

# St. Cloud Technical & Community College

## Policies and Procedures

### Chapter S3 – Educational Policies

#### S3.8 Transfer of Credit Policy

*Update Revision Responsibility: Vice President of Academic Affairs*

**Purpose:** The purpose of this policy is to establish consistent practices for accepting credit for undergraduate college-level courses previously completed by students.

Credits for transfer from MnSCU colleges and universities shall follow the MnSCU Undergraduate Transfer policy 3.21 and Policy 3.37 Minnesota Transfer Curriculum. Transfer evaluations are completed in the office of Records and Registration once the student has been accepted into a major. Students must provide an official transcript from all previously attended colleges. Students may also be asked to provide additional documentation of courses taken (course descriptions, course outlines and/or course syllabi). Students will receive a list of courses transferred once the transfer evaluation is complete. Students may appeal the decision of the transfer credit evaluation as outlined in the MnSCU Undergraduate Transfer Policy beginning with the appeal procedure listed below.

**Accreditation:**

SCTCC will consider for transfer those credit courses taken from colleges and universities that are accredited by regional or national accrediting agencies.

**Age of Credits:**

Transfer of technical courses shall be allowed for courses that have been completed within the last 5 years (may be extended if an academic award was received and the student is working in the field). Specific or required math and science courses have a 10 year age limit. General studies and general education courses in the liberal arts have no age limit.

**Course Content:**

Courses approved for transfer must match at least 75% of the content and goals of the course syllabus for which the student is seeking transfer. Content and goals from several courses can be combined to reach the 75% match.

**Grade Point Average:**

Grades earned at other institutions shall not be used in computing the GPA at St. Cloud Technical and Community College.

**Grade Requirements:**

Courses for which students receive a grade of "C" or higher shall be considered for transfer. Courses with a grade of D that are assigned to a goal area of the Minnesota Transfer Curriculum will also transfer but may not satisfy major or program requirements. Grades of A – D will be included in the MnTC GPA calculation.

**Number of Credits:**

The number of credits granted shall not exceed the number of credits awarded by the sending institution.

**Semester Conversion:**

The following formula is used to calculate the conversion: 3 quarter hours become 2 semester hours and 4 quarter hours become 2.67 semester hours (4 x .667=2.668).

**Residency Requirements:**

Students must earn at least 15 or 1/3 of the technical credits (whichever is less) at St. Cloud Technical and Community College if they are diploma or certificate students. Students must earn 20 or more technical credits at St. Cloud Technical and Community College for an AAS or AS degrees. Students must earn 20 or more credits at St. Cloud Technical and Community College for an AA degree.

**Transfer Appeal Process**

If a student is not satisfied with the outcome of the above Transfer of Credit process, the appeal process is as follows:

1. Meet with the Registrar to provide clarification of the transfer. The clarification process involves faculty input and evaluation of the course description. The Registrar may require the student to produce a copy of course syllabi, and may do additional research on the course in question. The Registrar mayor may not transfer additional classes after this meeting. If the student is not satisfied with the end result of this meeting, they may proceed to the next step.
2. A written appeal submitted to the Vice President of Student Services regarding the result of the transfer. The Vice President of Student Services will examine what courses have been completed and determine if any further action is necessary.
3. If a student is not satisfied with the college transfer appeal decision, the student may submit a request to the MnSCU Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college transfer appeal decision.

Shared Governance Council President or AASC Chair Review: \_\_\_\_\_

Date: 3-21-12

College President: \_\_\_\_\_

Date: 4/2/12

Date of Adoption: \_\_\_\_\_

Date of Implementation: \_\_\_\_\_

Date repealed or replaced: 3/26/12