

## **TRANSFER CREDIT POLICY UNIVERSITY OF MINNESOTA, CROOKSTON**

### **Transfer Principles**

The University of Minnesota, Crookston transfer credit policy is designed to facilitate the transfer of students and credits, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. UMC routinely accepts liberal education courses in transfer and also accepts transfer courses that are appropriate for application to the college mission of delivering applied, career-oriented academic programs.

The University distinguishes between the acceptance of transfer courses for University transfer credit and the application of said credit toward University degree requirements. Acceptance of transfer courses and the award of University transfer credit shall not express or imply that all transfer credit will be fully applicable toward degree requirements.

### **Transfer of Credit Policies**

Credit for coursework taken at other institutions will be transferred subject to the following considerations: the mission of the institution from which credits would be transferred; the comparability of the coursework with University of Minnesota, Crookston coursework; and the appropriateness of the coursework for meeting baccalaureate degree requirements at the University of Minnesota, Crookston.

Determination of the institutional source and quality of course work, as reflected by the accreditation held by the originating institution, shall be the overarching criteria used to assess the eligibility of a course for evaluation and the award of University transfer credit. While course work from both collegiate and non-collegiate originating institutions may be considered in this process, each must meet the test of accreditation by a University recognized national, regional or professional accrediting body. Transfer credit may also be considered for courses taken at institutions that lack regional accreditation but have been accredited by specialized agencies. Students who wish to receive transfer credit for courses taken at institutions without regional accreditation must provide documentation that the courses are equivalent or comparable to UMC courses.

Appropriate coursework from internationally recognized foreign colleges and universities will transfer for credit. All attempted credits, whatever the outcome must be reported on a student's application and will be considered in the review process. Students may not, in the interest of "making a fresh start," fail to report courses taken at other institutions for which they received less-than-satisfactory grades.

### **General Transfer Guidelines**

- Credits earned in courses comparable to those offered by the University of Minnesota, Crookston, will usually transfer routinely.
- There is no absolute limit on the number of credits that may be transferred from another college.
- Religious studies credits transfer if they are not doctrinal, confessional, or sectarian in nature. Religious studies courses from public institutions transfer without special review; appropriate college or department faculty will evaluate religious studies courses from all other institutions.
- Upper division credit (junior or senior level) is allowed when the course was upper division at the previous school, regardless of the level of an equivalent course at the University.
- When a student has repeated a course, only the last enrollment for the course shall transfer.
- The minimum grade required for transfer is D. The department determines how the course may be used to meet degree requirements.
- Independent study, field experience, and internships may or may not transfer, depending on the level and appropriateness of the learning experience.
- Remedial or developmental courses are not considered college-level and do not transfer.
- Study abroad courses may or may not transfer, depending on the international institution offering the courses and other variables.
- Credit for nontraditional learning (AP, IB, CLEP, military schools, DANTES) will be accepted based on existing UMC policy.
- UMC will accept transfer coursework from regionally accredited community/junior colleges, technical colleges/institutes, proprietary technical colleges, business colleges, military schools, industry-based education programs, and similar postsecondary schools. Coursework completed at post-secondary institutions holding national or professional accreditation from an association recognized by the Council on Post-secondary Accreditation (COPA) are also eligible for evaluation and University transfer credit. In lieu of regional

accreditation, determination must be made that instruction is collegiate level and appropriate for UMC's mission before credit is awarded. While some technical courses from institutions so accredited may be consistent with the technical aspects of curricular offerings of selected University departments, other courses (e.g. barber and beauty school courses) clearly are not and transfer credit would not be awarded for these courses.

- While an initial transfer course evaluation will, in most cases, lead to a determination of the appropriate University transfer credit award (i.e. credit and the type of credit to be awarded or no credit awarded), some courses will be referred to designated instructional department faculty for further review and a final decision. Instructional department faculty will review the course and issue a final decision (i.e. credit and type of credit to be awarded or no credit awarded).
- Students are generally awarded only lower division credit for courses completed at two-year institutions (community and junior colleges). Departments seldom award upper division credit and typically do so only after the student has completed a validation examination at UMC.

### **Appeal of Transferability or Course Equivalencies**

The authority for transfer of credit rests with the head of the department through which similar courses are offered at the University of Minnesota, Crookston. Students who wish to appeal the evaluation or transferability of a course may do so through the appropriate department head. When making an appeal, students must be prepared to provide supporting documentation (e.g., a course syllabus, course description from the other institution's catalog, examples of work).

### **Prior Associate or Baccalaureate Degrees**

University of Minnesota, Crookston will honor an AA degree from any regionally accredited college or university, including public and private institutions in other states. Students with an AA degree from such an institution will be exempt from the University of Minnesota, Crookston lower division liberal education requirements. Students with a two-year degree other than an AA (for example, an Associate of Science or an Associate of Applied Science) are not exempt from liberal education requirements based on their degrees unless approved for an exception by the Office of Academic Affairs. Such students will receive a course-by-course evaluation of their transfer credit that will indicate applicability of their courses to UMC liberal education requirements.

Students who have a bachelor's degree from a college or university accredited by one of the regional accrediting agencies (or an equivalent bachelor's degree from a foreign institution), who wish to pursue an additional undergraduate degree will be exempt from all liberal education requirements at University of Minnesota, Crookston. Students may not earn a second degree with the same major as they earned in their first degree. Students who have completed or been exempted from the liberal education requirements are not exempt from specific course requirements for their majors, even if those courses may be used to satisfy liberal education requirements at UMC.

-- Approved by Academic Standards & Policy, 4/7/2009

-- Approved by Faculty Assembly, 4/24/2009