

Pine Technical College

Policy and Procedure

Policy Number: 233	Date: November 2, 2006	Revision Date: Revision2 September 2010 Revision3 February 2012
Division/Department: Academic Affairs & Student Services	Author: Mary Jo Mettler, Nancy Mach, Robert Baker Revision3 Authors: Joan Bloemendaal-Gruett, Nancy Mach	
Subject: Credit Transfer		
Authorities: MnSCU Policy 3.21		
Purpose: To ensure course transferability in compliance with MnSCU Policy 3.21 is upheld.		
Policy: Pine Technical College considers courses for transfer from colleges and universities that have been accredited by their regional associations. Transfer credit may also be considered for courses taken at institutions that lack regional accreditation but have been accredited by specialized agencies or at institutions outside the United States that have been chartered or authorized by their national governments. In general, transfer credit is considered only for courses that fulfill Pine Technical College graduation requirements and have been completed with a grade of C or better. Grades of transfer courses are not included in the student's GPA.		
Part I.		
1. Minnesota Transfer Curriculum (MnTC) Courses: Once a course has met the criteria necessary for inclusion in the MnTC in any goal area, the course must be accepted for full credit in that goal area. General education credits have no transfer time limit; however some program areas may limit transfer time to meet program standards.		
2. Occupation Course Credits: Occupational course credits earned more than 5 years prior to the time of request will not be accepted for transfer; certain occupational programs may have more stringent requirements. For courses that do not meet the time limit criteria, students may demonstrate course content mastery by utilizing the PTC "test – out" or experiential learning assessment option (see policy 217).		
3. Developmental Course Transfer Pine Technical College will accept equivalent developmental courses in reading, writing, and math providing equivalencies can be (or have been) established. The courses will be accepted with zero credit value. All developmental courses must have a grade of C or better to be accepted in transfer.		
4. Electives: Pine Technical College may accept occupational/professional courses for transfer as electives which are not comparable or equivalent to specific courses taught at Pine Technical College, up to 16 semester credits. Credits may be accepted beyond this limit if they contribute to an educationally coherent program for an individual student.		
5. Transfer Maximum:		

There is no maximum to the number of credits a student may transfer. However, the college does have a residency requirement of 20 credits or $\frac{1}{2}$ the technical credits of the program major, whichever is **larger**.

6. Equivalency:

The number of transfer credits granted per course shall not exceed the number granted by the originating institution. Semester credits transfer at a one to one ratio. Quarter credits transfer at 2/3 of a semester credit.

7. Repeat Courses:

In the event a student elects to repeat a transferred course, the grade and credit for the repeated course will count toward graduation.

Part II

1. Student Appeals

There shall be a two-level process through which students may appeal transfer decisions made by Pine Technical College regarding courses completed within the MnSCU system.

- A. At the first level, Pine Technical College will follow the campus procedure to consider student petitions for appeal of a transfer decision.
- B. If the student is not satisfied with the college transfer appeal decision, the student may submit a request to the Senior Vice Chancellor of Academic and Student affairs for a system level appeal of the college transfer appeal decision. Information regarding the specific process are outlined in MnSCU Procedure 3.21.1 Undergraduate Course Credit Transfer.

Procedure:

Procedure for student with transfer credits:

Student Affairs Degree Audit Report System (DARS) staff will:

1. Enter relevant course data into the student's DARS for existing course matches.
2. When articulated, export student records to ISRS.
3. If there is not a course match, the transcript and form for verification will be forwarded to the program faculty for evaluation process. For nursing course evaluations, the transcript may be evaluated by the Director of Nursing or designated faculty.
4. If the transfer is an exception, the Registrar will enter the course information into the student's DARS. If there is a universal standard for the course, course information will be recorded in DARS catalog.
5. After entries are made into the student's DARS, the data will then be exported from DARS into the student's ISRS record.
6. Academic petitions and general education assessment completions will be entered into the student's DARS to produce an accurate record of graduation requirements

<p>Responsibilities:</p> <p>1. It is the responsibility of Student Affairs Admissions Office and the Registrar to implement the procedure above.</p> <p>2. The Dean of Student Affairs and the Chief Academic Officer will be responsible for ensuring that all student appeals are handled in a timely manner.</p>
<p>Dissemination:</p> <p>This policy will be disseminated to all employees via the campus intranet and to students via the student handbook.</p>
<p>Reviewed by Leadership Team: 11/27/06, 10/7/10; 2/13/12</p> <p>Reviewed by Faculty Shared Governance: 9/27/10</p> <p>Approved: _____ Date: _____</p> <p>Robert L. Musgrove, Ph.D.</p>