



## **INTERNAL ARTICULATION REQUEST FOR BLENDED COURSE(S)**

This process is designed to create a pathway for students, in blended classes, who complete identified Non-Credit Certificates/Courses to continue their education by moving from non-credit to credit programs. It will help to support a seamless transition from non-credit certifications to credit certificates and/or associates degrees where applicable.

In order to be eligible students must:

1. be accepted and matriculated into a credit bearing major before non-credit classes can be 'transferred';
2. pay all required processing fees **AND** cost differences;
3. have successfully completed (**C or better**) the non-credit course(s) within in a 2 year period;

NOTE: Up to 18 credits may awarded through this process and may be applied to the student's continued education at NCC for an Associate degree program. Once classes are converted to the credit division they cannot be reverted back to non-credit.

Directions:

1. Please attach a copy of student transcript
2. Complete and submit the "**BLENDED COURSE TRANSFER REQUEST**" form to Academic Affairs, West Campus room 106 for review and approval.
3. Upon approval, the student will need to bring form to the Business Office and pay all required processing fees **AND** cost differences as noted.
4. Upon payment, student will need to submit to the Records Office

NOTE: This is based on an interoffice MOU between the Dean of Academic Affairs and the Department Chair that is on file in the Dean's Office

**BLENDED COURSE TRANSFER REQUEST****TO BE COMPLETED BY STUDENT**

<b>Date</b>	
<b>Name</b>	
<b>Student ID#</b>	
<b>Address</b>	
<b>City, State Zip</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Expected Date of Graduation</b>	
<b>Major</b>	

**Completed Non-Credit Course**

	<b>Non-Credit CRN</b>	<b>Non-Credit Subject &amp; Course Number</b>	<b>Section</b>	<b>Course Title</b>	<b>Grade Received</b>	<b>Semester Taken</b>	<b>Cost</b>
1.							
2.							
3.							

**Requested Credit Course Transfer**

	<b>Credit CRN</b>	<b>Credit Subject &amp; Course Number</b>	<b>Section</b>	<b>Course Title</b>	<b>Grade Received</b>	<b>Semester Taken</b>	<b>Cost</b>
1.							
2.							
3.							

<b>Student's Signature</b>	<b>Date</b>
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<b>Signature of Dean of Academic Affairs</b>	<b>Date</b>
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<b>Amount to be paid to Business Office</b>	
• \$25 required processing fee	\$ _____
• If applicable, cost difference	\$ _____
<b>Total Due</b>	<b>\$ _____</b>