Ivy Tech Community College of Indiana

POLICY TITLE
Transferring Courses into Ivy Tech

POLICY NUMBER
ASOM 1.6

PRIMARY RESPONSIBILITY
Academic Affairs and Student Affairs

CREATION / REVISION / EFFECTIVE DATES
Created May 2012/Effective June 2012; Revised August 2012/Effective Fall 2012; Revised August 2013/Effective Fall 2013; Revised May 2014/Effective May 2014; Revised October 2017/Effective Fall 2018

PURPOSE
To enable students who have completed college courses at accredited colleges or universities to use those earned credits toward their degree or other intended outcome.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, staff, students

DEFINITIONS

**CTL** – Core Transfer Library: A list of courses that will transfer among all Indiana public college and university campuses, assuming adequate grades.

*Residency Requirement:* In order to obtain a degree or certificate, students must earn at least 15 of the credit hours at Ivy Tech as a regular student in the chosen program of study and not through transfer of credit, test-out, or other means. In the case of certificates that require less than 30 hours for completion, at least 50% of required credits must be earned as a regular student in the chosen program of study and not awarded through transfer, test-out, or other means. In the case where completion for a degree results in receipt of a certificate, residency rules apply only to the credential with the greatest number of required credits. Exceptions to this standard including accreditation body requirements* must “demonstrate structures or practices that ensure coherence and quality to the degree. Consortial arrangements are considered to be such structures”.


POLICY
The College will accept in transfer any course appearing in the Indiana Core Transfer Library (CTL). For credit-bearing courses not appearing on the CTL, recommendations for transfer and applicability of credit are made by the appropriate academic faculty
within that discipline, if an equivalency has not already been established in the degree audit system. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting agency, and the student must have earned a grade of "C-" or better in the course(s) involved. Experiential learning, such as internships, co-ops, practica, or supervised observation credits are not eligible to be transferred to Ivy Tech, but may be eligible for prior learning assessment. Courses will not be transferred in during a student’s graduation term unless the College did not receive notification from the student of the existence of the coursework until that term.

In order to be awarded a degree or certificate, students must meet the College’s residency requirement.

*Association of Technology, Management & Applied Engineering (ATMAE) Accreditation requires all students who transfer into an ATMAE accredited program to complete a minimum of 12 semester hours of management and/or technical course work within the statewide system.

**PROCEDURE**

Any student who wishes to submit a transcript for consideration of previously earned credits must have the transferring institution send an official transcript to the Registrar. The Registrar will evaluate all work against established equivalencies in the degree audit system. For those courses without established equivalencies, the Registrar will forward information to the appropriate department or school for review, the department or school will make recommendations regarding credit transfer, and the Registrar will record transferred credit as earned hours on the student's official permanent record in a reasonable, timely manner. Although all previously earned credits will be evaluated in the degree audit system, only those courses that satisfy a requirement in the student’s chosen program of study will be posted to the student’s record. Once a course has been transferred to a student’s official permanent record, it will not be removed, even if the student’s declared program of study changes. Transfer coursework is posted to the current academic term or to the term for which the student is admitted/readmitted, whichever is later. Previously transferred coursework will not be re-dated in the student information system. Similarly, once an equivalency has been established with a transfer course, it may not be changed except by review of the statewide curriculum committee for the course. Changes to transfer equivalencies approved by curriculum committees are not retroactively applied to student work.

Acceptance of transfer credits that are not equivalent to courses on the College’s course inventory may be applied to program electives subject to approval by the department or school for the course.

The student may be asked to supply pertinent course descriptions or copies of the college catalog(s) if further documentation is needed to facilitate credit review.

Transferred credit is included in earned hours, but does not affect the grade point average. Students wishing to transfer in technical courses that fulfill program requirements (non-
elective courses) may be asked to demonstrate competency if the transfer coursework is outdated. Transferred credit posted to a student’s permanent record will not be removed.

Final authority for transfer credit rests with the Campus Academic Officer or designee.

REFERENCES
Core Transfer Library - http://www.transferin.net/CTL.aspx
1.7- Credit for Prior Learning

RESOURCE PERSON
Vice Chancellor for Academic Affairs
Vice Chancellor for Student Success
Vice Chancellor for Enrollment Services