North Hennepin Community College

Policy/Procedure Information

Number: 3.21.1

Name: Acceptance of Transfer Credits Procedure

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. Purpose

North Hennepin Community College evaluates all official transcripts for credit and prerequisite completion using following MnSCU Board Policy and Procedures.

Subpart A. Determining Course Comparability or Equivalency

Courses approved for transfer must be 75% comparable in credit amount, nature, content and level to a course offered by NHCC. Courses will be accepted either as equivalent to a course offered by North Hennepin Community College or as an elective.

Part 2. Procedure

Subpart A. General Guidelines

Course credit earned at another degree-granting institution will be considered for transfer using the following guidelines:

1. The institution at which the student earned course credit for which transfer is under consideration must be regionally or nationally accredited at the higher education level according to the Council for Higher Education Accreditation. www.chea.org
2. All college courses in which a student has received a grade of A, B, C, D or P will be considered for transfer evaluation. However, if a student's cumulative GPA at the originating institution is less than 2.00, no "D" grades will be accepted in transfer from that school, unless the course meets a MnTC goal at the originating college;
3. Credit for non-equivalent college-level professional, occupational courses will be considered up to a maximum of sixteen credits to be used as electives. These are referred to as "technical electives";
4. Credit will be awarded for military training based on American Council for Education (ACE) recommendations.
5. Credits transfer into NHCC without grade point average (GPA), unless stated otherwise within degree requirements.

Subpart B. MnSCU Institutions

For Minnesota State Colleges and Universities (MnSCU) where a student has coursework prior to Fall 1998, the student must obtain and furnish to North Hennepin Community College (NHCC) an official transcript for each institution from which transfer credits are to be considered. For MnSCU institutions, where a student has coursework *since* Fall 1998, we will automatically retrieve each student's etranscript at the point of admission. Any updates to this initial evaluation must be requested by the student.

Subpart C. Non-MnSCU Institutions

For institutions outside of the MnSCU system, the student must furnish to NHCC an official transcript to the Records and Registration Office for each institution from which transfer credits are to be considered.

For course credit earned at an institution located outside the United States of America or one of its territories, the policy is as follows:

1. The institution at which the student earned course credit and the course for which transfer is under consideration must be reviewed and approved by an international credential evaluator accredited by the National Association of Credential Evaluation Services (NACES). The evaluation is done at the student's expense;
2. The student must obtain and furnish to NHCC an official copy of the evaluation completed by the international credential evaluator.

Subpart D. Evaluation of Transcripts

Upon receipt, a Transfer Specialist will evaluate all official transcripts for transfer of credit, prerequisite completion and placement test waiver eligibility.

1. An email notification will be sent to the student directing them to see how their credits have transferred by reviewing their Degree Audit Report (DARS) using eservices. Placement test waiver eligibility will be included in this email.
2. Formal acceptance of transfer credits will occur during the student's first term of attendance, after the add-drop period.

Subpart E. Credit Limit

North Hennepin Community College does not limit the number of credits students may transfer into the college. Not every credit will necessarily apply to the degree/certificate program.

Subpart F. Credit Life

North Hennepin Community College will consider all credits for transfer regardless of when those credits were completed.

Part 3. Transfer of the MnTC

Individual courses from other MnSCU colleges and from the University of Minnesota transfer to North Hennepin Community College into the Minnesota Transfer Curriculum. Such courses transfer according to the MnTC goal areas designated for them by the institution where the student originally took the course. Completion of the entire goal at another MnSCU institution completes the goal at North Hennepin. However, there is no guarantee that courses from private and non-Minnesota colleges will satisfy MnTC goals, even if the courses may be transferable as electives. Such courses are evaluated on an individual basis.

Part 4. Appeal of Transfer Credit Evaluation

A student has the right to appeal a transfer evaluation to the institution as well as the MnSCU system office.

1. Step 1: The initial appeal is to a NHCC Transfer Specialist. In this step, the student provides any additional supporting documentation regarding transfer requests, such as course descriptions or course outlines or syllabi.
2. Step 2: If the initial appeal is not resolved, the student may appeal to the NHCC Academic Dean overseeing the corresponding discipline or program. The Dean will consult with faculty as appropriate. Students are required to meet the Transfer Advisor in the Counseling, Advising, and Career Planning Office, to prepare for this appeal step.
3. Step 3: If the step 2 appeal is not resolved, the student may appeal to the NHCC Vice President of Academic Affairs.
4. Step 4: If the step 3 appeal is not resolved, the student may appeal to the System Director of Program Collaboration & Transfer at the MnSCU System Office. The decision of the System Office Transfer Staff is final and binding on all parties.

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

- Revised December 2012
    - Modified language about credit accepted. Credit limit removed.
    - Added language about credit life.
    - Revised language about appealing.