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

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”. (The Assumed Practices, retrieved July 27, 2012 at http://ncahlc.org/Information-for-Institutions/assumed-practices.html)

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. 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.

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 forward information on non-CTL courses to the appropriate department or school for review, the department or school will make recommendations regarding credit transfer to the Regional Academic Officer or designee, and the Registrar will record transferred credit as earned hours on the student's official permanent record in a reasonable, timely manner.

Acceptance of transfer credits that are not equivalent to courses on the College's course inventory are applied to program electives subject to approval by the Regional Academic Officer or designee.

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.

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

**REFERENCES**
Core Transfer Library - [http://www.transferin.net/CTL.aspx](http://www.transferin.net/CTL.aspx)
1.7- Credit for Prior Learning

**RESOURCE PERSON**
Vice Chancellor for Academic Affairs
Vice Chancellor for Student Affairs