



**Title:** Admission of Transfer and Re-Entry Students  
**Effective Date:** 9/13/2007  
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**Office:** Student Affairs (SA 200)

*Admission of Transfer and Re-Entry Students*

Any student entering Louisiana Technical College (LTC) as a transfer or re-entry student is required to meet the admission requirements contained in this policy memorandum.

*Policy Reference:* Louisiana Revised Statute 17:170  
Louisiana Revised Statute 17:3151  
LTC Policy #SA 1930.254 Admission of First Time Freshmen  
LTC Policy #IS 1930.106 Acceptance of Transfer Credit  
LTC Policy #IS 1930.102 Academic Status  
LTC Policy #IS 1930.173 Placement Testing

*Review Process*

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	8/7/07	
X	Academic Affairs Officers	8/7/07	
X	LTC Regional Directors	9/10/07	
X	Vice President of CTE	9/10/07	9/13/07

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Hard Copy Distribution to Regional Directors

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



*Admission of Transfer and Re-Entry Students*  
Procedures and Specific Information

**255.1 DEFINITIONS**

- 255.1.1** A transfer student is any student who has attended any other regionally accredited postsecondary institution of higher education.
- 255.1.2** An intra-transfer student is a student who transfers from one Louisiana Technical College (LTC) campus to another LTC campus. Note: All campuses within the LTC utilize common curricula in academic programs.
- 255.1.3** An inter-transfer student is a student who transfers from one occupational program to a different occupational program at the same LTC campus.
- 255.1.4** A re-entry student is any student who has previously attended the campus of original enrollment of a Louisiana Technical College and who has had at least a regular semester break in enrollment. Note: Summers are not considered regular semesters.

**255.2 ELIGIBILITY FOR ADMISSION OF TRANSFER STUDENTS**

- 255.2.1** All students wishing to transfer with fewer than 12 semester hours of coursework must meet the same requirements as entering freshmen. (Please see LTC Policy #SA 1930.254)
- 255.2.2** Postsecondary students with more than 12 semester hours of coursework must meet the specific requirements for the program of entry.

**255.3 PROCEDURES FOR ADMISSION OF POSTSECONDARY TRANSFER STUDENTS WITH 12 CREDIT HOURS OR MORE:**

- 255.3.1** Complete a formal application for admission prior to the beginning of the semester for which admission is sought. The application must be accompanied by the applicable non-refundable fee.
- 255.3.2** Have **official** transcripts mailed to the LTC campus Office of Student Affairs from each college or university previously attended, whether credit was earned or not. **Note:** Students who fail to acknowledge attendance at any college or university in which they have been registered may be subject to admission cancellation without benefit of refund.
- 255.3.3** Take the ACT COMPASS or ASSET Placement Test unless exempted by
- ACT scores that are no more than 3 years old
  - \*Official proof of an associate's or higher level degree
  - \*Official proof of satisfactory completion of approved college level English and Math
- Note:** \*Transfer in students whose official transcripts prove the successful completion (minimum of "C") in required college level transferable general education courses are exempt from taking the placement test unless otherwise required for program entry by an accrediting agency; i.e., Louisiana State Board of Practical Nurse Examiners (LTC Policy IS1930.173).

- 255.3.4** Provide proof of state required immunizations if born after 1956 (on state-approved form) as per Louisiana Revised Statute 17:170.
- 255.3.5** Provide official high school transcript if the campus is unable to access STS (State Transcript System) data. Note: If the student graduated 10 or more years prior to admission, he/she may provide the high school diploma for photocopying. GED recipients may bring in the original certificate or scores to be photocopied by the Student Affairs Office.
- 255.3.6** If required, register for the federal draft prior to enrollment (per Louisiana Revised Statute 17:3151).

#### **255.4 INTER-TRANSFER STUDENTS**

- 255.4.1** Students who transfer between programs at the same campus must complete and obtain approved signatures on the LTC Request to Transfer Between Programs form.
- 255.4.2** Inter-transfer Students must meet the admissions requirements for the new program of entry.
- 255.4.3** Official enrollment in the new program will begin the semester after the request is approved.
- 255.4.4** Credit will be awarded for courses successfully completed in the original program that have the same competencies as courses in the new program area.
- 255.4.5** Transfers between programs may affect financial aid eligibility.

#### **255.5 ACADEMIC STATUS FOR TRANSFER STUDENTS**

- 255.5.1** A student who transfers to or within LTC with an adjusted cumulative grade point average of 2.000 or higher will be admitted in academic good standing.
- 255.5.2** A student who transfers to or within LTC with an adjusted cumulative grade point average of less than a 2.000 will be admitted on academic probation. A student will be informed that credits earned under these conditions will most likely not be accepted for degree credit at any other LCTCS institution nor will they generally be accepted at any other regionally accredited institution.
- 255.5.3** A student who has been academically suspended or dismissed from any institution and who has a cumulative grade point average of 2.0 or higher may be admitted by the Admission Standards Committee in good academic standing with no restrictions on his/her LTC enrollment. Credits earned at LTC by a student while on suspension from other institutions may or may not be accepted toward a degree, diploma, or certificate at other universities. Prior to enrolling at LTC, transfer students with these circumstances and with the intention of transferring credits earned at LTC to other institutions should confer with those institutions to determine specific college/university regulations.
- 255.5.4** Students admitted on academic probation must earn a semester grade point average of 2.000 or higher during the first semester of enrollment at LTC in order to enroll in subsequent college semesters.
- 255.6 ADMISSION REQUIREMENTS FOR RE-ENTRY STUDENTS:**
- 255.6.1** Students being readmitted to the campus must complete a formal application for admission prior to the beginning of the semester for which admission is sought. The application must be accompanied by the applicable non-refundable fee.

## **255.7 PROVISIONS of RE-ADMISSION**

- 255.7.1** Students who do not attend for one regular semester (Fall or Spring) will be readmitted under the curriculum in effect at the time of readmission.
- 255.7.2** Students being readmitted under a different program/major must meet all program requirements for admission to that program.
- 255.7.3** Students being readmitted who have attended another LTC campus, college, or university prior to readmission to LTC will be considered a transfer student.
- 255.7.4** To be eligible for unconditional readmission, students must have earned at least a 2.000 cumulative grade point average on all work attempted, both at the LTC and at all other colleges and universities. If this condition is not satisfied, applicants for re-admission will be placed on academic probation.

## **255.8 STUDENT RECORDS AND TRANSFER CREDIT**

Acceptance of Transfer Credit belongs to the Instructional Services division (LTC Policy #1930.106). 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. Students must submit an LTC Transcript Evaluation Request form to their academic advisors who will aid in the evaluation of credits to be accepted for credit toward an LTC credential. Final approvals are made by the regional academic officer or designee.

Items below speak to responsibilities by the Office of Student Affairs regarding transcript authenticity and the entering of transfer credits for Student Records.

- 255.8.1** Only official transcripts from a regionally or COE accredited postsecondary institution of higher education will be accepted for transfer grade entry into the student records database. Note: Accreditation information is usually printed under the name of the institution on the front of the transcript and/or in the transcript legend on the back of the transcript.
- 255.8.2 Official** transcripts are those sent directly from the sending institution's registrar's office to the Office of Student Affairs of the receiving LTC Campus. Note: Do not accept transcripts stamped "Issued to Student."
- 255.8.3** Authenticity checks of official transcripts must be performed by Student Affairs.
- 255.8.3.1** The signature on transcripts received and the date of issue must be checked. A statement regarding authenticity of signature is usually printed on the transcript.
- 255.8.3.2** The authenticity of the paper on which the transcript is printed should be checked. The color of the paper and authenticity test is usually printed on the transcript.
- 255.8.3.3** The seal will be checked. The institution's school seal or a statement regarding the seal is usually printed on the front of the transcript.
- 255.8.4** The following institutional procedures outline which transfer grades are to be entered on Student Records.
- 255.8.5** Courses with course numbers beginning with the number zero (0) are developmental or remedial and are not accepted as transfer towards an LTC credential and are not entered into the student records database. These courses can be considered for program placement purposes.

**255.8.6** Course credits of transfer students who hold a bachelor’s or higher degree do not have to be entered into the student records database unless these credits are being applied toward an LTC credential.

**255.8.7** Courses in which the transfer student earned a grade of “A through C” or “P/S” may be considered for credit toward an LTC credential and must be entered into the student records database if the student does not hold a bachelor’s or higher level degree.

**255.8.8** Non-traditional credits (military credit, Life Experience Credit, CLEP exams) that have been granted by another accredited institution of higher education may be considered by LTC for credit toward a credential and must be entered into the student records database if the student does not hold a bachelor’s or higher level degree. Non traditional credits are entered with a “P” grade, no credits attempted, and no quality points assigned. Appropriate credits earned are entered.

**255.8.9** Credit hours earned by an intra-transfer student (from another LTC campus) may be accepted toward a credential at the receiving campus and must be entered into the student records database of the receiving campus.

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