NorthWest Arkansas Community College Administrative

Policies and Procedures

Transfer Admission 3-14-3

Policy:

A student admitted as a "transfer" is one who has successfully completed courses at another regionally accredited College or university.

a) NorthWest Arkansas Community College will accept for transfer only College level credits earned at a regionally accredited College or university and only those courses with earned credit of "C" or better will be accepted. Students may be requested to supply college catalogs with descriptions of courses being transferred from out-of-state institutions.

b) Credits earned at other institutions will not be calculated in the GPA used for graduation at the College.

c) Transfer credit will be accepted for only college level courses for which the College offers equivalent courses. Transfer courses for which the College offers no equivalent courses will be evaluated for possible general elective credit.

d) Credit for work that is remedial in course content will not be granted towards degree requirements.

e) Students who wish to appeal acceptance of a transfer course may do so by contacting the Academic Dean related to the program of study.

Procedure:

If the Dean approves the course, an Authorization for Course Substitution form is completed and signed by the Dean and the Vice President for Learning Support Services. The signed form is sent to the Student Records Office, where the credit will be awarded towards the degree.

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