North Hennepin Community College

Policy/Procedure Information

Number: 3.21

Name: Acceptance of Transfer Credit Policy

Author: Transfer Advisory Group

Custodian: Policy Committee

Effective Date: August 26, 2013

Next Review Date: AY2016 – 2017

Regulatory Authority:

- MnSCU Board Policy 3.21, Undergraduate Course Credit Transfer
- MnSCU Board Procedure 3.21.1, Undergraduate Course Credit Transfer

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Part 1. Policy Background

The purpose of this policy is to establish consistent practices for accepting credit for undergraduate college-level courses transferred into North Hennepin Community College.

Part 2. Definitions

Subpart A. Official Transcript

A transcript is a copy of a student's permanent academic record, including all courses taken, all grades received, all honors received and degrees conferred to a student. An official transcript is prepared and sent, either in a sealed envelope or electronically through a secure transcript site, by the issuing school. Hand delivered official transcripts must be in their original, sealed envelope.

Subpart B. Accreditation

Colleges or universities that are accredited by a regional or national accrediting body recognized by the Council on Higher Education Accreditation www.chea.org.

Subpart C. Professional/Occupational Courses

Any course or program that falls into one of the following nine occupation categories:

1. Professional, Technical, and Managerial Occupations
2. Clerical and Sales Occupations
3. Service Occupations
4. Agricultural, Fishery, Forestry, and Related Occupations
5. Processing Occupations
6. Machine Trades Occupations
7. Benchwork Occupations
8. Structural Work Occupations
9. Miscellaneous Occupations

Subpart D. Comparable or Equivalent Courses

A comparable or equivalent course is one that is similar in nature, content and level of expected student performance on course outcomes at a minimum of a 75% match to a North Hennepin Community College course.

Subpart E. Semester vs. Quarter

A semester is traditionally defined as a period of study that lasts 14-16 weeks on average; a quarter is a period of study that lasts 10-12 weeks on average. To convert one type of credit hour to another the calculation is as follows:

1. Semester Units = Quarter Units x 2/3
2. Quarter Units = Semester Units 3/2
3. Originating Institution: College or university issuing official transcript

Part 3. Acceptance of Transfer Credit Policy

Transfer of credit from a college or university to North Hennepin Community College shall involve at least three considerations:

1. Educational quality of the learning experience which the student transfers,
2. Comparability of the nature, content and level of the learning experience offered by North Hennepin Community College, and
3. Appropriateness and applicability of the learning experience to the programs offered by NHCC in light of the student's educational goals.

Review Action	Date(s)
Campus Community Review Period	October 29, 2012 – November 12, 2012
Shared Governance Council Review	November 30, 2012
Labor/Management Meetings Review	MMA: November 27, 2012 MAPE: November 28, 2012 AFSCME: November 28, 2012
Student Senate Review	November 27, 2012
President Approval	December 3, 2012
Campus Community Dissemination	December 7, 2012

History

- Adopted, August 2005
- Revised, December 2008
- Revised December 2012
    - Changed calculation of quarter to semester credits