



**Title:** Acceptance of Transfer Credit  
**Effective Date:** May 15, 2007  
**Date of Last Revision:** May 15, 2007  
**Review Date:**  
**Cancellation:**  
**Office:** Instructional Services (IS 100)

*Acceptance of Transfer Credit Policy*

The Acceptance of Transfer Credit policy defines the criteria and procedures for accepting transfer credit toward a credential from another Louisiana Technical College (LTC) campus as well as other postsecondary educational institutions.

*Policy Reference:* LTC Policy# SA 1930.255 Admission of Transfer and Re-Entry Students.  
 LTC Policy #SA 1930.254 Admission of First-Time Freshmen  
 LTC Form #IS100.45 - Transcript Evaluation Request  
 Accrediting Commission of the Council on Occupational Education

*Review Process:*

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

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 Hard Copy Distribution to Regional Directors

James R. Sawtelle III  
 Vice President for Career and Technical Education



*Acceptance of Transfer Credit*

**Procedures and Specific Information**

**106.1 SCOPE**

Students wishing to transfer with fewer than 12 semester hours of coursework must meet the same admission requirements as entering freshmen as per LTC Policy #SA 1930.254 Admission for First Time Freshmen.

Transfer and intra-transfer students with 12 credit hours or more must meet the admission requirements for transfer students as per LTC Policy# SA 255 Admission of Transfer and Re-Entry Students. Academic Status for Transfer Students is also addressed in LTC Policy# SA 255.

**106.1.1 From one LTC campus to another LTC campus:**

**106.1.1.1** Because all campuses within Louisiana Technical College utilize a common curriculum for academic credit, satisfactorily completed coursework (A grade of “C” or higher or 80% for Practical Nursing coursework) taken at an LTC campus is commonly accepted as transfer credit toward a credential at another LTC campus. Note: Acceptance of transfer credit toward an LTC credential may be affected by a regular semester break in enrollment, change of major or grades earned.

**106.1.1.2** Coursework being transferred from one LTC campus to another will be evaluated by the student’s program advisor and/or instructor and the Regional Academic Officer/designee for transfer credit.

**106.1.1.3** Campus residency requires that transfer students successfully complete a minimum of one course at the campus from which the credential will be awarded.

**106.1.2 From another Postsecondary Educational Institution to Louisiana Technical College:**

**106.1.2.1** Coursework taken at an institution accredited by COE or a regionally accredited postsecondary educational institution outside of Louisiana Technical College will be evaluated by the student’s program advisor and/or instructor and the Regional Academic Officer/designee for transfer credit.

**106.1.2.2** Only grades of “C” or higher are considered for transfer credit toward a credential. Note: Practical Nursing students must have a grade of 80% or higher.

- 106.1.2.3** Credit will not be granted for courses that are defined as pre-college level by the institution where they were earned. Such courses will be noted for academic advising purpose.
- 106.1.2.4** College residency requires that transfer students successfully complete a minimum of 25% of course requirements at Louisiana Technical College prior to being awarded a credential.
- 106.1.2.5** If courses are being transferred to meet diploma requirements, the faculty who taught the courses must be appropriately credentialed.

### **106.1.3 Procedures For Requests of Transfer Credit Towards a Credential**

- 106.1.3.1** Transfer students must have Official College Transcripts from each college or university previously attended sent to the Student Affairs Office of the LTC campus of admission application.
- 106.1.3.2** Transfer students must initiate a request for evaluation of transfer credit by submitting an LTC “Transcript Evaluation Request”. Transfer students must also submit course syllabi and/or course descriptions for each course listed on the Transcript Evaluation Request.
- 106.1.3.3** The campus Student Affairs Office will authenticate the transcript and forward a copy to the student’s program advisor and/or instructor for evaluation.
- 106.1.3.4** The program advisor and/or instructor will approve and/or deny each transfer credit course request. For each approved request, the instructor will initiate a course substitution as appropriate.
- 106.1.3.5** All transcript evaluation requests and course substitutions are forwarded by the program advisor/instructor to the regional academic advisor for review and approval and/or denial.
- 106.1.3.6** All Regional approved documents are forwarded to the Office of Student Affairs for authorization to post and maintenance in student records. Copies of final approvals must be forwarded to the program advisor/instructor.
- 106.1.3.7** The program advisor/instructor will notify the transfer student of decisions made regarding the Transcript Evaluation Request, and provide appropriate academic advisement.

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