

Pine Technical College Policy and Procedure

Policy Number: 233	Date: November 2, 2006	Revision Date:
Division/Department: Academic Affairs & Student Services	Author: Mary Jo Mettler, Nancy Mach, Robert Baker	
Subject: Credit Transfer		
Authorities: MnSCU Policy 3.21		
Purpose: To ensure course transferability in compliance with MnSCU Policy 3.21 is upheld.		
<p>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.</p> <p>Part I.</p> <ol style="list-style-type: none"> 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. 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. General Electives: Pine Technical College may accept for transfer as general or "free" electives occupational/professional courses which are not comparable or equivalent to specific courses taught at Pine Technical College, up to 24 quarter or 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 ½ 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. The second level, used only when a student is not satisfied by the Pine Technical College appeal decision, will involve a System Academic Appeals Review Panel. To be considered, the student appeal must have the support of the chief academic officer or designee of the sending MnSCU institution. See MnSCU Policy 3.21 Undergraduate Credit Transfer.

Procedure:

Procedure for student with transfer credits:

Student Affairs Admissions Office 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 will be forwarded to the Registrar for evaluation process.
4. Academic petitions and general education assessment completions will be entered into the student's DARS to produce an accurate record of graduation requirements.

The Registrar will (where no DARS match exists):

1. As needed, route a copy of the transcript and form for verification to the appropriate faculty to make a distinction if this is an exception or a universal standard for the course.
2. If the transfer is an exception, the Registrar will enter the course information into the student's DARS.
3. If it is a universal standard for the course, course information will be recorded in DARS "Red Book/Blue Book".
4. After entries are made into the student's DARS, the data will then be exported from DARS into the student's ISRS record.

Responsibilities:

1. It is the responsibility of Student Affairs Admissions Office and the Registrar to implement the procedure above.
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.

Dissemination:

This policy will be disseminated to all employees via the campus intranet and to students via the student handbook.

Reviewed by Leadership Team: 11/27/06

Reviewed by Faculty Shared Governance:

Approved:

Date:

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