

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Student Affairs**  
POLICY/PROCEDURE: **Transfer Students**  
DATE: **March 1, 1993**  
REVISION(s): **12/19/94, 03/30/10**

NUMBER: **5.23**

Transfer students must meet the general admissions requirements of the College.

To qualify for the:

1. **Associate of Arts and Associate of Applied Science Degree** - a student must complete 15 semester credit hours of the degree at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.
2. **Advanced and Technical Certificates** - a student must complete 15 semester credit hours of the certificate at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.
3. **Certificate of Proficiency** - a student must complete all semester credit hours of the certificate as a regular student of the College (no provision for transfer of credits from other institutions).

Transfer of credits may be accepted from official transcripts from institutions fully accredited by one of the approved accrediting agencies insofar as these credits fit the program of studies selected at Ouachita Technical College and the student received a "C" or higher grade. Final approval of transfer credits rests with the Registrar.

Definition of terminology used in transcript evaluations for transfer of credits from another institution:

1. An hour is generally defined as a 50-minute period.
2. A semester is generally 15 weeks of instruction excluding final examinations.
3. A trimester is generally 15 weeks of instruction including final examinations.
4. A quarter is generally 11 weeks of instruction including final examinations.
5. A semester hour or trimester hours multiplied by 1.5 equal quarter hours.

AUTHENTICATION (Signature):

COPP

\_\_\_\_\_  
President

3/30/10  
(Date)

**5.23**