



NSHE

Transfer and Articulation Manual



NEVADA

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Introduction

The Nevada System of Higher Education (NSHE) is committed to ensuring a seamless experience for students who transfer between Nevada’s public institutions of higher education. Ensuring that students can easily and readily transfer from one NSHE institution to another is key to achieving both student success and NSHE’s goal to broaden access to higher education statewide.

This commitment is inherent in several policies established by the Board of Regents. These include a common course numbering system; the appointment of a dedicated transfer and articulation ombudsman to assist students through this process; and the establishment of the Articulation Coordinating Committee (ACC) to review and evaluate current transfer and articulation policies and resolve student transfer evaluation concerns.

This manual reviews and explains these Board of Regents policies and provides information related to transfer and articulation. It is meant to serve as a resource for students as well as faculty, advisors, and other staff across NSHE.



Transfer Agreements

A transfer agreement is an official document that is created between NSHE community colleges and the state college or universities. These documents are updated annually and include a course outline so a student can complete an associate degree and seamlessly transfer that coursework into a bachelor's program. For every bachelor's program offered at the state college or universities, there are published transfer agreements for the corresponding associate program. These agreements should be used when meeting with advisors and selecting courses each semester. If followed, they are designed to ensure students successfully transfer all credits earned as part of the associate program which will then apply to the bachelor's program with no or minimal loss of credit.



Transfer agreements should be used and followed as early as possible. Using an agreement can eliminate the possibility of taking unnecessary courses. A transfer agreement is applicable for associate programs and their corresponding bachelor's programs. If a student changes majors, the coursework for the former associate program may not be applicable and may not transfer into the new major program.

The following are links to the transfer agreements:

UNLV: <https://www.unlv.edu/advising/transfer-agreement>

UNR: <https://www.unr.edu/transfer/admission-requirements/transfer-agreements>

NSC: <https://nsc.edu/admissions/transfer-student/>

CSN: <https://www.csn.edu/advising/transfer>

GBC: <https://www.gbcnv.edu/admissions/articulation/index.html>

TMCC: <http://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>

WNC: <https://www.wnc.edu/counseling/transfer-information/>

Transfer and Articulation Ombudsperson



David Singleton is the Nevada System of Higher Education dedicated staff member assisting with transfer and articulation matters. He is the first Transfer and Articulation Ombudsperson in the history of the NSHE. David has been in Nevada since 2006, and has worked for UNLV, Nevada State College, and the College of Southern Nevada as an academic advisor for the majority of time since then.

His role, and his goal, is to do what he can to assist students who need help in navigating the transfer process as they move between institutions. He can help by answering questions or directing students to the offices on campus that can aid them in making their transfer as smooth as possible. In addition, if a student is not satisfied with how their transfer credits are articulated at an NSHE institution and they have exhausted all possible appeals on their home campus, he can help guide them through the NSHE [Transfer Credit Request for Review](#) process.

David also helps to manage the Common Course Numbering process, which is just one of the many NSHE policies that are in place to make the transition from one college/university to the other easier.

David graduated from the University of Missouri with a Bachelor of Arts in Communication, and he received his Master of Science in Education from Illinois State University. Prior to moving to Nevada, David worked at Penn State University and at Eastern Michigan University, so he is a firm believer in the value of public education and the role it can play in improving one's circumstances in life.

David will be visiting each of the NSHE campuses as often as he can. He can also be reached at dsingleton@nshe.nevada.edu or 702-889-8426.

General Education Overview

General education typically refers to a set of courses that serve as a general foundation of skills and knowledge that enable a student to succeed as they proceed through their educational degree pathway.

In the state of Nevada, there is a foundational core of what general education is required to cover. Those foundational elements outlined in [Board of Regents policy](#) and detailed on Page 32. However, it is important to note that each institution may include additional requirements beyond what is set out by NSHE policy.



Typically, the types of courses that make up general education fall under these headings:

English Composition

Mathematics

Fine Arts (Art, Music, Theater)

Humanities (Communications, English Literature, Foreign Language, History, Philosophy)

Natural Sciences (Astronomy, Biology, Chemistry, Geology, Physical Geography, Physics)

Social Sciences (Anthropology, Political Science, Psychology, Sociology).

Please visit the links below for the general education information specific to each institution:

UNLV General Education: <https://www.unlv.edu/provost/gen-ed/overview>

UNR General Education: <https://www.unr.edu/provost/academic-resources/curriculum-central/silver-core-general-education-requirements>

NSC General Education: <https://nsc.edu/academics/office-of-the-provost/core-curriculum/>

CSN General Education: <https://at.csn.edu/documents/general-education-aa-and-ab-degrees-policy>

GBC General Education: http://www.gbcnv.edu/programform/Gen_Ed_Requirements.pdf

TMCC General Education: <http://www.tmcc.edu/assessment/general-education/>

Steps to a Successful Transfer

1. **Transfer Agreement.** All bachelor programs offered by NSHE universities or the state college have corresponding transfer agreements established with the community colleges. As soon as the decision to transfer to a bachelor's program is made, the transfer agreement should be used along with advising to ensure proper course selection and program alignment.
2. **Application.** Complete the college application. Request official transcripts from all colleges previously attended, including other NSHE institutions.
3. **Transcript.** Official transcripts from all previously attended institutions are sent to the receiving institution. An official transcript, one that is mailed or received electronically from the original institution, is required for evaluation purposes. Previously completed coursework is "loaded" into a student's academic record and evaluated for transfer and articulation.
4. **Evaluation—NSHE.** Courses are evaluated to see if they will transfer. If a course is commonly course numbered, it will automatically transfer to the receiving institution. If they are not commonly course numbered, they are evaluated to determine if there is a similar course at the institution; depending on how the course is evaluated, it will fulfill a major requirement, a general education requirement, a major elective or general elective.
5. **Evaluation—External institution.** If a course has been previously submitted by a current or former student, there is a database at each institution where that information is contained. These prior evaluations are used to determine if the course is transferrable and how it applies to a degree program. If no one has submitted the course for evaluation, then faculty from the discipline will be brought in to determine if the course is transferrable and how it will be applied to the program of study.
6. **Transfer & Articulation.** Courses typically fall into four major areas: General Education; Major Requirement; Other Requirement; and Electives. Keep in mind that electives may be limited depending on the major.
7. **Academic Advisement Report/Degree Audit.** Academic Advisement Reports (AARs) or Degree Audits are a digital file which informs students and advisors about the courses that have been successfully completed for a degree program, and lets both parties know which course requirements are still outstanding for degree completion. The AARs/Degree Audits are broken down by category (General Education, Major Requirements, Electives) and are automatically populated when transcripts are loaded, or a student enrolls in a course. AARs/Degree Audits are available to view in the student online portal.



Transfer Advising Tips for Students

1. The key to successful transfer is advising. Academic advising is critical in ensuring a successful smooth transfer between institutions. Students should meet with academic advising/academic counseling staff and inform them of their plan to transfer as soon this decision is made. The advising/counseling staff will work to make sure that students are taking the correct courses in the proper order so that they are ready to continue their path when they arrive at their next institution. Students and advisors should use the applicable transfer agreement.
2. It's not enough to meet with the advisor/counselor once. Students should meet with the advisor/counselor at least once a semester during his or her time at the starting institution.
3. Students should reach out to the transfer advisors/representatives for the new institution. Each of the four-year institutions have staff members dedicated to assisting students in navigating the transfer process from application to admission. Check with the new institution to see how to go about meeting with one of their transfer counselors/advisors. Ideally, students should contact these individuals at least one year prior to transferring.



UNLV Transfer: <https://www.unlv.edu/admissions/transfer/nshe>

UNR Transfer: <https://www.unr.edu/transfer/nevada-and-california-transfer>

NSC Transfer: <https://nsc.edu/admissions/transfer-student/>

GBC Transfer: <http://www.gbcnv.edu/admissions/transfer-to.html>

4. Be aware and pay attention to the deadlines for completing the admissions application the new institution. These deadlines vary by school and term.
5. Check on financial aid deadlines. When students fill out the FAFSA for the upcoming academic year, they need to enter the school code for the school in which they plan to transfer. Also, check with that institution to see if there are any scholarships available for transfer students. Be aware of the scholarship application process and deadlines.
6. As soon as possible after being admitted, meet with an academic advisor at the new institution to verify that all transcripts have been reviewed and evaluated and to discuss courses for the upcoming semester.
7. When meeting with an academic advisor, students should bring in their transfer credit report and the applicable transfer agreement. To access the transfer credit report:
 - Log into the institution's Self-Service Center.
 - Click the Student Center button.
 - Click the My Academics link at upper left.
 - Click the View Transfer Credit report link.

8. If offered, attend the new school's transfer orientation. Even though transfer students are not brand new college students, it is useful to learn about the resources available to them at the new college/university in order to ensure continued success.



Differences in Accreditation

Not all credits from all institutions are transferable. The primary determination is the where the credits are earned and the type of accreditation that institution holds. The more commonly accepted credits are from institutions that are either regionally accredited. All NSHE institutions are regionally accredited by the Northwest Commission on Colleges and Universities.

Regionally Accredited Institutions: To be granted credit, transfer course work must have been earned at an institution accredited by one of the eight regional accrediting associations listed below and recognized by the Council of Higher Education Accreditation (CHEA), or they must have been earned at an institution that is a candidate for accreditation by one of these associations:

- Higher Learning Commission (HLC)
- Middle States Association of College and Schools (MSA), Commission on Higher Education
- New England Association of Schools and Colleges (NEASC-CIHE), Commission on Institutions of Higher Education
- New England Association of Schools and Colleges (NEASC-CTCI), Commission on Technical and Career Institutions
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools (SACS), Commission on Colleges
- Western Association of Schools and Colleges (WASC-ACCJC), Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges (WASC-ACSCU), Accrediting Commission for Senior Colleges and Universities

Nationally Accredited Institutions: Generally, credits earned at nationally accredited institutions will not be accepted by institutions. However, credits earned in specialized institutions offering associate or bachelor degrees that are accredited (or that are candidates for accreditation) by one of the six national accrediting associations listed below and recognized by the Council for Higher Education Accreditation (CHEA) may be evaluated on an individual, course-by-course basis depending on an institution's own policies.

- Accrediting Commission of the Distance Education and Training Council (DETC)
- Accrediting Council for Independent Colleges and Schools (ACICS)
- Association for Biblical Higher Education (ABHE), Commission on Accreditation (formerly the Accrediting Association of Bible Colleges, or AABC)
- Association of Advanced Rabbinical and Talmudic Schools (AARTS)
- Commission on Accrediting of the Association of Theological Schools in the United States and Canada (ATS)
- Transnational Association of Christian Colleges and Schools Accreditation Commission (TRACS)



Transfer Policies, Procedures, and Resources by College/University

University of Nevada, Las Vegas

Transfer Admissions Policies

Except for in-state transfer students as described in the section “In-State Transfer Students,” admission to a four-year degree program is granted to domestic and international applicants transferring from another regionally-accredited college or university provided that 24 transferable semester credits have been completed and a minimum cumulative grade point average of 2.50 has been achieved. The applicant must be in good standing and eligible to return to the educational institution last attended (i.e., the applicant cannot be on academic or behavioral suspension or be in debt to any previously attended institutions).



Applicants who have attempted 23 or fewer college credits after high school graduation are subject to the high school admission requirements. The high school record must meet the minimum grade point average or other requirements as indicated in the “High School Students” section.

In-State Transfer Students: Applicants wishing to transfer to the University of Nevada, Las Vegas, from another institution within the Nevada System of Higher Education (NSHE) must apply for admission to UNLV through the Office of Admissions and must fulfill the same requirements as those applicants who are not enrolled within the NSHE system. However, transfer students with an Associate of Arts degree, Associate of Science degree, or Associate of Business degree from an NSHE institution only need to have a minimum overall GPA of 2.0 for admission to the university.

Transfer applicants denied regular admission may also apply and enroll as non-degree seeking students. These students will be eligible for admission when the combination of their UNLV grade point average and the cumulative average of all other college or university-level course work meets the university’s minimum transfer admission GPA requirement of 2.5.

Upon reaching the transfer admission requirements, these non-degree seeking students who were previously denied must submit a new application and fee in order to be reconsidered for admission.

Transfer Credit Evaluation Policies

Freshman and transfer applicants to the University of Nevada, Las Vegas may be awarded credit for previous college or university course work, certain nationally administered examinations, correspondence and extension work, and military service according to policies established by the university and the Board of Regents of the Nevada System of Higher Education. The policies are as indicated in this section.

Previous College or University Course Work: Students who are transferring baccalaureate-level course work from regionally accredited institutions of higher education ordinarily will be granted credit for work completed that is equivalent to courses offered at the University of Nevada, Las Vegas, or that can, upon petition, be applied to a degree in the general education core or as general elective credit.

Transfer credit from any of the six CHEA-recognized nationally accredited institutions may be granted for courses that are comparable to those offered by UNLV or by other regionally accredited colleges and universities, provided the courses are relevant to the student's academic program. A petition approved by the Admissions Committee of the UNLV Faculty Senate is required to grant transfer credit from the above nationally accredited institutions.

1. Unaccredited Institutions: Credits earned in U.S. institutions of higher education that are not accredited by one of the regional or national accrediting associations recognized by the Council for Higher Education Accreditation (CHEA) are not accepted by the university. The policies permitting advanced course placement and the earning of credit for nontraditional learning (see Nontraditional Credit) provide adequate opportunities for the objective evaluation of knowledge acquired through a variety of learning experiences, including military schools.
2. Duplicate or excess credit is not counted toward a UNLV degree.
3. Transferable baccalaureate-level credit earned at a regionally accredited community or junior college may be applied toward a UNLV bachelor's degree.
4. Although transferable credit may be awarded at the point of admission, there is no guarantee that all transferable course work will be applicable to every degree program. However, course work that is deemed transferable at the point of admission will, at a minimum, be eligible for general elective credit.

Transfer coursework is initially entered by the Office of Undergraduate Admissions, based on official transcripts received from the transfer institution. Coursework is loaded to student records and aligned with University of Nevada Las Vegas courses based on existing transfer articulation rules, established and maintained by the Office the Registrar.

Appeals Process for Transfer Credit

Student may appeal transfer credits applied at the time of admission by following the procedures outlined below. Only when all UNLV transfer credit appeals procedures have been completed may a student file a Request for Review with the NSHE Transfer Ombudsperson.

Step 1: Advisor-initiated TES or TCE Review

A student may request that an academic advisor submit a transfer course for equivalency review by an academic department or by the Vice Provost for Undergraduate Education. Requests must be submitted by an academic advisor in the Transfer Equivalency System (TES) for transfer courses from domestic institutions or using the Transfer Course Equivalency (TCE) form for transfer courses from international institutions. If the requested equivalency is an existing, specific UNLV course, the request should be submitted to the academic department that offers the course. If the requested equivalency is a UNLV General Education requirement (e.g., Humanities, Multicultural, etc.), the request should be submitted to the Vice Provost for Undergraduate Education. The reviewing department or Vice Provost for Undergraduate Education may approve the equivalency, deny it, or request additional information. If the equivalency is denied, the reviewing department or Vice Provost

must provide a written explanation for the denial. The academic advisor is responsible for communicating the outcome of the equivalency review to the student.

Step 2: Faculty Senate Petitions

If a student's request for equivalency is denied at the department or Vice Provost level, a student may file a petition with the appropriate Faculty Senate committee. For transfer courses the student wishes to apply to major degree requirements, petitions should be submitted to the Faculty Senate Academic Standards Committee. For courses the student wishes to apply to General Education requirements, petitions should be submitted to the Faculty Senate General Education Committee. Students should complete the General Petition form (available at <mailto:https://www.unlv.edu/facultysenate/student-resources>) for both types of petitions.

The student must provide a written justification for why the department or Vice Provost's decision is being appealed. The petition form must be complete and signed, with indication of approval or disapproval, by the student's academic advisor, department chair or designee, and Dean or designee. Incomplete petitions will not be accepted. The student must submit the completed petition form, along with any supporting documentation (e.g., course syllabus) to his/her academic advising center. Advising staff will route the petition through the department and Dean's offices for signatures and submit the signed petition to the Faculty Senate Office on behalf of the student. The Faculty Senate Office will assign the petition to the appropriate committee for review. Students will be notified of the committee's decision, and approved petitions will be submitted by the Faculty Senate Office to the Office of the Registrar for processing and updating of the student's degree audit.



University of Nevada, Reno



Initial Articulation of Transfer Courses

Transfer coursework is initially evaluated in the Office of Admissions and Records (A&R). As transcripts are received, the coursework is loaded to student records and equated to University of Nevada, Reno course offerings based on existing transfer articulation rules. If no transfer articulation rule exists and a transfer course is currently offered at a regionally accredited institution, A&R routes a evaluation request to university faculty. Based on faculty response to these evaluation requests, A&R adds and updates transfer articulation rules daily.

In the initial evaluation, elective credit is granted for individual courses that are either not offered in the university program or have not been previously evaluated by faculty at the University, provided the courses are clearly baccalaureate-level. Elective courses receive either a lower-division elective (LELC) or an upper division elective (UELC) designation on the Transfer Credit and Academic Requirements Reports available in the Student Center in [MyNEVADA](#).

Applicants from regionally accredited institutions ordinarily are granted credit for all college-level work completed at their previous institution(s).

Allow three weeks for completion of the evaluation process. The results of the initial evaluation are made available to students in the Transfer Credit Report in student self-service, [MyNEVADA](#).

A summary of acceptable, transfer credits earned at each of the institutions the student has attended previously, and the student's transfer grade-point averages (computed relative to the university grading system), are noted on the University transcript. The credit and grade-point totals earned at the University of Nevada, Reno are recorded separately.

Evaluation of Transfer Courses to Meet Core Curriculum Requirements

The Core Director and disciplinary faculty committees advisory to the Director determine whether specific Core Objectives were achieved in transfer courses based on an examination of course descriptions and course syllabi.

Evaluation of Transfer Courses to Meet College/Major/Minor Requirements

Equivalencies for transfer courses that may be applied toward satisfying:

- college-level degree requirements are determined by the advisor and/or dean of the college,
- major and/or minor requirements are determined by the advisor and/or appropriate academic department chair.

Students must meet with their advisor to complete either a Core Curriculum or College/Major Course Review Request form if they wish to use courses initially evaluated as elective credit (LELC or UELC) to satisfy specific course and/or Core Objective requirements on the Academic Requirements Report.

Notes:

1. The College of Business at the University of Nevada, Reno will accept credit for upper-division courses from business schools that are fully accredited by the Association to Advance Collegiate Schools of Business (AACSB). Other courses will be evaluated on a case-by-case basis.
2. With the exception of certain commonly numbered courses within NSHE, transfer courses may be used to meet Core Objectives 9-12 only with prior approval by the Core Board. Transfer courses may articulate as direct equivalents to University of Nevada, Reno courses but not carry the same Core Objective designations as the University of Nevada, Reno course.
3. College or departmental advisors may substitute lower-division courses from other four-year institutions for comparable upper-division courses at the University of Nevada, Reno to meet college and major requirements. Such credit may be applied toward the individual college's upper-division credit requirement if approved by the dean of the college concerned. Only courses completed at the upper-division level may apply to the University's upper-division course requirement for graduation.
4. Only Satisfactory/Unsatisfactory credit is awarded for physical education activity courses completed at regionally accredited institutions.

Request for Review of Initial Transfer Course Articulation

Students may request a review of the initial evaluation of their transfer work using either the Core Curriculum or College/Major Course Review Request form.

Core Curriculum Requirements

Requests for review of coursework to meet Core Curriculum requirements must be routed to the Core Curriculum Office. All requests must include the Core Curriculum Course Review Request form and a course syllabus. If the student disagrees with the Core Director's decision on a proposed Core substitution, the student may request a second review. Second reviews are considered by disciplinary committees made up of academic faculty, who make recommendations on the proposed equivalency. Based on this recommendation, the Core Director will render a final decision.

College/Major/Minor Requirements

Requests for review of college and/or major and/or minor coursework must be routed to faculty within the university department that offers comparable coursework. All requests for review must include a course description and a course syllabus. If the student disagrees with the faculty reviewer's evaluation of a non-Core course, the student may request a review by the chair of the department in which the faculty member resides. The chair's decision is final.

Transfer Students who disagree with the Core Director's or the department chair's review decision may submit a request for review by completing the [Concierge Service online form](#).

Transfer students who disagree with the outcome of the campus review process may request a review by the NSHE Articulation Coordinating Committee by completing the [NSHE Transfer Credit Request for Review](#) form.

Nevada State College

Credit Evaluation Policies

Students entering Nevada State College (NSC) may be awarded credit(s) for previous college or university course work, nationally administered examinations, and military training/service.



NEVADA STATE
C O L L E G E

Previous College or University Course Work

1. Regionally Accredited Institutions
Baccalaureate level course work from regionally accredited institutions of higher education may be granted credits for work completed that are equivalent to courses offered at NSC, or that can fulfill core and/or major requirements, or as general electives.
2. Nationally Accredited Institutions
Credits from nationally accredited institutions are generally not accepted for transfer at NSC. However, credits earned may be evaluated on an individual, course-by-course basis if requested by the student by means of a petition.
3. Duplicate credit will not be counted toward completion of an NSC degree.
4. The award of transfer credits at the point OF admission to the college is not a guarantee that all transferable course work will be applicable to every degree program. However, coursework that is deemed transferable at the point of admission will, at a minimum, be eligible for general elective credit.

Non-Traditional Credits

Non-traditional credit includes but is not limited to credit-by-exam and military service. The maximum number of non-traditional credits that may be applied toward an NSC degree may not exceed one half of the minimum number of credits required for that degree. An official copy of grades or test scores must be sent to the Office of Admissions and Recruitment directly from the school, testing service, or reporting agency.

Veterans and students in active military duty in the United States Armed Forces who are receiving educational benefits, must, in addition to post-secondary transcripts, submit all military transcripts for evaluation when applying for admission.

1. College Board Placement Examination (AP)
Unless otherwise noted, minimum subject examination scores must be 3, to earn elective or specific course equivalent credits. Test description and content are reviewed by the department offering the course(s) to determine the number of credits awarded as well as course equivalency.
2. College Level Examination (CLEP)
Credits may be awarded for each examination with scores that meet the minimum score requirement recommended by the American Council on Education (ACE). Schools and/or academic departments determine the equivalent course level, the number of credits to award, and whether the exam meets college or degree requirements.

3. DANTES Subject Standardized Test (DANTES/DSST)
Credits may be awarded for each examination with scores that meet the minimum score requirement recommended by the American Council on Education (ACE). Schools and/or academic departments determine the equivalent course level, the number of credits to award, and whether the exam meets college or degree requirements.
4. Military Education, Training, and Occupation Experiences
Baccalaureate level courses/training taken by students in the military may be awarded credits based on the American Council on Education (ACE) recommendation. Schools and/or academic departments determine the equivalent course level, the number of credits to award, and whether the course meets college or degree requirements.
5. Military Service
Veterans who have served a minimum of 12 months on active duty in the United States Armed Forces and were honorably discharged, may, upon request, be granted a maximum of 4 general elective credits. A copy of the Report of Separation (DD 214) must be submitted to the Office of Admissions and Recruitment when applying for admission.

Transfer Agreements

A transfer agreement is an officially approved agreement that matches course work between Nevada State College (NSC) and the Nevada System of Higher education (NSHE) community colleges. This is designed to help students make a smooth transition when transferring from a NSHE community college to NSC.

Transfer Student Information:

Transfer Applicant: <https://nsc.edu/admissions/transfer-student/>

Transfer Course Equivalency: <http://archive.nsc.edu/admissions/applying-to-nsc/transfer-students/transfer-center/transfer-course-equivalency.aspx>

Transfer Agreements: <http://archive.nsc.edu/admissions/applying-to-nsc/transfer-students/transfer-center/transfer-course-equivalency.aspx>

Transfer Credit Inquiries: Office of Admissions and Recruitment, 702-99292130 or transfer@nsc.edu.

College of Southern Nevada



Transfer students may request that all previously attended schools, colleges and universities send official copies of their transcripts to the Office of the Registrar. CSN only accepts transfer credits from regionally accredited institutions. The accreditation of the institution and the listing published in the AACRAO Transfer Credit Practices for the year in which the applicant attended a specific

institution governs the acceptance of transfer credit. The number of credits awarded will be determined by the college rating and the guidelines that follow:

- The Office of the Registrar evaluates transcripts from other institutions upon receipt and determines which credits may be applied towards a CSN degree or certificate. Students will be notified via email once the transcripts have been received.
- Students must have an official transcript mailed or hand carried and unopened to the Office of the Registrar.
- To meet graduation requirements, a transfer student must complete the appropriate 15 credit hours in residence for an Associate of Arts, Associate of Business and Associate of Science within the degree. Associate of Applied Science and Certificate of Achievement degrees require that the 15 in-residence requirements must be in the Special Program Requirement area.
- Generally, a maximum of sixteen Non-Traditional Education (NTE) credits of can be applied toward the Bachelor of Science (BAS), Associate of General Studies (AGS), or Associate of Applied Science (AAS) and a maximum of eight NTE credits can be applied toward the Certificate of Achievement (CA). However, there is an opportunity to exceed the foregoing limit through application to and approval from the Vice President of Academic Affairs, in addition to the regular approval process.
- Grades of D+, D, and D- cannot be used to fulfill major occupational area Special Program Requirements in Associate of Applied Science degrees or Certificate of Achievement.
- Once all official transcripts have been received, allow up to four weeks for processing.
- Students will be notified via email once the transfer credit evaluation is completed. The official evaluation report will be available on MyCSN under Transfer Credit Report.

Great Basin College

Planning Ahead

A student who hopes to obtain a bachelor's degree from Great Basin College, but is beginning his or her education at another Nevada community college, can save time and money by planning ahead. Students should use a transfer articulation agreement to help pick the appropriate classes.



Submitting Transcripts

If a student plans to transfer courses to GBC, they should have an official transcript sent to: Admissions and Records, 1500 College Parkway, Elko, NV 89801.

GBC will evaluate transcripts from other colleges, provided that a student has both applied and declared a major. If a student did not declare a major when filing his or her application for admission, they may do so by completing a Student Information Change form and delivering it to the Admissions Office in Berg Hall at GBC Elko or their local GBC Center office. Students can also change their major through the MyGBC Student Center. Click on "My Academics" and then "Request Program/Plan Change".

For the awarding of college credit, Admissions and Records will only accept official transcripts from other regionally accredited colleges, universities, and educational testing sources; unofficial copies will not be accepted. A transcript must be sent directly to Admissions and Records by mail or electronically from the applicable institution to be considered official; faxed copies will not be accepted. A transcript that is hand-carried in a sealed envelope to Admissions and Records that was mailed to the student directly from the applicable institution may be accepted as official provided the envelope has not been opened.

If students have initial questions about the transferability of courses, they may want to consult with a Transcript Evaluator by calling 775-753-2102.

Evaluation of Transcripts from Other Colleges

GBC's Transcript Evaluator will determine how courses apply to GBC's program requirements. When clarification is needed, the Transcript Evaluator will consult with the appropriate academic department.

If a student disagrees with the results of evaluation, he or she can discuss their areas of concern with the Evaluator (Admissions Office, Elko Campus, 775-753-2273). It will be helpful to provide additional documentation, such as catalog course descriptions and course syllabi. The Evaluator will then review the transcripts again, conferring with faculty as needed.

If a student is still dissatisfied, they should contact the Registrar at the address below in writing, outlining specific concerns and request, providing documentation, if appropriate. The Registrar will then work in consultation with the appropriate faculty and make a final determination.

Director of Admissions and Registrar
Admissions and Records
1500 College Parkway
Elko, NV 89801

Transferring to GBC with a Degree

A student transferring to GBC with an Associate of Arts (AA) or Associate of Science (AS) from a regionally accredited college or Associate of Business (AB) from an NSHE (state of Nevada) Institution will be considered by GBC to have fulfilled the GBC lower-division general education requirements.

A student transferring with a bachelor's degree from any regionally accredited college or university will be considered to have fulfilled all general education requirements (lower- and upper-division). These students are not required to take Integrative Seminars (INT 339, INT 349, INT 359, INT 369) if they already have a bachelor's degree, unless the INT seminar is a specific program requirement.



Truckee Meadows Community College



Academic Advisement provides transfer services that can help students if they are transferring into TMCC from another college or university, or if they are a current TMCC student who plans to transfer to a four-year college or university.

If a student has attended another college or university and is transferring into TMCC then they will need to complete our [Steps to Enroll for Transfer Students](#).

Official Transcript Evaluation

The official transcript evaluation process will tell students how their coursework from previous colleges or universities will apply toward their degree or certificate at TMCC.

An official transcript evaluation may be completed for admitted students only. If a student has not yet been admitted to TMCC, he or she will need to complete the [TMCC Student Application for Admission](#) and select a two-year degree or one-year certificate.

Then submit all official transcripts to the Admissions and Records office and submit a [Credit Evaluation for Transfer Students](#) for the transcripts the student wishes to be evaluated and so we know how many transcripts to expect.

Once the coursework is officially evaluated, the student will be notified through his or her [TMCC student email](#) to review the course history section in the [MyTMCC](#) Student Center. If a transfer course does not articulate as a specific TMCC course, a student may request a course substitution.

Unofficial Transcript Evaluation

While a student is waiting for the official evaluation of their transcripts, they can go through the unofficial transcript evaluation process. A student has access to the Evaluate My Transfer Credits tool within the [MyTMCC](#) Student Center. This will tell the student unofficially how their courses may count here at TMCC.

Once a student has completed the Evaluate My Transfer Credit process he or she can schedule an appointment with an Academic Advisor to discuss the report by [contacting us](#).

The student will need to bring the Evaluate My Transfer Credit report and an unofficial copy of previous college or university transcripts with them to the appointment for review by the Academic Advisor. This is an unofficial transcript evaluation to help get started until the official evaluation has been completed.

Course Substitutions

A student will need to [schedule an appointment](#) with an Academic Advisor to request a course substitution. The Academic Advisor will review the request and submit the course substitution form on the student's behalf. The course substitution request is reviewed by the appropriate faculty member, Department Chair or Dean.

Course Substitution Approvals

If approved, the course substitution is processed by the Admissions and Records office and will reflect on the academic advisement report. To view the academic advisement report, log into the [MyTMCC](#) Student Center, click on My Academics, and run the academic advisement report.

Course Substitution Denials

If the course substitution is denied, the student will be notified by the Academic Advisor by email to his or her TMCC [student email](#).

Course Substitution Denial Appeal

If the course substitution is denied, the student may schedule an appointment with the faculty member, Department Chair or Dean to appeal the decision. The student should prepare additional documentation to support the appeal request (i.e. course syllabus).



Western Nevada College

Transfer Credits

Students declared as degree/certificate seeking may request to have transfer credits evaluated by submitting a “Petition for Transfer Credit Evaluation” form to Admissions and Records. Students must submit official transcripts or training records and then allow up to **4-6 weeks** for the evaluation to be completed. When completed, students will be able to view their transfer credit in myWNC and can run a degree audit report to determine how transfer credits apply toward their intended degree or certificate program. An email will be sent to each student when the transfer evaluation is completed.



In general, only credits applicable to the student’s specified degree or certificate program will be transferred to the student’s WNC record.

Transcripts

Admissions and Records will accept only official transcripts from other colleges, universities, high schools, and educational testing sources; unofficial copies will not be accepted. A transcript must be sent directly to Admissions and Records by mail or electronically from the applicable institution to be considered official; faxed copies will not be accepted. A transcript that is hand carried in a sealed envelope to Admissions and Records that was mailed to the student directly from the applicable institution may be accepted as official provided the envelope has not been opened.

Regional Accreditation and Acceptance of Transfer Credits

Credits earned from schools that are not regionally accredited will be considered nontraditional education.

Only transfer credits that apply toward a requirement (including required electives) will be applied toward a degree or certificate. WNC can accept transfer credit as follows:

- A maximum of 45 semester credits or 75 percent of the total credits required for a degree, whichever is greater, may be accepted from regionally accredited colleges or universities toward an associate degree.
- A maximum of 90 semester credits or 75 percent of the total credits required for a degree, whichever is greater, may be accepted from regionally accredited colleges or universities toward a bachelor’s degree.
- A maximum of 30 semester hours of credit may be accepted from approved credit by examination programs.
- A maximum of 15 semester hours of credit may be accepted from non-traditional programs.
- A maximum of 45 credits or 75 percent of the total credits for a degree, whichever is greater, from other sources as listed above may be applied toward an associate degree. A maximum of 90 credits or 75 percent of the total credits for a degree, whichever is greater, from other sources as listed above may be applied toward a bachelor’s degree.

- A maximum of 15 semester hours of credit from other sources as listed above may be applied toward a certificate.
- Grades are not transferable but may be utilized when determining eligibility for financial assistance and/or admission to special academic programs and to determine the minimum GPA required for graduation.

Evaluation of Transfer Requirements

Courses from NSHE institutions will be accepted for equivalent courses per common course numbering. NSHE courses with no equivalents and courses from other institutions will be evaluated on a case-by-case basis based on the course title, designator, credits, course numbering system used by the institution and course description if available. Upper division courses are generally not acceptable for general education requirements, but may apply towards emphasis requirements on a case by case basis. Graduate level courses are not accepted to fulfill degree and/or certificate requirements. WNC Faculty are consulted for input when needed to determine if a transfer course is equivalent to a WNC course and/or should fulfill a program requirement.

Fractional Credits

If a student lacks fractional credits in any area(s) of general education requirements, the student may satisfy the requirement(s) by completing other listed general education courses provided the student completes at least the minimum total requirements listed in the general education section for any degree or certificate. While an area or areas may be a fraction of a credit less than required, the total general education credits may not be reduced. While a specific program requirement can be satisfied with a fraction of a credit less than required, the total program requirements can not be reduced. Students who lack fractional credits in any area(s) of general educational or program requirements should see a counselor.

International Colleges

Credit may be awarded from some recognized colleges and universities outside of the country. Students must have a course by course evaluation completed by an approved transcript evaluation service. An official copy of the transcript and English translation might also be required depending on the transcript evaluation service used. Credit for English/communications requirements is accepted only from institutions located in the following countries: Australia, Canada, England, Ireland and New Zealand. Contact Admissions and Records for further information.

Transfer Credit Appeals Process

If a student disagrees with a transfer credit evaluation the student is encouraged to obtain and submit further written information about the course(s) in question such as a course outline or syllabus, and/or a course description if it was not originally available. If a student questions an evaluation from a nontraditional source the student is encouraged to obtain further written information about the training including number of hours of the training, information about the training source, accreditation, etc. Admissions and Records will reconsider amending the original evaluation if such information is provided.

If such information is not available, and/or if the student disagrees with the second evaluation, he/she may file a Transfer Credit Evaluation Appeal. The Registrar will first view the appeal. If the reason a course was not transferred in as requested is a result of a course not meeting policies such as fulfilling

the minimum number of credits required for a requirement, the course was developmental, the course was not completed at a regionally accredited institution, etc. the Registrar will make a final decision about course transferability.

If the reason is not based on such a policy then the appeal and all related information will be forwarded to the applicable department faculty and/or Division Director. The decision of the faculty/Division Director will be final. If a request is denied, the student will be given a reason for the denial via email.

Students may request a review of a transfer credit evaluation by the NSHE Articulation Coordinating Committee if not satisfied with the final decision from WNC by submitting a [Nevada System of Higher Education Transfer Credit Request for Review](#).



Request for Articulation Review Process

The Transfer Credit Request for Review was established so that students who are not satisfied with how their transfer credits are articulated by one of the NSHE institutions may have those transfer credits reviewed again. It is not an appeal process.

To initiate this process, a student must have exhausted all possible appeals available on the home campus. Once all possible appeals have been exhausted, a student can then submit a petition to the Articulation Coordinating Committee to request a review of their transfer credit evaluation.

When submitting the petition form, remember that meaningful, descriptive information/documentation is the best way to make the case.

Relevant documentation includes:

- A letter outlining the reasons for the request.
- The transcripts from the college where the course was taken. If this is not available, see if the institution can send a copy to the NSHE office. Unofficial transcripts are fine for this process.
- A syllabus or course outline (preferred) or catalog description of the course taken. It is recommended that course prerequisite information be included.
- A syllabus or course outline (preferred) or catalog description of the course for which credit is being sought.
- Documentation of the campus response explaining why the course articulation was not approved.

These relevant documents, along with a letter outlining the reasons for submitting the request for review and the NSHE Transfer Credit Request for Review form can be submitted electronically to transfer@nshe.nevada.edu, or delivered by mail or in person to:

Articulation Coordinating Committee
Attention: David Singleton
Nevada System of Higher Education
4300 S. Maryland Parkway
Las Vegas, NV 89119

The Transfer Credit Request for Review form can be found on the NSHE website at:

<https://wp.me/P8psbu-27r>



Nevada System of Higher Education Transfer Credit Request for Review

Pursuant to the Nevada System of Higher Education (NSHE) Board of Regents Policy (Board of Regent’s Handbook, Title 4, Chapter 14, Section 14), students may request a review of course articulation evaluation by the NSHE Articulation Coordinating Committee (ACC) if the student is not satisfied with the final campus decision.

This process may be undertaken only after the student has exhausted all possible appeals for transfer credit evaluation available on their NSHE home campus (this is **not** an appeal form). Complete this form to request a review by the NSHE ACC, which may recommend further consideration of the initial decision.

Complete the following student information:

Student Name: _____ NSHE ID: _____

Email: _____ Major: _____

Current NSHE Institution (UNLV, UNR, NSC, CSN, GBC, TMCC or WNC) that denied the transfer or articulation? _____

Complete the following information for each course needing review:

Course(s) for Review <i>Subject and Number, ex: HIST 1010</i>	Grade Received	Number of Credits	Transfer Institution <i>ex: BYU</i>	Date/Term Course was Taken	Requested Articulation <i>Course subject and number or degree requirement, ex: HIST 101</i>

Definitions

Transfer: Applying course credits taken at another institution to a current NSHE institution.

Articulation: How transfer credits are evaluated and applied to a program of study.

Please attach all relevant documentation to this request for review.

Relevant documentation includes:

- A letter outlining the reasons for the request.
- The transcripts from the college where the course was taken. If this is not available, see if the institution can send a copy to the NSHE office. Unofficial transcripts are fine for this process.
- A syllabus or course outline (preferred) or catalog description of the course taken. It is recommended that course prerequisite information be included.
- A syllabus or course outline (preferred) or catalog description of the course for which one is seeking credit.
- Documentation of the campus response explaining why the course articulation was not approved.

NOTE: Additional meaningful descriptive information or documentation may be requested.

This form and supporting documents can be submitted via email to transfer@nshe.nevada.edu, or delivered via mail or in person to:

Articulation Coordinating Committee
Nevada System of Higher Education
4300 S. Maryland Parkway
Las Vegas, NV 89119

For Office Use Only:

Date Received: _____ By: _____

Date of Consult with Articulation Coordinator: _____

Results: _____

Date Forwarded to ACC: _____ Discipline Committee: _____

Results: _____

ACC Recommendation: _____

Date Student Notified: _____ By: _____

NSHE Transfer and Admissions Policies

Title 4, Chapter 14, Section 15: NSHE Transfer and Admissions

Transfer students to the State College and universities may be admitted under the following alternatives:

Associate of Arts (AA), Associate of Science (AS), and Associate of Business (AB) Degree

Graduates The primary basis for admission to upper-division study with full junior status of transfer students from an NSHE community college to any other NSHE institution shall be the associate of arts, associate of science, and the associate of business degrees.

- a. The completion of the associate of arts, associate of science, and associate of business degree at a community college automatically fulfills the lower-division general education requirements at any other NSHE institution.
- b. Associate of arts, associate of science, and associate of business graduates will have completed a minimum of 60 credits of baccalaureate level courses.
- c. Baccalaureate students who have completed NSHE associate of arts, associate of science, or associate of business degree shall complete a minimum number of credits at the accepting NSHE institution. This minimum number shall be set by the baccalaureate degree granting institution.
- d. Baccalaureate level courses included as part of the associate of arts, associate of science, or associate of business degree will transfer to any other NSHE institution at a minimum as general elective credit.
- e. All baccalaureate academic majors at a university or college must have current transfer agreements with NSHE community colleges. These agreements must provide clear information for community college students as to those courses that will transfer efficiently to another NSHE institution within each major. Information on these agreements must be available to all students on each campus.
- f. Transfer agreements shall be developed collaboratively by both the baccalaureate degree-granting institution and the associate degree-granting institution for each baccalaureate program where a corresponding associate program exists. Absent a corresponding associate program, the transfer agreement shall be based on the general transfer degree (AA, AS or AB with no emphasis or major). A co-admission agreement, as authorized under Chapter 16, may be established to accommodate course requirements and potential reverse transfer pursuant to this Chapter. Transfer agreements must include a year-by-year outline of course requirements, including general education and degree requirements, in which the course of study leading to the baccalaureate degree includes the first two years coursework that will result in completion of the requirements for an associate degree.
- g. Transfer agreements shall be updated to reflect any changes made in baccalaureate majors or associate degree requirements as they occur.

h. The receiving institution will evaluate all university and college parallel courses attempted at the community college (and any other educational institution attended) and compute an overall admission grade point average in accordance with the institution's transfer policies.

i. For associate of arts, associate of science, and associate of business graduates, if the overall transfer grade point average computed by the receiving institution is less than a 2.0 grade point average, the student shall be placed on probationary status until such grade point deficiencies are corrected.

Common Course Numbering

Nevada System of Higher Education policy states that all courses with 80 percent of their content in common must be common course numbered. Common course number provides a shared, uniform set of course designations (prefixes and numbers) to help facilitate transfer between the institutions and help students and advisors make informed decisions about course selection, course transferability and course applicability.

Title 4, Chapter 14, Section 16: Common Course Numbering

1. All undergraduate courses in the NSHE must be common-course numbered with equivalent courses offered throughout the System. To be assigned a new and unique course number at least 20 percent of the proposed course content must be unique and not found in a current or pending course within the NSHE.
Any additions or changes to undergraduate course prefixes, numbers, titles, and/or credits must follow the procedures established by the Vice Chancellor of Academic and Student Affairs and may not be included in class schedules or catalogs until written approval is received from the Department of Academic and Student Affairs.
2. The NSHE Articulation Coordinating Committee shall provide administrative oversight of the NSHE Common Course Numbering System.
3. An NSHE common course numbering master file shall be maintained by the Office of the Chancellor and published on the Web.
4. Each NSHE institution shall list and update the requirements for each program leading to the bachelor's degree and publicize these requirements for use by all other institutions in the state.
5. Each NSHE institution shall include in its official catalog of undergraduate courses a Section stating all lower-division prerequisites for each upper-division specialization or major program.
6. A system-wide course numbering rubric for all institutions shall be maintained so that baccalaureate transfer courses are clearly identified for student reference prior to registration under the following general course numbering parameters:
 - a. Remedial/developmental courses 001-099
 - b. Lower-division courses 100-299
 - c. Upper-division courses 300-499
 - d. State College graduate courses 500-699
 - e. University graduate courses 500-799

7. Community colleges may utilize a B suffix for course numbers to alert students that the course may be non-transferable for a NSHE baccalaureate degree.
8. Within the student information system, non-transferable courses and courses that are transferable for a bachelor's of applied science degree only must be appropriately identified for students and advisors during the registration process.
9. Professional schools may establish their own distinct course numbering rubric that extends beyond the numbering rubric set forth under Subsection 6.

Reverse Transfer/Co-Enrollment

Reverse transfer exists as a path to completion for a student that has started their educational journey at a community college and transferred to a four-year institution before completing the associate degree. If a student takes that route, they may be able to complete their remaining degree requirements at the four-year institution and submit their transcript back to their community college to fulfill those outstanding degree requirements.

Co-enrollment, via the Silver State Transfer Program, exists as a path to completion and is an alternative to reverse transfer. With co-enrollment, students are allowed to take courses at both the community college and the four-year institution simultaneous. This allows a student to gain access to resources at both institutions like: academic advising; the library; tutorial services; etc. It also allows for a level of certainty regarding coursework and how those courses transfer for degree completion.

Title 4, Chapter 14, Section 18: Reverse Transfer

Reverse transfer is a degree-completion opportunity for students who have started their education at a community college and transferred to a four-year NSHE institution prior to the completion of an associate degree. Course credits may be transferred from the university or college to the community college for the purpose of meeting the requirements for an associate degree.

In order to ensure that all students who start at the community college have the opportunity to complete the baccalaureate degree in the same number of credits as those who start at a university or college, if lower division courses required in the major are not offered by the community college, the university or college shall either offer the courses at the community college or establish a reverse transfer agreement with the community college. If on a case by-case basis, specific baccalaureate degrees appear unable to be articulated by either method, the NSHE Department of Academic and Student Affairs shall resolve the impasse.

Periodically, the System Office or the four-year institution will provide to the community colleges a list of students previously enrolled who earned at least 15 credits at the respective community college and have recently transferred to a university or State College and have accumulated at least 60 college-level credits. The list will include the student's name and universal identification number (NSHE ID) for the purpose of the community college contacting the student regarding the options for reverse transfer of courses to encourage students to earn an associate degree. In consultation with

the respective university or State College, the community college will develop a form to be signed by the student authorizing the release of one transcript to the community college.



Nevada General Education Policy

Title 4, Chapter 14, Section 19: System General Education Requirements

1. Associate of arts, associate of science, associate of business, and baccalaureate graduates must complete a minimum program of general education requirements defined as follows:

General Education Courses	Credits	
English	3-6	Freshman level English Composition including English 102
Mathematics	3	Three credits of lower-division work
Natural Science	6	Six credits of lower-division coursework to include at least one laboratory experience
Social Sciences or Humanities/Fine Arts	9	Nine credits of lower-division coursework in either the social sciences or humanities/fine arts
TOTAL	21-24	

2. Instruction must be given in the essentials of the Constitution of the United States and the Constitution of the State of Nevada, including the origin and history of the Constitutions and the study of and devotion to American institutions and ideals pursuant to Nevada Revised Statutes 396.500 for all associate and baccalaureate degrees. If clearly identified, this content may be included in coursework defined in Subsection 1. Institutional course catalogs must identify courses that meet this requirement.
3. Courses taken toward the System general education requirements shall not be applied to more than one general education requirement defined in Subsection 1. Credits earned by examination may apply toward any of the general education requirements defined in Subsections 1 and 2.
4. Students earning a second associate of arts, associate of science, associate of business, or baccalaureate degree from an NSHE institution are not required to repeat the System requirements for general education.
Evidence of completion of U.S. and Nevada Constitutions is required of all second-degree students whose first degree is not from an NSHE institution.
NSHE institutions are encouraged to exchange ideas in the development and improvement of specific courses to meet NSHE requirements, particularly to increase the likelihood of transfer student success; however, each institution is responsible for determining the character of its own program.

Frequently Asked Questions

If I change my major what happens to my credits? When changing a major, any courses that a student has completed toward the requirements for the new degree are still considered completed. Any courses that were taken that do not fulfill the requirements for the new degree are considered general electives.



What are Transferrable vs. Non-Transferrable Credits? Most credits that a student takes are transferrable. There are exceptions for certain technical or vocational courses. However, the issue most students face with their credits is not transferability but rather applicability; are the courses that a student took applicable to the degree program they plan to study? If so, the courses will articulate and apply to the program. A course may articulate as the same or similar course or a major or general elective.

How does transfer differ between in-state students and out of state students? There are policies in place that help to facilitate transfer between public institutions within the State of Nevada. Common Course Numbering and transfer agreements help with the alignment of courses between NSHE institutions. If a student is considering going outside of Nevada to continue their educational goals, then they need to speak with the institution they are considering for transfer to determine how their credits from Nevada will be treated.

If I am a new transfer student, what do I do for advising? Students will want to contact the college or department that houses the program of study to discuss how they handle the academic advising of transfer students as there is not a blanket policy or procedure that dictates how this works. Some programs may meet with prospective students; some may not meet with students until they are admitted and have submitted transcripts for evaluation. Proper planning in advance is critical to ensure that students can receive timely advising and course selection.

Why doesn't an AAS transfer to a BA/BS? Essentially, there are two different types of degrees: degrees that are designed for immediate entry into the workforce, and degrees that continue a student along an educational path. Associate of Applied Science degrees (AAS) are designed for immediate entry into the workforce. While there may be individual courses that could be applicable to a bachelor's degree, the degree in its entirety does not mesh with a standard bachelor degree plan. The main reason for this is that AAS degrees have a different set of general education requirements and have different outcomes/goals than an Associate of Arts, Associate of Science, or Associate of Business degree.

Do my credits expire? Technically, credits do not expire. However, certain programs, such as nursing or computer science, may not apply older credits due to the dynamic nature of these disciplines.

Who evaluates my credits? How do I get them evaluated? Official transcripts from all previously attended institutions should be submitted upon application to the receiving institution. If students are still enrolled in classes at the current institution, they will need to submit a second transcript after grades are posted so that progress in classes can be evaluated as well. The evaluation is handled by the registrar/records office at the receiving institution. A student's courses are then loaded into the degree audit system, which allows a student to view what degree requirements are satisfied by the transfer credits.

If I attended a school on the quarter system, how are my credits evaluated? When converting quarter credits to semester credits, reduce the number by $\frac{1}{3}$. For example, a 5-credit course at a quarter school is worth 3.33 credits at a semester school.



Glossary of Terms Related to Transfer and Articulation

Appeal – A procedure which allows students in certain situations to ask for a reconsideration of a decision relating to a student’s academic record.

Articulation - Acceptance of a course for the purpose of meeting specific requirements of a student’s chosen program of study.

Catalog description – A short explanation of course content that provides students with basic information so they can decide whether or not to enroll in the course.

Co-admission/Co-enrollment – When a student is admitted to and takes classes at two different institutions of higher education in the same semester. Some associate degrees require co-enrollment in order to successfully complete the degree pathway.

Common course numbering – A system developed to facilitate ease of transfer of courses between institutions within a state.

Course outline – Brief summary of the topics covered in a particular course

Credit – short for credit hour. One semester hour of credit is awarded for a minimum of 15 hours (50 minutes each) of actual class time; for 30 hours of laboratory time; or for 45 hours of instructional situations such as a practicum, internships and cooperative education placements. (For example, a 3-credit lecture course meets for 45 hours - usually three hours per week for 15 weeks.)

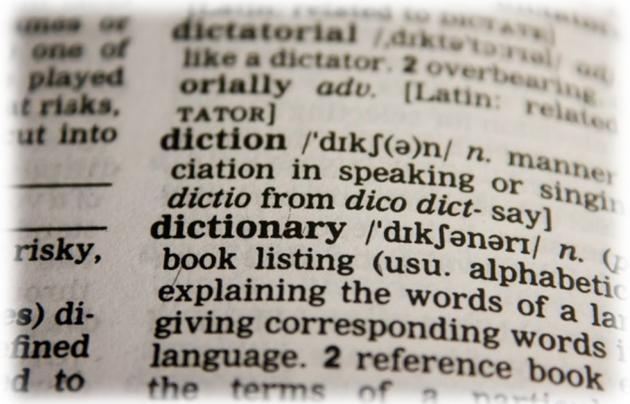
Equivalency – if the receiving institution does not offer a particular course, it is possible that it may be evaluated as an equivalent to one that is offered. In this case, credit will be granted for the equivalent course offered by the receiving institution.

General education – The educational foundation of skills, knowledge, and values that prepares students for success in their major field of study and in the personal and professional lives.

Receiving institution - The institution of higher education at which a transfer student currently desires to enroll or has enrolled.

Reverse transfer – A path to degree completion where a student begins at a two-year institution and moves on to a four-year institution before completing an associate degree. That student may then take courses at the four-year institution that fulfill the requirements for the associate degree and then transfer those courses back to the two-year institution to receive the associate degree.

Syllabus – A document which contains an instructor’s expectations of a student in the class, assignments, deadlines, test dates, the grading rubric, and the calendar of when topics will be covered in the class, etc.



Transcript – Official record of a student’s work, showing courses taken and grades received. An official transcript is sent by mail or electronically to the receiving institution. Students can hand deliver an official transcript, but it must be in a sealed envelope. Unofficial transcripts are not accepted for evaluation purposes.

Transfer - Credits taken at one institution will be considered by another institution for meeting degree requirements. Unless a course is designated as non-transferable, e.g. vocational or community service courses, all bachelor’s level courses are transferable.

Transfer agreement – A document created collaboratively between institutions that outlines the course work needed to complete the associate degree and transfer seamlessly into a bachelor’s program with no or minimal loss of credit.

Transfer evaluation – The process by which the receiving institution reviews the prior coursework of a transfer student and determines what requirements the courses fulfill.

Transfer institution - The institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

Transfer student - A student entering an institution for the first time with academic credit earned at another institution which is applicable for credit at the institution the student is entering.

