

COURSE CREDIT TRANSFER

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. All three levels of review (transfer review, transfer appeal and system level appeal) can be done through the Transfer Review process in [eServices](#).

History:

05.29.08 Adopted

11.04.14 Proposed; 11.16.15 Revised

07.26.18 Proposed; 09.14.18 Revised

08.24.21 Proposed – Reviewed for Equity Compliance

11.17.21 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 standard of comparability of 75% or more similarity in learning outcomes and content using the course outlines, or for a course outside of Minnesota State, a course outline, syllabus, or comparable course description document. 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 18 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 a regionally accrediting body recognized by the Council for Higher Education Accreditation.

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

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

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98 Ridgewater College does not accept credits granted by another college or university for prior learning by
99 assessment or examination. Students may seek credit in this category based on the Ridgewater College
100 Credit by Examination/Prior Learning Experience Policy. An exception to this is the application of credits to
101 Minnesota Transfer Curriculum goal areas granted by another Minnesota State college or university as
102 required by [Minnesota State Procedure 3.21.1 – Transfer of Undergraduate Courses, Credit, Associate](#)
103 [Degrees and the Minnesota Transfer Curriculum](#),

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105 Transferring Credit Granted by an Institution Outside the United States:

106 Ridgewater College accepts credits from colleges and universities outside the United States based on an
107 evaluation of degree and course equivalency by a professional evaluation service. Students are required to
108 provide an original transcript to Ridgewater College, as well as to submit documents to and pay for a
109 course-by-course evaluation from Education Credential Evaluators, Inc. in Milwaukee, Wisconsin. The web
110 address for this company is www.ece.org. We also accept evaluations from World Education Services
111 (WES). The website is <https://www.wes.org/>.

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113 Evaluating Developmental Courses:

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

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119 Credit Limit:

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

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124 **Minnesota State System-Related Procedures**

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126 Procedures for Evaluating Credit:

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

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131 Degree Audit Reporting System:

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

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139 **Disseminating Information**

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

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144 **Student Responsibility**

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146 Transcripts and Supporting Documentation:

147 The student is responsible for arranging for an official transcript and any other required supporting
148 documentation from previously attended institutions. Transcripts from other Minnesota State institutions
149 will be pulled electronically in the Admissions Office after acceptance providing there are no holds on the
150 student's account.

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152 Grade Requirements:

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

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160 **Student Appeal**

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162 Transfer Evaluation Appeal:

163 Students will receive notification when their transcript evaluations have been completed. Information will be
164 provided on the number of credits transferred, the equivalency status of each course, and the applicability
165 of transfer work to the student's program of study. Students are encouraged to contact the Transcript
166 Evaluator if they have questions about their evaluations and/or wish to understand the rationale for
167 evaluation decisions. To contact the Transcript Evaluator for a Transfer Review: Log into [eServices](#) and
168 under "Academic Records," click "Transfer Review" and follow instructions. In the event of disagreement
169 with the outcome of the transcript evaluation, a student may appeal within one month of receiving the
170 evaluation notice.

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173 Before You Appeal:

174 Work with your advisor to review your Degree Audit/DARS report to discuss appealing transfer credit
175 decision before submitting and appeal.

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177 To File a Transfer Appeal:

178 Log into [eServices](#) and under “Academic Records,” click “Transfer Review.” Find the Transfer Review that
179 was denied under the Check Status tab, click the Appeal button and follow instructions.

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181 System-Level Appeal:

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

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186 *History:*187 *05.29.08 Adopted*188 *11.04.14 Proposed; 11.16.15 Revised*189 *07.26.18 Proposed; 09.14.18 Revised*190 *08.24.21 Proposed – Reviewed for Equity Compliance*191 *11.17.21 Revised*192 *08.05.24 Revised – Updated Line 57 Transfer Credits from 16 to 18*