

POLICY**COURSE CREDIT TRANSFER**

Ridgewater College shall evaluate college-level course credits completed by an admitted student, as submitted on an official transcript, to determine if the credits shall be accepted in transfer. Once credits are accepted in transfer, they will be further evaluated for their applicability to the student's program and graduation requirements.

Ridgewater College shall evaluate credits in compliance with MnSCU Policy 3.21 - Undergraduate Course Credit Transfer and MnSCU Policy 3.37 – Minnesota Transfer Curriculum.

Decisions on the transfer of credit shall involve the following considerations:

- Educational quality of the learning experience which the student transfers;
- Comparability of the nature, content and level of the learning experiences offered at Ridgewater College; and
- Appropriateness and applicability of the learning experience to the programs offered by Ridgewater College.

Students shall receive notification of the results of their transcript evaluation and have the opportunity to receive an explanation for the acceptance or non-acceptance of credits. Students may appeal an evaluation decision if not satisfied with the explanation. An appeal denied at the institution level may be brought to the system level using the procedure established by the Office of the Chancellor.

History:

05.29.08 Adopted

PROCEDURES**COURSE CREDIT TRANSFER**Determining Transfer Credits*Determining Course Comparability or Equivalency:*

A course may be determined to be equivalent to a Ridgewater College course if it meets a minimum of 75% comparable course content. For sequential courses, students need sufficient preparation to succeed in the next course in the sequence.

Transferring technical, occupational or professional course credits:

- Credits from technical, occupational or professional programs or departments will be accepted in transfer as technical electives. A maximum of 16 credits of technical electives may be used as elective credit toward an AA degree.
- Students transferring into a like program at Ridgewater College will have their technical, occupational or professional credits evaluated for equivalency to program course requirements.
- General studies credits of a non-technical nature will be evaluated for equivalency to general studies courses offered by Ridgewater College.

Credit Life:

Liberal arts and sciences courses and non-technical general studies courses are not subject to a limitation on the length of time that has passed since credit was earned for the award of transfer credit. Technical, occupational, or professional courses are eligible for equivalent credit if taken not more than 5 years earlier. Credits taken more than five years earlier will be evaluated as technical elective credits. Exceptions may be made on an individual basis for students who have been employed in a related occupation.

Transferring Credit Granted by a Regionally Accredited or by a Non-Regionally Accredited Institution:

Ridgewater College awards transfer credits for credits earned at a degree-granting institution accredited by one of the six regional associations of colleges and schools in the United States. They are the Middle States Association, the New England Association, the North Central Association, the Northwest Association, the Southern Association and the Western Association.

Ridgewater College does not automatically award credit for coursework taken at a non-regionally accredited institution. Students who feel they have taken one or more courses from such an institution that would meet requirements in their Ridgewater College program of study may demonstrate that they have met learning outcomes by choosing from an option based on the Ridgewater College Credit by Examination/Prior Learning Experience Policy. Some common options that students might pursue under this policy include the College Level Examination Program (CLEP), Credit for Prior Learning Experience and local test-out by individual departments.

Ridgewater College does not accept credits granted by another college or university for prior learning by assessment or examination. Students may seek credit in this category based on the Ridgewater College Credit by Examination/Prior Learning Experience Policy. An exception to this is the application of credits to

PROCEDURES**COURSE CREDIT TRANSFER, continued**

Minnesota Transfer Curriculum goal areas granted by another MnSCU college or university as required by MnSCU Procedure 3.37.1 – Minnesota Transfer Curriculum, Part 4D.

Transferring Credit Granted by an Institution Outside the United States:

Ridgewater College accepts credits from colleges and universities outside the United States based on an evaluation of degree and course equivalency by a professional evaluation service. Students are required to provide an original transcript and an English translation (if applicable) to Ridgewater College, as well as to submit documents to and pay for a catalog match evaluation from Education Credential Evaluators, Inc. in Milwaukee, Wisconsin. The web address for this company is www.ece.org.

Evaluating Developmental Courses:

Developmental courses shall not be granted college-level credit and they shall not apply to certificate, diploma, or degree completion requirements. However, a developmental course appearing on a student's transcript shall be evaluated to determine the student's readiness for college-level coursework or further developmental-level placement.

Credit Limit:

Ridgewater College does not limit the total number of credits a student may earn through transfer; however, the applicability of transfer credit to program and graduation requirements shall be consistent with Ridgewater College's Graduation Policy.

MnSCU System-Related Procedures*Procedures for Evaluating Credit:*

Ridgewater College shall follow the recommendations of the Joint Statement on the Transfer and Award of Credit, 2001, in implementing transfer policy and procedures: <http://www.acenet.edu>.

Degree Audit Reporting System:

Ridgewater College will maintain course equivalency tables in the Degree Audit Reporting System (DARS). Current tables for MnSCU institutions and other common transfer schools in the region shall be made accessible on the Internet through the Course Applicability System (CAS): www.mncas.org.

Disseminating Information

Students shall have access to information related to this Course Credit Transfer Policy and Procedures on the Ridgewater College website, in the printed catalog, and through this website: www.mntransfer.org.

Any forms related to this Course Credit Transfer Policy and Procedures shall be available for printing from the Ridgewater College website or in paper format available in the Student Services Office.

PROCEDURES**COURSE CREDIT TRANSFER, continued**Student Responsibility*Transcripts and Supporting Documentation:*

The student is responsible for arranging for an official transcript and any other required supporting documentation from previously attended institutions.

Grade Requirements:

The student must earn a C- or better in order for a course to transfer in to Ridgewater College. GPA points will not be transferred unless a course is determined to meet the competencies of a Minnesota Transfer Curriculum area. MnSCU policy requires that Ridgewater College accept D grades for MnTC courses from other MnSCU institutions. This policy also requires, however, that students must have a GPA of 2.0 or higher in their MnTC courses, including applicable transfer courses, for full completion of the Minnesota Transfer Curriculum.

Student Appeal*Transfer Evaluation Appeal:*

Students will receive notification when their transcript evaluations have been completed. Information will be provided on the number of credits transferred, the equivalency status of each course, and the applicability of transfer work to the student's program of study. Students are encouraged to contact the Transcript Evaluator if they have questions about their evaluations and/or wish to understand the rationale for evaluation decisions. In the event of disagreement with the outcome of the transcript evaluation, a student may appeal within one month of receiving the evaluation notice by completing a Student Petition form available in the Registration Office and attaching supporting documentation. The petition will be reviewed by the Vice President of Academic Affairs and Student Services, who will notify the student of the appeal decision and rationale in writing within one month.

System-Level Appeal:

If the student is not satisfied with the Ridgewater 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.

History:

05.29.08 Adopted