Prepared By:	Preparer's Name/Title Shayna Nishiyama, Director of Admissions	Date Prepared: 07/27/2016
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319.1 POLICY STATEMENT

It is the policy of the Board of Trustees that the College grant transfer of credit for courses completed at other regionally accredited institutions of post-secondary education. Northwest Indian College (NWIC) reserves the right to determine which courses are acceptable for transfer from other institutions. Courses must be from a regionally accredited institution and must be college-level to be applicable to an associate's or bachelor's program. Courses from non-accredited vocational or technical colleges might be applicable toward NWIC technical degrees. Students must initiate the request to have their transfer credits evaluated. Credits will not be automatically evaluated.

Northwest Indian College is a member of The Washington Council's Intercollege Relations Commission (ICRC), and participates in an articulation agreement with Bellingham Technical College's Fisheries and Aquaculture Sciences program.

319.2 PURPOSE

The purpose of the Transfer of Credits policy is to establish fair and standard transfer-of-credit practices from other institutions to Northwest Indian College.

319.3 SCOPE

This policy will apply to all NWIC transfer students.

319.4 BACKGROUND

The College applies the following provisions of the Higher Education Opportunity Act and the Northwest Commission on Colleges and Universities (NWCCU) Accreditation Standards in applying the transfer of credit policy:

Higher Education Opportunity Act

- "Section 488: Institutional and Financial Assistance Information for Students
Subsection (g): Transfer of Credit Policies
(1) Disclosure.--Each institution of higher education participating in any program under this title shall publicly disclose, in a readable and comprehensible manner, the transfer of credit policies established by the institution which shall include a statement of the institution's current transfer of credit policies that includes, at a minimum—

- a. any established criteria the institution uses regarding the transfer of credit earned at another institution of higher education; and
 - b. a list of institutions of higher education with which the institution has established an articulation agreement.
- Section 495: Recognition of Accrediting Agency or Association

“... (9) confirms, as a part of the agency’s or association’s review for accreditation or reaccreditation, that the institution has transfer of credit policies--

 - a. that are publicly disclosed; and
 - b. that include a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education.”

NWCCU Accreditation Standards

- Policies and Procedures – Academics

2.A.14: “The institution develops, publishes widely, and follows an effective and clearly stated transfer-of-credit policy that maintains the integrity of its programs while facilitating efficient mobility of students between institutions in completing their educational programs.”
- Education Resources

2.C.8: “The final judgment in accepting transfer credit is the responsibility of the receiving institution. Transfer credit is accepted according to procedures which provide adequate safeguards to ensure high academic quality, relevance to the students’ programs, and integrity of the receiving institution’s degrees. In accepting transfer credit, the receiving institution ensures that the credit accepted is appropriate for its programs and comparable in nature, content, academic quality, and level to credit it offers. Where patterns of student enrollment between institutions are identified, the institution develops articulation agreements between the institutions.”
- Student Support Resources

2.D.3: “Consistent with its mission, core themes, and characteristics, the institution recruits and admits students with the potential to benefit from its educational offerings. It orients students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information and advising about relevant academic requirements, including graduation and transfer policies.”

319.5 RESPONSIBILITY

The Director of Admissions is responsible for the administration of the Transfer of Credits Policy. The Admissions Administrative Assistant supports this process. It is the responsibility of a NWIC student to submit a Transfer Evaluation Request form and official transcripts.

319.6 DEFINITIONS

The following definitions apply to the Transfer of Credits Policy:

- “Transfer credit” is defined as credit earned at another college or university
- “Transfer degree” is defined as a degree earned at another college or university.
- “Transfer student” is defined as a student that has earned credit at another college or university.
- “Regionally accredited” is defined as accreditation by a body that the Council for Higher Education Accreditation (CHEA) defines as a Regional Accrediting Organization

http://www.chea.org/pdf/CHEA_USDE_AllAccred.pdf

- “College-level” is defined as courses at the 100-400 Level. If the institution’s course numbering system differs, Northwest Indian College reserves the right to attribute the appropriate course-level equivalency.
- “Official Transcript” is defined as a transcript that is issued by the institution’s Registrar’s office, with the Registrar’s signature and the College seal. It must be submitted in an envelope issued and sealed by the institution.

319.7 PROCEDURE

To request transfer credits from other colleges or universities to be evaluated toward the student’s degree at Northwest Indian College, the following steps are followed:

A. Initiating Transfer Evaluation Request

1. The student requests one official copy of his/her academic transcripts from each of any previous institution(s) and have the official transcript sent directly to the NWIC Office of Admissions.
2. The student requests an unofficial copy for the student’s own records and for advising purposes while awaiting official evaluation results. (Many colleges make unofficial transcripts available online on their college website.)
3. The student must complete the Transfer Evaluation Request form and return it to the NWIC Office of Admissions, or submit the Transfer Evaluation Request online through the student’s JICS account. A student must indicate only ONE current program of study.
4. The student must wait for the NWIC Office of Admissions to mail the results of the Transfer Evaluation Request in the form of a degree worksheet, which may take up to 6-8 weeks, depending upon how long it takes to receive official transcripts and other factors as listed below.
5. The student is advised to make an appointment with an academic advisor to review the degree worksheet (if needed).

B. Types of courses which cannot be accepted for transfer credit:

1. Courses below college-level (99 and below)
2. Courses with a grade below C- (1.7 GPA)
3. Courses from non-regionally accredited institutions, unless institution is international or military, see below.
4. Repeated courses – Can only be granted credit for each course once. The course meeting the highest grade for the transfer of credits policy will be transferred in.
5. Courses for which a student is currently enrolled (no grade yet on official transcript). If a student is enrolled in courses at the time the official transcript is submitted, it is the student’s responsibility to submit another official transcript once grades have been posted from said courses.
6. Courses with grades of NP, U, I, or other non-credit granting grade.
7. Certain vocational or clock-hour classes.

C. Semester credit conversion:

1. Semester credits are multiplied by 1.5 to convert to quarter credits.
2. For AAS distribution (non-elective courses), a 3 credit semester course will be rounded up to 5 credits. This is applicable only to a 4.5 conversion.

3. A minimum of 90 credits is required to graduate with an AAS. If there is a shortage of credits due to the rounding the credits must be made up in the electives portion.
- D. Military transcripts:
1. For transfer of military credits, students must complete the Transfer Evaluation Request form and submit an official copy of their AARTS or SMART transcript.
 2. NWIC follows the American Council on Education recommendations for transfer of military credit.
- E. International transcripts:
1. For transfer of international credits without the use of a professional foreign credit evaluating service, a transfer evaluation request must meet the following requirements:
 - (a) The official transcript is in English, and
 - (b) The institution is regionally accredited.
 2. For transfer of international credits that do not meet the above requirements, students must request an evaluation from an outside professional foreign credit evaluating service, such as World Education Services (<http://www.wes.org/>).
 3. The student may be required to pay a fee to the credit evaluating service. The NWIC Admissions office may be able to provide financial assistance to cover the cost of the fee. Assistance is dependent upon available funding.
 4. Official evaluations must be submitted to NWIC. Students should consult the Admissions office to determine which type of evaluation is needed.
- F. Requests for official evaluations are prioritized in the following order:
1. Highest Priority - Students who have applied to graduate
 2. Second Priority - Students enrolled in the current quarter
 3. Third Priority - Students who have not yet enrolled at Northwest Indian College. Transfer credits will not be posted to NWIC transcripts until the student has registered for classes at NWIC.
 4. Every attempt will be made to complete the transfer evaluations within a 6 to 8 week time frame dependent upon timeliness of the receipt of official transcripts and the priorities listed above.

319.8 RELATED INFORMATION

Transfer Evaluation System

The Admissions office utilizes the College Board's Transfer Evaluation System to establish course equivalencies with other institutions. Faculty members are established as advisors on transfer course equivalencies pertaining to their respective fields, and are encouraged to participate via the Transfer Evaluation System platform.

Graduation Requirements

To receive an associate degree at Northwest Indian College, a student must earn a minimum of 25 college level credits (100 and above) at NWIC. To receive a baccalaureate degree at Northwest Indian College, a student must earn a minimum of 35 college level credits (100 and above) at NWIC.

319.9 REVIEW DATE

This policy will be reviewed every 3 years.