

## Policy/Procedure Information

**Number:** 3.21

**Name:** Acceptance of Transfer Credit Policy

**Author:** Transfer Advisory Group

**Effective Date:** August 21, 2017

**Next Review Date:** Spring 2022

**Regulatory Authority:**

- Minnesota State Board Policy 3.21, [Undergraduate Course Credit Transfer](#)
  - Minnesota State 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](http://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 four 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, and
4. Any applicable accreditation requirements.

## **Part 4. Campus Review.**

<b>Review Action</b>	<b>Date(s)</b>
Campus Community Review Period	13-Mar-2017–24-Mar-2017
AFSCME Review	25-Apr-2017
MAPE Review	25-Apr-2017
MMA Review	25-Apr-2017
Shared Governance Council Review	23-Jun-2017
Student Senate Review	13-Apr-2017
President Approval	21-Aug-2017
Campus Community Dissemination	28-Aug-2018

## **History**

- Adopted, August 2005
- Revised, December 2008
- Revised December 2012
  - Changed calculation of quarter to semester credits
- Reviewed Spring 2017