NORTHERN New Mexico College

Transfer of Credit Policy

Northern New Mexico College's (NNMC) priority is to provide a high-quality education to all students, including those transferring to our school. NNMC accepts course credit(s) earned at any fully accredited institution. As an open enrollment institution, NNMC will make every effort to accept all credits from accredited institutions recognized by the US Department of Education, while also trying to honor and support the spirit of student success by providing credit for dual enrollment/dual credit courses and Advanced Placement credit courses whenever possible. NNMC follows the transcript evaluation process.

NNMC applies the following criteria to transfer credit considerations:

- Transfer credits evaluation will be solely based on official transcripts sent directly to the College from the previous institution(s) or hand delivered in the original, sealed envelope which bears the official school seal. Electronic transcripts submitted from the prior institution will be accepted as official transcripts. Transcripts that are faxed, marked "student copy" or "unofficial" are not acceptable as official transcripts.
- Students have the option to submit transcripts prior to enrollment. Students need to work with an advisor to understand options available. Once NNMC receives all transcripts, students can expect a decision regarding transfer credit no later than 30 business days.
- Credits will be accepted into NNMC with the exception of programmatic decisions based on date relevancy. Individual academic departments have the right to create limits on the year of acceptable course transfers based on the program. A list of courses that include an expiration date will be listed on the website.
- As long as a course has a passing grade at the former institution, the course will transfer to NNMC. A student must provide evidence the grade indicated on the transcript is considered "passing".
- Courses that are part of NNMC articulation agreements will transfer if they meet the criteria of a "passing" grade.
- Courses eligible for transfer must be college level; not remedial or developmental.
- Credit for a non-traditional learning experience (for example, non-credit) will be evaluated on a case-by-case basis using our Credit for Prior Learning (CPL) evaluation process. See the CPL Guidelines for further information.
- NNMC does not apply a limit on the number of credits that can be transferred as long as the number of credits transferred into a particular program do not violate the residency requirements as detailed in the catalog.
- In most cases, NNMC accepts general education curriculum from accredited institutions as a fulfillment of any general education requirements.
    - In accordance with policies established by the New Mexico Higher Education Department, designated general education curriculum courses successfully completed at any accredited institution recognized by the US Department of

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Education or any accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution.

- NNMC maintains a minimum requirement for general education for all programs whether through a traditional practice of distributed curricula (15 semester credits for AAS degrees, 24 for AS or AA degrees, and 30 for bachelor's degrees through integrated, embedded, interdisciplinary, or other accepted models that demonstrate a minimum requirement equivalent to the distributed model. Any variation must first be explained and justified.
- Exceptions include a few instances in which programs specify specific General Education courses must be fulfilled in order to graduate or if the credits transfers meet the number of credit hours required in the general education program at NNMC.

- With few exceptions, NNMC cannot guarantee transfer of credit to other colleges and universities; credit is accepted at the discretion of the receiving institution. There are important exceptions to this general rule. Public institutions in New Mexico are obligated to accept general education courses that have been approved for transfer by the New Mexico Higher Education Department. Planning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to ensure that all pre-transfer coursework will meet the requirements of the desired degree.

All New Mexico public postsecondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of course work from other public institutions in the state. NNMC's complaint process is as follows:

1. File a written appeal with the Registrar's Office providing the prefix/number of the course(s) in question, semester and year the course was taken, the name of the course and the course description from the sending institution's catalog.
2. If the request is denied, the student may continue the appeal process to the Dean of Students and must do so no later than 10 business days following the notification of denial. Fill out this form in order to [submit an appeal](#).
3. The Dean of Students, in concert with the appropriate college and/or content area, will review applicable materials and render a final decision.

If the request is denied, and the course or courses in question are part of a state-approved transfer module, the student may make further appeal to the Higher Education Department:

New Mexico Higher Education Department
2048 Galisteo Street
Santa Fe, NM 87505-2100

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The College President (or a designee) authorizes the Office of the Registrar to implement necessary procedures and processes for transcript evaluation.

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Responsible Division/Unit: Office of the Provost/Office of the Registrar

History: Approved by the BOR 3/30/2023