

TRANSFER STUDENTS

A transfer student is any student who has been previously enrolled at any postsecondary school. Transfer students may enroll at Nunez if they are eligible for readmission at the last school attended. Transfer students are admitted provisionally until all required transcripts have been received. An official transcript is one mailed directly from the Registrar of the previous institution to the Nunez Admissions Office. *Failure to acknowledge attendance at any college or university may result in immediate dismissal.* If official transcripts have not been received at the time of registration, the student may be admitted provisionally.

Transfer credits from all regionally-accredited institutions of higher education are recorded on the student's permanent academic records. Nunez will compute the grade point average for transfer students in the same manner as is done for a Nunez student. Upon receipt of each transcript, Admissions Office personnel determine if the institution where the credit was earned is accredited or recognized. All credits earned at regionally-accredited schools are accepted in transfer; however, not all credits earned may apply toward a particular degree or certificate. Acceptance of transfer credits to meet degree/certificate program requirements will be governed by the following guidelines:

1. Acceptance of courses taken more than 10 years before a student transfers to Nunez Community College is determined by the Chair of the Department in which the student's program of study resides.
2. Acceptance of courses that are not equivalent to courses taught at Nunez Community College is determined by the student's Department Chair.
3. Grades for transferred courses will be interpreted according to the Nunez grading scale and will be recorded as follows:
 - a. Plus (+) or minus (-) symbols will be disregarded.
 - b. Grades of Satisfactory, Pass, and Credit will be treated alike and will count only in hours earned.
 - c. Failing grades, including WF, will count as hours attempted.
 - d. Grades in developmental courses are treated the same as grades in other courses.
 - e. Grades of NC (no credit) will not be recorded.
 - f. Incomplete ("I") grades will be treated as "I" grades issued by Nunez and will be converted to "F" if not converted to a passing grade by the Nunez deadline.
4. Transcripts will be evaluated for degree-seeking students during their first semester at Nunez by Admissions Office personnel.
5. A transfer grade of "D" will not meet the course pre-requisites for courses in a sequence. Refer to the Course Descriptions section of the catalog to verify minimum grade requirements for specific courses.
- g. If the transfer work was earned in quarter hours, the credits will be converted to semester hours. (The number of quarter hours times 2/3 equals the number of semester hours.)
6. The Louisiana Board of Regents Student Transfer Guide and Articulation Matrices
- h. (http://regents.louisiana.gov/assets/docs/Data/MASTER_COURSE_ARTIC_MATRIX_2011-12.pdf), as well as individual transfer guides from institutions with which Nunez has entered into transfer agreements, will be used to determine course equivalencies.

Courses taken at institutions that are not accredited by regional associations that accredit institutions of higher learning are generally not accepted at Nunez Community College. However, students transferring from non-regionally accredited institutions can request credit, provided the College itself can document that faculty qualifications and student competencies in the transferred courses are equivalent to its own courses.

Students may pursue one of the following avenues to gain acceptance of this coursework:

1. Use the coursework as a basis to apply for Credit by Examination.
2. Use the coursework as a basis to apply for LEAP (Life Experience Assessment Program) credit.
3. Establish that a regionally-accredited institution has accepted the courses in question toward a degree or certificate.

A student who transfers to Nunez with an adjusted cumulative grade point average (GPA) of 2.00 or higher will be admitted in good standing. A transfer student with less than a 2.00 adjusted cumulative GPA will be admitted on probation. If in the first semester, the student fails to achieve a semester grade point average of 2.00 or higher, the student will be suspended for one semester. Transfer students who were on academic suspension at their previous institution may not be admitted to Nunez until their suspension period has ended. Students may appeal in writing to the Vice Chancellor for Academic and Student Affairs to enroll while on academic suspension. However, students who intend to transfer back to the previous institution should get express written consent from the suspending institution granting the student permission to enroll at Nunez while on suspension.