

## Transfer Students

Denmark Technical College will accept and give credit for work completed at other accredited colleges and universities. Applicants seeking such credits should complete the regular application form and request an official transcript of work from all colleges previously attended. If fewer than 15 hours have been earned on the collegiate level, a completed high school transcript may be requested for specific programs.

The rules regulating the transfer of credit will be at the discretion of the Vice President of Academic Affairs and the appropriate Divisional Dean using the following guidelines:

1. Courses being transferred must closely parallel courses being offered by Denmark Technical College.
2. In order to transfer credit, a grade of "C" or better must have been made in the course.
3. Transfer credit will not be included in the computation of the student's grade-point ratio.
4. Courses taken more than 6 years at DTC will be validated for transferring by the discretion of the Division Dean, Registrar Services, and the Vice President for Academic Affairs.

## Advanced Standing Transfer Credit

Applicant may apply for advanced standing by being awarded transfer credit when they have earned academic credit from another accredited post-secondary educational institution.

PLEASE NOTE: The submission of fraudulent records or information constitutes grounds for denial of admission or dismissal from the College.

## Transfer Procedures

New students applying to the College in a transfer status must provide official transcripts for each accredited post-secondary institution from which they are seeking transfer credit.

1. Only course work in which a minimum grade of "C" or its equivalent has been earned will be considered for credit.
2. Course work earned must be college level to be creditable.
3. Course work is evaluated individually on the basis of its course content and credit hours received for the course.
4. For transfer credit to be awarded, a comparable Denmark Technical College course must exist within the student's curriculum with the course content and credit hours being equivalent as described in the Catalog of Approved Courses.
5. Transfer credit will be awarded to degree, diploma, and technical certificate seeking students.
6. When advanced standing has been awarded for transfer credit, a grade of "TR" will be posted on the student's approved curriculum profile and recorded on the student's academic transcript.
7. A copy of the curriculum profile with transfer credit noted will be provided to the student and the student's academic advisor.

## Applying for Re-Admission

Former Denmark Technical College students who were not enrolled for the preceding academic term (excluding summer term) and who wish to re-enroll, must first complete a readmission application. Forms are available in the Admissions Office. Students who have attended another college during the interim should request the college to send an official transcript of all academic work. Applicants for re-admission are subject to established assessment and placement guidelines to ensure appropriate course placement and to promote student success. A student completing one program may apply for admission to another program by following the general admission procedures. Credits for parallel courses will be granted accordingly.

The College reserves the right to refuse admission to any student who has an unacceptable academic, conduct, or health record. Persons who have any financial obligation to the College must resolve these obligations before they will be allowed to register for classes.

## Transient Students

Students enrolled at other colleges who wish to take courses at Denmark Technical College, may do so by following the admissions procedures. Written documentation of course approval from the primary college should be on file to assure transfer of the course work. It is the student's responsibility to determine the applicability of the transfer of courses through contact with the primary college.

## Dual Enrollment Students

Upon the written approval of their principal or his designee, qualified high school juniors and seniors may be granted early admission to the College on a space available basis. Documented exceptions may be made for freshman or sophomore students at the request of the high school principal, his or her designee.

Requirements for dual enrollment admission are the same as for the admission of new students. Upon graduation, the student may apply for admission as a regular student in a degree, diploma or certificate-granting curriculum.

In order for a high school student to be granted dual enrollment admission, he or she must:

1. Be a high school junior or senior.
2. Submit written permission from the high school principal. This permission must indicate that the student is in good standing with the high school.
3. Have demonstrated sufficient academic preparation for college work.

If upon graduation from high school, the student enrolls at Denmark Technical College, all credits earned will be applicable toward the appropriate degree, diploma or certificate.

If enrolling at another post-secondary institution, students may have their credits transferred, pending acceptance by the other institution.

## Academic Forgiveness

Denmark Technical College will extend academic forgiveness to readmitted students with previously poor academic records who have not been in attendance for a minimum of seven years. This will allow students to have grades earned in previous academic terms excluded from the overall calculations of their cumulative grade point average. These students must petition the college for Academic Forgiveness. If a petition is granted, all courses taken at Denmark Technical College, attempted and completed prior to the seven (7) year limitation, will be eliminated from computations and grade point averages. This includes courses that were completed with satisfactory grades. However, the courses will remain on the student's transcript.

A student may petition for Academic Forgiveness only once. Procedures for pursuing Academic Forgiveness are as follows:

1. Submit a Re-admission Application.
2. Complete an Academic Forgiveness Form.
3. Submit a letter explaining the reason(s) why Academic Forgiveness should be considered. Your letter should be addressed to the Academic Appeals Committee.
4. The committee will determine if the petition for Academic Forgiveness is approved.
5. The appeal should be submitted 20 days prior to the semester of enrollment. Once the appeal has been granted for Academic Forgiveness, the student must meet all program admission requirements at the time of enrollment to Denmark Technical College.

A copy of the Academic Forgiveness Form will be maintained in the Office of Admissions and Records. This local policy does not override the State or Federal policies related to determination of scholarships or Financial Aid.

## Student Orientation

The Student Orientation Program is held on weekends during the summer and preceding each registration held at the beginning of each semester. It encompasses activities designed to help new students and parents make harmonious and satisfactory ad-

justments to college life. These activities are held on weekends preceding the registration period with parents in attendance. The program consists of assemblies with divisional personnel, tours of the campus, introduction to counseling, and placement testing. The session concludes with preparation for registration and payment of fees. Student Orientation sessions are also held immediately preceding the start of registration at the beginning of each semester.

## Career Planning and Placement

Career Planning is a developmental process subsequently leading to a successful job search and placement. As part of the education experience, placement services are available during the entire period of a student's academic involvement and after graduation, if needed. Optimum placement of the student in employment or higher education is the prime objective of the career-planning process.

The Career Center offers self-awareness development which involves sharing of information and examination of values, interests, and aptitudes as these relate to career planning. The Center provides assistance with career exploration through in-depth investigation of selected careers. Decision making involves clarifying goals, processing information, projecting for the future, and arriving at sound vocational decisions. Career planning and placement includes examination of education and training, job-seeking skills, and life-work planning. Portfolios are facilitated and available to be forwarded to prospective employers.

Students are provided an opportunity to evaluate their career choices through the services provided in the Career Center. In addition, students may elect to include Experiential Education in their academic programs. Experiential Education may include internships, part-time and summer work, and cooperative programs.

The Denmark Technical College Placement Office will assist students in preparing a resumes, identifying methods of locating appropriate positions, and, in some cases, contacting prospective employers.

The Career Planning and Placement Office is located in Building 027.

