



Undergraduate Course Credit Transfer - Procedure

3.21.1

Part 1. Purpose of Procedure

The purpose of this procedure is to specify consistent practices for accepting credit for undergraduate college level courses transferred into Lake Superior College, except for courses that apply to the Minnesota Curriculum as per MnSCU policy 3.37 Minnesota Transfer Curriculum.

Part 2. Definitions

Subpart A. Joint Statement on the Transfer and Award of Credit. The Joint Statement on Transfer and Award of Credit provides principles, criteria and guidelines for institutions to use in developing criteria, policies, procedures and practice in transferring and awarding credit. The statement was approved by the American Council on Education, the American Association of Collegiate Registrars and Admission Officers and the Council on Higher Education Accreditation in 2001 and endorsed by the Higher Learning Commission in 2000, <http://www.acenet.edu>.

Subpart B. Articulation agreement. An “articulation agreement” is a formal agreement between two or more educational entities to accept credits in transfer toward a specific academic program.

Subpart C. Developmental course. A “developmental course” is a course designed to prepare a student for entry into college level courses. Developmental-level course credits shall not apply toward a certificate, diploma, or degree. Refer to MnSCU Procedure 3.3.1 Assessment for Course Placement.

Subpart D. Degree Audit Reporting System (DARS). The “Degree Audit Reporting System” is an electronic system that provides for an evaluation of a student’s academic record indicating completion toward the student’s academic program requirements.

Subpart E. Regionally Accredited Institution. Colleges or universities that are accredited by a regional accrediting body recognized by the Council on Higher Education Accreditation www.chea.org.

Subpart F. Non-Regionally Accredited Institution. Colleges or universities that are not accredited by a regional accrediting body recognized by the Council on Higher Education Accreditation www.chea.org.

Part 3. Determining Transfer Credits. Lake Superior College shall determine if transfer credits apply to its academic programs and graduation requirements. The college shall follow

program requirements as specified in the Lake Superior College policy 3.17, “Degrees, Diplomas and Certificates”.

Subpart A. Determining course comparability or equivalency. The course to be transferred must be comparable in nature, content and level to courses offered by Lake Superior College. In evaluating courses for transfer equivalency, the standard for review should be not less than 75 percent comparability of course content. For courses in a sequence, students need sufficient preparation to succeed in the next course in the sequence.

Subpart B. Transferring credits according to articulation agreements. Lake Superior College is required to accept any credits defined within formal articulation agreements it has with a sending institution. The college is only required to accept transfer credits according to articulation agreements it has approved.

Subpart C. Transferring occupational/professional course credits. Lake Superior College shall accept in transfer as electives up to 16 semester credits of occupational and/or professional courses which are not comparable or not equivalent to specific courses taught at the receiving college or university. Lake Superior College may accept occupational and/or professional credits beyond 16 credits if the college determines they contribute to an educationally coherent program.

Subpart D.

- **Transferring credit granted by a regionally accredited institution.** Lake Superior College will accept credits granted by a regionally accredited institution, including credits granted by another MnSCU college or university through prior learning assessment or examination (credit for prior learning).
- **Transferring credit granted by a non-regionally accredited institution.** Lake Superior College shall determine if it will accept credits granted by a non-regionally accredited institution through prior learning assessment or examination (credit for prior learning). See Credit for Prior Learning Policy 3.15.1

Subpart E. Transferring credit granted by an institution outside the United States. Lake Superior College shall determine if it will accept credits granted by an institution outside the United States on a case by case basis.

Subpart F. Evaluating developmental courses. Developmental courses shall not be granted college-level credit and they shall not apply to certificate, diploma, or degree program 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 at Lake Superior College. Students are advised to assess their skills in these areas if developmental education courses were taken two or more years prior to the time of the request.

Part 4. College Transfer Policy and Procedures.

Subpart A. Procedures for evaluating credit. Lake Superior College shall follow the recommendations of the Joint Statement on the Transfer and Award of Credit, 2001, in implementing its transfer policy and procedures, <http://www.acenet.edu>.

Subpart B. Degree Audit Reporting System (DARS). Each course from another institution determined to be equivalent to a Lake Superior College course shall be entered into the Degree Audit Reporting System.

Subpart C. Credit limit. Lake Superior College shall not limit the total number of credits a student may earn through transfer so long as the total of earned credits is consistent with Board Policy 3.36 Academic Programs that establishes the number of credits taught by the faculty recommending the academic award.

Subpart D. Credit life.

General education and elective credits have no transfer time limit. Occupational course credits earned more than five years prior to the time of request **need program faculty approval for transfer.** Certain occupational areas may have more stringent requirements. If credits more than five years old are not approved for transfer, students may demonstrate course content mastery by utilizing the LSC Credit for Prior Learning process. (Credit for Prior Learning 3.15.1).

Part 5. Disseminating Information. The college shall publish information concerning transfer in its print and electronic media catalog and transfer related publications.

Published information shall include the following:

- Transfer policies, procedures and guidelines
- Articulation agreements
- Appeal process for transfer decisions at the college.

Each system college and university shall provide articulation agreements and transfer information as required for publication on MinnesotaTransfer.org Web site.

Part 6. Student Responsibility.

Subpart A. Transcripts and supporting documentation. The student is responsible for arranging for an official transcript and any other required supporting documentation to meet the college policy and procedures. An official transcript must be sent directly from the institution to LSC; or, if hand-carried by a student, it must be delivered unopened with the official seal intact. Student copies and faxed transcripts are not considered official. Official transcripts received at the college from previously attended postsecondary institutions will automatically be evaluated for the program in which the student is currently enrolled. If a student changes programs, the re-evaluation will automatically occur.

Subpart B. Grade requirements. A student must meet each system college or university grade requirements whether the credits are accepted in transfer or earned at the college or university granting the award. Grades from another institution are **not** used in computing the student's Lake Superior College Grade Point Average.

Subpart C. Subsequent Transfer. While LSC may accept certain credits, other colleges to which the student may subsequently transfer may not accept them. It is the responsibility of the student to maintain communication with the receiving institution.

Part 7. Student Appeal. If a student is not satisfied with the college's transfer decision, the student may appeal a transfer decision at the college level and at the system level.

Subpart A. College level appeal. Students may appeal the transfer credit evaluation by submitting a request to the Vice President of Academic Affairs. The review of the appeal shall be based on course descriptions, outlines, objectives, learning outcomes and /or other relevant information. The student will be notified within 10 days of the decision and rationale for the decision via the student's email account.

Subpart B. System level appeal. 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.

- 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 system college or university. When a transfer decision involves credit earned at an institution outside the system colleges and universities, the support of a chief academic officer or designee is not required.
- Upon receipt of the 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.

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Signature of College President

Date