

**COURSE CREDIT TRANSFER**

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**POLICY**

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 [Minnesota State Policy 3.21 - Undergraduate Course and Credit Transfer and the 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 System Office.

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History:

05.29.08 Adopted

11.04.14 Proposed; 11.16.15 Revised

07.26.18 Proposed; 09.14.18 Revised

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**PROCEDURES**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 by appropriate department faculty.
- General studies credits of a non-technical nature will be evaluated for equivalency to general studies courses offered by Ridgewater College.

*Transferring general education into an AAS degree program if an AA or Bachelor's degree has already been earned:*

If an AA degree or Bachelor's degree has been earned, the general education requirements to fulfill an AAS degree may be waived, unless the AAS degree requirements state a specific course requirement. In that instance, individual courses can be evaluated for direct equivalency.

*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 Higher Learning Commission, the WASC Senior College and University Commission, 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

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and local test-out by individual departments. Courses for which students provide a syllabus and instructor credentials may also be considered for credit.

Ridgewater College also accepts credit based on the ACE (American Council on Education) College Credit Recommendation Service. Students who have received ACE credit recommendations for training completed through the military, an employer, federal or state agency, or a non-profit association, may be able to obtain transfer credit at a college or university. However, Ridgewater College has the sole discretion to determine whether it will accept ACE credit recommendations based on the degree program a student applies to at the institution.

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 Minnesota Transfer Curriculum goal areas granted by another Minnesota State college or university as required by [Minnesota State Procedure 3.21.1 – Transfer of Undergraduate Courses, Credit, Associate Degrees and the Minnesota Transfer Curriculum](#),

*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](http://www.ece.org). We also accept evaluations from World Education Services (WES). The website is <https://www.wes.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.

Minnesota State 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:*

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Ridgewater College will maintain course equivalency tables in the Degree Audit Reporting System (DARS). Students can receive a tentative evaluation using [Transferology](#), the multi-state online tool for students and advisors to determine course equivalencies, program requirements, and applicability of coursework when transferring between schools. Step-by-step video to help guide students through steps for finding transfer matches and how courses apply to a program in Transferology can be found at [Transferology Student Video](#).

Disseminating Information

Students shall have access to information related to this Course Credit Transfer Policy and Procedures on the Ridgewater College website and through this website: <https://www.transferology.com>

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.

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. Transcripts from other Minnesota State institutions will be pulled electronically in the Admissions Office after acceptance providing there are no holds on the student's account.

*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. Minnesota State policy requires that Ridgewater College accept D grades for MnTC courses from other Minnesota State 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 Registrar 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 Provost/Vice President of Academic Affairs and Student Services, who will notify the student of the appeal decision and rationale in writing within one month.

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*System-Level Appeal:*

If the student is not satisfied with the Ridgewater College transfer appeal decision, the student may submit a request to the Minnesota State Senior Vice Chancellor of Academic and Student Affairs for a system-level appeal.

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*History:*

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