

IHCC Policy 3.21.2 Transfer Credit Policy

Part 1. Policy Statement.

Transfer credit

Students wishing to transfer to Inver Hills from another postsecondary institution should follow the Inver Hills admission procedures detailed in the college catalog. Transfer students are strongly encouraged to meet with an Inver Hills advisor or counselor to develop an educational plan and to take advantage of the college's extensive academic support services.

General transfer policies

Transfer credit from other colleges and universities will be evaluated based on sufficient academic quality when compared with curricula and standards used to meet degree requirements at Inver Hills Community College. Transfer credit evaluations are completed by the Enrollment Center. New students who want an official evaluation of their transcripts must enroll under the Regular Admission process (see application and admission procedures). After an applicant has completed each of the requirements for regular admission, official transcripts will be evaluated to determine which credits are applicable to the degree listed on the application form.

Courses approved for transfer must be comparable in nature, content, and level and match at least 75 percent of the content and goals of the course for which the student is seeking equivalent credit. The number of credits transferred to Inver Hills Community College is dependent upon the specific requirements of each program or degree offered at Inver Hills. Transfer credit grades will not be used in computing a student's Inver Hills grade point average.

Inver Hills Community College will accept courses from other institutions with grades of D or higher. While grades of D will be accepted by the college, they may not be accepted by individual departments due to varying departmental policies regarding acceptable grades for graduation.

Please see the descriptions that follow for the college's academic policy on how these credits will be accepted and applied.

Transfer of MnTC and Other Courses

Individual courses from other Minnesota State colleges and universities and from the University of Minnesota transfer to Inver Hills Community College into the Minnesota Transfer Curriculum. Such courses transfer according to the MnTC goal areas designated for them by the institution where the student originally took the course. Completion of the entire goal at another Minnesota State institution completes the goal at Inver Hills. However, there is no guarantee that courses from private and non-Minnesota colleges will satisfy MnTC goals, even if the courses may be transferable as electives. Such courses are evaluated on an individual basis. Courses with a grade of D or higher (including transfer) can be included in the MnTC. A 2.0 GPA is required for recognition of completion of the entire MnTC.

Credits from Other Institutions

Transfer credit will be evaluated based on academic content and quality when compared with curricula and standards used to meet degree requirements at Inver Hills Community College. Inver Hills will accept transfer credit from institutions with whom a written and approved articulation agreement exists between both institutions. Inver Hills Community College will also accept transfer credits from regionally

or nationally accredited institutions. Institution accreditation can be viewed on the U.S. Department of Education website.

Up to 16 credits from nationally accredited institutions will be automatically accepted by the college as elective credit. Students may complete a Course Substitution/Waiver Request form if they desire more than 16 credits in transfer. While credits from nationally accredited institutions will be accepted by the college, individual departments may decide not to accept these credits towards degree or certificate requirements. Students desiring to have credits from nationally accredited institutions accepted by an individual department to be used towards degree or certificate requirements must complete a Course Substitution/Waiver Request form. In addition, students should attach copies of the transcript, course descriptions, and course syllabi.

Technical College Credits

A maximum of 16 semester technical credits will be accepted as elective credits in transfer from vocational or technical colleges having appropriate regional or national accreditation. General education credits satisfying the Minnesota Transfer Curriculum (MnTC) may be accepted beyond the 16 semester credit maximum. Students may appeal for an evaluation of technical credits believed to be equivalent to a specific program.

International Credits

In order to have international or foreign credits potentially apply towards a degree program at Inver Hills Community College, students are required to have prior international credits evaluated by a NACES approved professional agency. A list of these agencies may be found online at www.naces.org. An official copy of NACES approved agency evaluation is required for a transfer evaluation at Inver Hills.

Appealing the original transfer evaluation

New or continuing students unsatisfied with the transfer award may appeal to the Director of Enrollment Services. New or continuing students interested in appealing should complete the Course Substitution/Waiver Request Form and attach the following documentation:

- Institution description
- Course description
- Course syllabus
- Faculty credentials

Appealing the decision of the original transfer credit appeal

Students unsatisfied with the outcome of their transfer credit appeal have the right to final appeal that decision to the Vice President of Academic Affairs. The steps for final appeals are as follows:

- Student completes the Student Appeal form and attaches supplemental information such as a syllabus, course description, and faculty credentials
- The Vice President will review the request
- The student will receive a decision in writing

Appealing the college's decision

- If the student is not satisfied with the college transfer final 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.

- A student shall appeal a transfer decision at the college level prior to appeal at the system level.
- The system-level appeal request shall include a copy of the college transfer appeal decision with supporting rationale, transcript and other documentation.
- To be considered, the student appeal for a decision that involves credits from system colleges and universities) must have the support of the chief academic officer or designee of the sending college or university. When a transfer decision involves credit earned at an institution outside Minnesota State, the support of a chief academic officer or designee is not required.
- Upon receipt of the Minnesota State system-level appeal, there shall be a review by Office of the Chancellor transfer staff. The review shall be based on course descriptions, outlines, objectives, learning outcomes, and/or other relevant information. The transfer staff shall submit a recommendation to the Senior Vice Chancellor for Academic and Student Affairs.
- The Senior Vice Chancellor of Academic and Student Affairs shall make a final determination regarding disposition of the appeal. The decision of the Senior Vice Chancellor shall be binding on all system, college and university parties.

Related Documents:

Minnesota State Board Policy 3.21

Minnesota State Board Procedure 3.21.1

Responsible Administrator: Vice President of Student Affairs

Policy History:

Date of adoption: NA

Last Revision date: 2/20/2018

Date most recent policy revisions go into effect: 2/20/2018

Date and subject of revisions:

October 2016 – Changed to new policy template. 9/18/2017 Policy Oversight Team Review Fall 2017. Faculty Shared Governance notification 9/26/2017. Academic Affairs and Standards Council review 11/2/2017. Comment Period November 28 through December 12, 2017. Student Senate Review November 30, 2017. Strategic Leadership Council Approval 2/16/2018. Policy Oversight Team approval 2/20/2018. In part 1, Transfer Credit, the college's was changed to Inver Hills' and counselor was added, In part 1, General Transfer policies, clarification was added to indicate transfer credit from other colleges and universities and language was removed regarding student transfer of transfer credit to four year universities. In part 1, Credits from Other Institutions, language was removed regarding student transfer of transfer credit to four year universities. In part 1, Appealing the original transfer credit, instruction credentials was changed to faculty credentials. MnSCU was changed to Minnesota State throughout all sections of the policy.