

NEXT STEP PROGRAM COLLEGE TRANSFER CREDIT POLICIES

Beyond specific Next Step Program (NSP) policy restrictions, the decision to grant or not grant transfer credit for previous college coursework is an academic decision that is based on policies established at individual colleges. This document gives the Program policy, followed by the college-specific policies. ALL colleges follow the Program policy, at a minimum, but may impose more stringent policies.

Program Policy:

Students will be allowed to receive transfer credits, based upon the college transfer review policy, except for those courses that are identified as non-waivable by the NSP. Since the normal policy at each college will apply, specific course requirements may vary from one college to the next. It is the student's responsibility to initiate the transfer of credit request. The request for transfer of credit process begins once the student has submitted an official transcript to the chosen college.

Once a student is enrolled in the NEXT STEP Program (s)he cannot take additional courses outside of normal scheduled class hours and apply for transfer credit for use in the Next Step Program curriculum.

"No Transfer Courses" (Non-waivable)

Non-waivable courses include all of the four telecommunications courses since these will cover the latest technologies.

In addition, students will not be able to waive the social science capstone course that applies technologies and competencies in the context of the workplace. These courses must be taken on company time during normally scheduled Next Step Program class days.

Neither course offered in the first semester of the Program may be waived.

Credit for Both courses in a Semester

A student who has credit for both courses in a given semester is considered to be a student with advanced standing. These students will not necessarily stay with the group of students with whom they were initially accepted into the Program. Students with advanced standing status will be allowed to take the next NSP courses needed, if they are offered, provided that they meet specified course prerequisites and that the college has adequate seats available to accommodate the student. (S)he may also choose to return to work for that semester and rejoin his/her group for the next courses in the sequence.

Credit for one course in a Semester

There are two options for a student who has one course waived due to the awarding of transfer credit. (S)he can either **audit the course for which transfer credit has been received, or report to work for that portion of the day.** The student should give

serious consideration to his/ her choice since there are college deadlines that would deny any change in the choice made.

1. **If a student chooses to audit, (s)he** must participate in all course activities and is responsible to complete all course assignments except the final exam. The college is the final arbiter as to what is required to audit the course and the college reserves the right to refuse participation to any associate who becomes disruptive or does not comply with the instructors' academic requirements. Removal from an audited class will result in the associates' termination from the Program.
2. **If (s)he chooses to return to work, this must be done so** under Verizon guidelines for the appropriate portion of the day that encompasses the waived course. The associate is responsible to notify his/her supervisor to work out travel times and job assignment. The NSP Program administrator will notify the appropriate corporate representative that the associate should be back at work for part of the work tour.

Since Verizon courses are offered in a specialized context, students should be advised that skills and knowledge related to Blackboard, nsp email, other specific computer applications and Verizon umbrella competencies appear throughout all courses. Care should be taken in requesting transfer credit since it may affect student performance and grades in subsequent courses.

Broome Community College Policy

Non-waivable courses at Broome Community College include Computer Applications, Technical Mathematics I, Social Science, and the four Telecommunications courses. Other technical courses such as Electrical Circuits, Electronics I, Electronics II, Digital Electronics I, and Digital Electronics II will in general not be waived, unless the student can clearly demonstrate that (s)he has fulfilled all of the course requirements.

Bronx Community College Policy

The Verizon Telecommunication Program at Bronx Community College follows the Program transfer credit policy. It does not accept transfer credit for the following course:

- Math 10 (Math 1)
- ELC 13 (Computers applications)
- HIS 23 (Social Science)
- And any telecommunication course (TEC 11, TEC 21, TEC 31, TEC 41)

All other prior coursework will be reviewed and transferable credits will be accepted.

Dutchess Community College Policy

We recognize the uniqueness of the Verizon Next Step Program and the course work within the Program. In theory, college level courses taken elsewhere are not the same as

those courses offered within the Next Step Program. Yet we wish to be fair to those students who have completed course work at other institutions of higher education.

We use the following guidelines when accepting course work for transfer credit within the Next Step Program:

1. Only courses taken within a three year period prior to entering the Next Step Program will be considered for transfer credit.
2. To receive transfer credit for the Next Step English 1 course a student must have had formal course work in the following areas – composition, public speaking and technical writing. All three are components of Next Step English 1 and are important to your success in subsequent courses within the Next Step Program.
3. To receive transfer credit for the Next Step English 2 course a student must have taken an English literature course that had the American dream, labor and/or technology as its primary focus.

Any student wishing to take a Proficiency Exam for courses older than the three-year limit may do so. Students must notify us of this intention and **MUST** take all desired proficiency exams within one year of entering the Program. Proficiency exams cannot be taken during a regularly scheduled class and must be done outside of your scheduled Next Step class day.

If a student is granted transfer credit

1. He/she will receive a copy of the Next Step audit policy.
2. He/she will discuss their responsibilities within the course they are auditing with their instructor.
3. He/she will register for the course. The change to audit status will occur during the 10th week of the semester. Students will receive a midterm grade. Students must have a grade of C or better at this time before a change to audit status will be granted.
4. The change to audit status will only occur if the student has followed the audit policy as outlined by the Next Step Program and their instructor.

Erie Community College Policy

Students transferring to Erie Community College from other accredited institutions of higher education may receive whole or partial credit for courses taken at the other institutions. To arrange for the transfer of credits, the student must have an official transcript of his/her work as well as a catalog from the other institution sent to the Campus Admissions Office. Once the official transcript is received, the coordinator in the appropriate academic department will evaluate the transcript and supporting documents and decide on the acceptability of the transfer material and the amount of credit that will be transferred. No transfer credits will be computed in the cumulative quality point average, and no grade below a “C-“ will be transferred.

Hudson Valley Community College Policy

Due to the specialized focus and unique mission of the Verizon Next Step Program, transfer credit will not be granted for any course in the Next Step curriculum.

Mohawk Valley Community College Policy

Acceptance of transfer credits is the prerogative of the appropriate college academic department head. Transfer students are responsible for having an official academic transcript from each college that they have attended sent to the appropriate MVCC office. For purposes of transfer credit, MVCC will accept a minimum grade equivalent of 2.0 on a 4.0 scale.

Nassau Community College Policy

Nassau Community College will only consider transfer credits for NSP courses if the associated course(s) listed here have been completed at the college:

- Telecomm Circuits (2nd semester) – both ELT 115 and ELT 116
- English Composition I (2nd semester) – ENG 101
- Technical Mathematics II (3rd semester) – Math 111 or higher
- Electronics I (3rd semester) – ELT 113 within 5 years
- Electronics II (4th semester) – ELT 213 within 5 years
- Physics (4th semester) – both PHY 101 and PHY 102
- Digital I (5th semester) – ELT 214 AND ELT 215 AND ELT 217, all within 5 years
- Digital II (6th semester) – ELT 310 within 5 years
- English Composition II (7th semester) – ENG 102

Courses taken from another college will be evaluated by the Admissions Office and the Engineering Department Chair.

New York City College of Technology Policy

New York City College of Technology follows the Program transfer credit policy.

New York Institute of Technology Policy

New York Institute of Technology will consider prior coursework for transfer credit only for the following NSP courses:

- Technical Mathematics II (3rd semester)
- English Composition I (2nd semester)
- English Composition II (7th semester)

Onondaga Community College Policy

All transfer credit will be awarded on an individual basis and is awarded by the Electrical Technology Department at Onondaga Community College. Consideration will be given to the accreditation of the institution at which the courses were taken, individual course content, and length of time spent in each lecture and lab.

Queensborough Community College Policy

Queensborough Community College will accept transfer credits toward the A.A.S. degree in Telecommunications Technology: Verizon with the exception of specific non-transferable courses designated by the Verizon Next Step Program policy. Students who receive transfer credit will have the option to audit the class indicated or to return to work during the corresponding time the class meets, according to Program policy.

If students do wish to retake the course for credit and the course was originally taken at Queensborough, the students' grade-point average will be computed in either of two ways: 1) if students originally received a D or worse for the course, their new grade will be substituted for the old; or 2) if students received a C or better, the new grade will be averaged with the old grade. Stipulations 1 and 2 also apply to students who take non-transferable courses as part of the Program but who have previously been granted credit for the same courses at Queensborough: new grades will either be substituted or averaged as indicated above.

Suffolk Community College Policy

Suffolk CCs Transfer Credit Policy is outlined in the SCCC catalog.

To summarize:

1. Request for credit by evaluation for previous course work (or for credit by examination) should be made through the Central Admissions Office (or through the NSP Program Coordinator). An official transcript from ALL prior academic institutions must be submitted.
2. Grades for prior course work accepted for transfer credit are not noted on the transcript, nor are they used in computing the cumulative average.
3. In addition to transfer credit for course work, portfolio assessment and independent learning may be used toward earning credit. (Students must take a Portfolio preparation course prior to this assessment method.)
4. Credit may be awarded for high school AP courses (equivalent to NSP courses) with a score of at least 3 on the AP exam.

5. Credit may be awarded for course work successfully completed with a grade of at least C- or better at another accredited institution for courses deemed equivalent.
6. Credit may be awarded by CLEP and RCE exams. If no exam is available for the particular course in question, a student may request to take a Challenge exam (these are not available for all courses).
7. Credit will be awarded for the equivalent NSP Telecommunications Technology courses offered through one of the participating colleges.

Westchester Community College Policy

Because of the unique nature of the Program and the need to create cohorts that work as a team through the duration of their academic career, Westchester Community College does not accept any transfer in the Next Step Program unless it has been earned at another college in the Program where the student has been registered as a Next Step student.