



## NCK Tech Transfer Policies

Transcription of credit from another institution by NCK Tech will require the student to:

1. Have an official transcript from the secondary or post-secondary institution on file with NCK Tech (Student-issued transcripts are not acceptable.)
2. Have a D or higher, or the equivalent of 1.0 on a 4.0 scale grade, in all classes being considered for transfer or award; Note: Certain programs require a C or higher grade for credit to be awarded, please consult with the Department Chair to determine the requirements of each program. Approved departmental academic requirements supersede institutional academic requirements.
3. Only for courses approved for certificate/degree credit will be considered for credit at the awarding institution; Note: A course description, course outline or course syllabus may be requested for each course the student wishes to be considered for acceptance by NCK Tech.

Credit for any articulated courses and/or transfer credit (high school and/or postsecondary coursework from another accredited institution) will appear on the student's North Central Kansas Technical College transcript. Credits awarded from other institutions will be used to calculate the student's cumulative grade point average.

### ***Intercampus Transfer:***

Students seeking transfer from one NCK Tech campus to another, between the first and second year of the same two-year program, must work through the Registrar to obtain approval of the program department chairs on both campuses. The department chairs will consider the availability of space and resources, as well as evidence of the student's ability to successfully complete the program.

Transfer from one NCK Tech campus to another, once the program has started or once the academic year is underway, will not be permitted under normal circumstances. In the event of extenuating circumstances, a student may submit a written request for intercampus transfer to the College President. The President will consider feasible options for the College and the student to mitigate the circumstances. Additionally, the decision may take into account input from any of the affected parties on both campuses considering the availability of space and resources, as well as evidence of the student's ability to successfully complete the program.

### ***General Education Courses:***

General education courses taken at regionally accredited colleges, universities or other recognized institutions may be submitted to the NCK Tech Registrar for evaluation and possible acceptance. The Registrar will consult with the Dean of Instruction to make the final determination of transferability. General education coursework must be at the 100 level or above. If a student has completed an associate or higher level degree from an accredited institution of higher education, prior to entering a program of study at NCK Tech, the general education courses may be accepted in total for the NCK Tech general education requirements if they meet the requirements of the accrediting body of NCK Tech.

## ***North Central Kansas Technical College***

### **Beloit Campus**

P.O. Box 507 | Beloit, Kansas 67420  
1-800-658-4655 | 785-738-2276

### **Hays Campus**

2205 Wheatland Ave. | Hays, Kansas 67601  
1-888-567-4297 | 785-625-2437



### ***Technical Education Courses:***

Technical education courses taken at another regionally accredited postsecondary or higher education institution may be submitted to the NCK Tech Registrar for evaluation and possible acceptance. The program instructor and Department Chair will make the determination of transferability with final approval by the Dean of Instruction.

Technical education coursework eligible for transfer must have been completed within five years prior to enrollment.

Evidence of relevant experience in the industry may be presented for coursework taken more than five years before a request for transfer of credit is made, or NCK Tech coursework taken more than five years before a request is made. This evidence will be evaluated by the Dean of Instruction and the appropriate Department Chair for transferability.

### ***Articulated Credit:***

Students may seek tuition reduction or award of credit received from a secondary institution that has in place a current articulation agreement with NCK Tech. Determination of tuition reduction or award of credit will be based on the terms and status of the articulation agreement. Any student seeking transfer of credit or award of articulated credit must meet the same admissions requirements as all NCK Tech students.

### ***Program Transfer:***

Students wishing to transfer to a different program may do so only within the first week (5 academic days) of the first semester.

### ***Transfer of NCK Tech Technical Education Credit between Programs:***

With approval from the program instructor and Dean of Instruction and upon completion of a written request for academic credit transfer, students may transfer program-specific courses in one program of study to other NCK Tech programs of study.

### ***Transfer of Courses from NCK Tech:***

Students wishing to transfer credit from North Central Kansas Technical College to another higher education institution must request, in writing, a transcript be sent from the Registrar to the receiving higher education institution. The receiving institution will determine acceptance of NCK Tech coursework for transfer of credit.

Written requests must be submitted to:

North Central Kansas Technical College  
Office of the Registrar  
3033 US Hwy 24, PO Box 507  
Beloit, KS 67420

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### ***Credit for Prior Learning (CPL):***

- Credit for Prior Learning, also referred to as Prior Learning Assessment (PLA), is intended to expedite adults' completion of post-secondary education programs by evaluating an individual's existing knowledge and competencies and awarding credit as appropriate.
- Credit for Prior Learning may be earned by documenting skills acquired through work and life experiences. These experiences could include military training programs, industry certifications, documented work experience or civic/volunteer experiences.
- CPL credit may be awarded based on evaluation by trained faculty of the college, ACE (American Council on Education) recommendations, CAEL (Council for Adult and Experiential Learning) recommendations, successful apprenticeships, 3<sup>rd</sup> party certifications, professional licensure, or assessing prior military credits. The method of evaluation will be determined following the review of transcripts and upon a written request of the applicant.
- CPL will only be awarded for students enrolled in a full time program at NCK Tech. NCK Tech may award no more than 50% of the total program hours for CPL.
- Written requests for CPL must be submitted to the Registrar at least 30 days prior to the beginning of the first semester of the program. Questions regarding CPL can be directed to the office of the Registrar.

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