

GUARANTEE FOR TRANSFER COURSES PROCEDURES

It is the policy of the NECC Board of Governors that the students who earn identified transfer credits at NECC will be guaranteed that those credits will transfer to a four-year college or university with whom NECC has an articulation agreement. If the transfer of any pre-determined course is rejected as hours counted toward graduation by the receiving institution, the NECC student may take any alternative course, tuition free, at NECC that is acceptable to the receiving institution. If an alternative course is not available, NECC will reimburse the student in the amount of the tuition paid. The guarantee is subject to the following conditions:

1. This guarantee applies only to courses identified in articulation agreements with transfer institutions. A written transfer contract and plan will be developed with the assistance of an NECC advisor, signed by the student and advisor, with the original placed on file in the NECC Student Services office. The student must have declared a specific major and degree at a specific transfer institution and must have met with the assigned academic advisor from NECC each registration period.
2. For institutions with whom NECC does not have an articulation agreement, this guarantee applies only if the student has obtained a signed transfer contract from the receiving institution, copies of which are placed on file with the advisor and on file in the NECC Student Services office.
3. The guarantee becomes effective once the transfer contract and plan have been signed by the student and assigned academic advisor from NECC.
4. The student will sign a statement verifying that they have familiarized themselves with the receiving institution's transfer policies, limitations, and requirements as stated in the general undergraduate catalog of the receiving institution. These limitations and requirements may describe the number of credits accepted in transfer, sequencing of requirements, grades required, minimum acceptable grade point average, and the duration of transferability.
5. The official NECC transcript of the transfer student must be sent directly from NECC to the receiving institution.
6. The initial claim to activate this guarantee must be made by the transfer student within one (1) academic year after completion of coursework from NECC. The claim must be in writing to the Office of the Vice President of Educational Services, NECC. The written statement must state the reason for refusal of a course by the receiving institution; the name, position, college address, and telephone number of the official notifying the student of the refusal; and a copy of the correspondence and/or documentation provided by the receiving college for the non-acceptance of the course.

7. NECC Transfer Coordinator and respective Division Dean will first attempt to resolve the issue of transfer of the course(s) in question with the receiving institution. If favorable resolution is not achieved within sixty (60) days after receiving notice from the transfer student, an alternative course that the receiving institution will accept will be identified, and the student will receive a waiver of tuition for enrollment in the course. If an alternative course is not available, reimbursement of tuition for the course will be authorized by NECC's Vice President of Educational Services.
8. The guarantee is restricted to enrollment in an alternative NECC course that is acceptable to the receiving institution, or reimbursement of tuition for the course deemed not transferable if an alternative course cannot be identified. The reimbursement for a course that does not transfer from NECC to the designated receiving institution includes only the NECC tuition; all textbooks, supplies, related course fees and other course expenses associated with a particular course are the responsibility of the transfer student. Reimbursement will be for the amount paid at the time of enrollment in the course in question.
9. If the student has extenuating circumstances that warrant an appeal, such appeals may be addressed to the Guarantee Review committee (comprised of the following staff members: Vice President of Educational Services, respective Dean, President of the Faculty Executive Board, President of Student Senate, and a faculty member appointed by the committee). The action of the committee is final.

NECC reserves the right to amend or terminate this policy.