



3.21.0.1 Course Credit Transfer Procedure

Course Credit Transfer

In accordance with Minnesota State Colleges and Universities (MnSCU) Board Policy, Century College will award credit for:

- College-level courses completed from regionally accredited colleges and universities within the United States, that are determined to be comparable or equivalent in nature, based on content and level of expected student performance on course outcomes specific to courses offered at Century College.
- College-level courses completed from colleges and universities within the United States recognized by the Council of Higher Education Accreditation (CHEA) will be accepted as electives and/or considered on a course-by-course basis through a petition process, to meet certain requirements.
- College-level courses completed from colleges or universities outside the United States through the review of an official evaluation of international credits provided by either World Education Services, Inc. (WES) or Educational Credential Evaluators, Inc. (ECE), approved professional agencies recognized by the National Association of Credential Evaluation Services (NACES). An official approved evaluation from one of these agencies is required to award credit. Credits will be considered for transfer of Minnesota Transfer Curriculum goal area(s) or electives and/or considered on a course-by-course basis through a petition process, to meet certain requirements. Official evaluations of international credits provided by any other NACES recognized agency will be accepted as electives and considered on a course-by-course basis through a petition process, to apply toward programs of study offered at Century.
- College-level courses identified in specific articulation agreements with Northeast Metro 916 Career and Technical Center and secondary education partners, known as Career and Technical Education.

The outcome of the award of credit for transferred courses may be appealed through Century College and/or the MnSCU Vice Chancellor of Academic and Student Affairs in accordance with MnSCU Procedure 3.21.1.

Procedures and Guidelines

Transfer of Credit

Once a student has been admitted to Century College and plans to participate in the required College new student orientation, a Transfer Specialist will evaluate college-level course credits completed. Students must provide a sealed official transcript submitted to the Transfer Student Services Office for each college or university attended or use the MnSCU e-Transcripts process for attendance at MnSCU institutions, for review to determine how the courses completed are accepted in transfer. Once credits are accepted in transfer, the credits will be entered in the Degree Audit Reporting System (DARS) and apply to the student's program and graduation requirements, according to DARS.

Transfer of credit from one college or university to Century College will involve at least 75 percent similarity and three considerations:

1. Educational quality of the learning experience which the student transfers,
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2. Comparability of the nature, content and level of the learning experience offered by Century College, and
3. Appropriateness and applicability of the learning experience to the programs offered by Century College in light of the student's educational goals.

The following standards apply to the treatment of transfer credits:

- Transfer of credit and courses will be considered based on policies of Century College, Minnesota State Colleges and Universities system policies and procedures and in accordance with Family Educational Rights and Privacy Act (FERPA).
- Students are responsible for collecting and providing necessary supporting course information to Century College, which enables satisfactory consideration of transfer credit and courses. Students may be asked to provide a course outline or syllabus, course description or related course materials to determine course comparability.
- Transfer credits will be reflected in DARS; students will be notified via their Century College student email, personal email if on record or written letter to their address on record that their transfer credits have been processed and reported in their DARS.
- Courses from regionally accredited and CHEA-recognized colleges and universities and how they transfer to Century College will be available on uselectmn.org and will be accessible through the Century College website.
- The number of credits transferred will not exceed the number granted by or earned at the originating institution.
- Transfer course grades will not be used in computing a student's Century College grade point average. Transfer course grades will be used in computing a student's MnTC grade point average.
- Courses with a grade of A, B, C, or D will be considered for transfer. Courses with a grade of D may not be accepted or applicable for some individual special programs (i.e., Nursing, Radiologic Technology) due to specific program requirements. Courses with a grade of P will be considered. Courses with a grade of F will not transfer.
- Applicable college-level coursework indicated as "Credit by Examination" along with the total credits earned and grade on a student's transcript from the originating college or university will be considered for transfer.
- General education and elective credits have no transfer time limit. Technical career courses have a timeliness limit of five years to apply toward the fulfillment of technical program requirements. If technical career courses are more than five years old they will be accepted as electives and may be considered on a course-by-course basis through a petition process, to meet certain requirements. If technical career courses are within the timeliness limit of five years, these courses will be considered on a course-by-course basis through a petition process to meet certain requirements.
- When an Associate in Arts or Bachelor's degree earned from regionally accredited colleges and universities within the United States is transferred to Century College, the entire Minnesota Transfer Curriculum (MnTC) will be waived. Students are still responsible for meeting any specific course prerequisites, and/or specific program course requirements, however.
- A course(s) that fulfills general education or liberal arts requirements at the originating institution, including MnSCU institutions, the U of M, or other regionally accredited non-MnSCU institutions, will be accepted at Century College based on the completion of the MnTC at that originating institution. (3.37 and 3.37.1)
- A course(s) that does not fulfill general education or liberal arts requirements at the originating institution, including MnSCU institutions, the U of M, or other regionally accredited non-MnSCU institutions, will be accepted as elective credits and may be considered on a course by course basis through a petition process, to meet certain requirements.

- The conversion ratio of quarter credits to semester credits is 0.667 for each quarter credit.
- When a course transfers as equivalent to a Century College course and that course is later repeated at Century College, only the credit and grade earned from Century College will be granted. If, after completing a Century College course, a course transfers as equivalent to that same course and if that course was completed during a year/term after the same Century College course was completed, only the transfer credit will be granted. Students must complete and submit the Repeat of Course Form to the Records Office when transferring repeated courses.
- Developmental or non-college level courses will not transfer, or meet prerequisites, and will not apply to certificate, diploma, or degree program completion requirements.

The following standards apply to the treatment of Career and Technical Education credits:

- Students who successfully complete college-level coursework through the Northeast Metro Consortium (NEM 916) and/or Northeast Metro Career and Technical Center (NEM 916) will be awarded credit at Century College upon enrollment.
- Only those high school courses identified in articulation agreements with NEM 916 will be awarded transfer credit at Century College.
- The student is responsible for initiating the request for acceptance of Career and Technical Education credit by presenting proof of completion of a Career and Technical Education course(s) (Career and Technical Education Certificate of Credit from the associated Consortium).
- Career and Technical Education courses may fulfill elective credit(s) for some program/degree requirements including the AA degree at Century College. To receive credit for courses taken through NEM 916 students must:
 - Complete the course goals in the high school.
 - Maintain a grade of A or B in the course(s).
 - Enroll in courses at Century College within three years of completing the high school course(s).
 - Submit a high school transcript to Century College that shows graduation in good standing.
 - Present a Career and Technical Education Certificate of Credit and/or Northeast Metro Career and Technical Center transcript to the Transfer Student Services Office.
- Transfer credit will be awarded when a student who enrolled at Century College is verified and when the criteria above is met. Transfer credit will be awarded upon verification of enrollment at Century College and once the student has remained in course(s) past the tenth day of the semester.
- No detail or narrative supplement related to Career and Technical Education will accompany a Century transcript when a student requests a Century College transcript to be sent to another institution.
- The latest approved articulation agreement(s) will be in force until an updated or new agreement is in place.
- Students who have been awarded college credit(s) at Century College for Career and Technical Education course(s) and intend to transfer from Century to another college or university should contact the Transfer Specialist at that college or university to determine how their Career and Technical Education course(s) would be accepted at the institution. Each college or university decides which, if any, credit(s) transfer and whether those credits meet their degree requirements.
- For Career and Technical Education credit(s) earned through a consortium within the state of Minnesota presented to Century College within three (3) years of completing the high school course(s), credit would be awarded upon verification of an articulation agreement with the Career and Technical Education Consortium Coordinator. These Career and Technical Education credits may:
 - Fulfill elective credit(s) for some program/degree requirements, including the AA degree, at Century;

- Fulfill some specific career/occupational program/degree requirements, at Century, by approval through an academic petition on a case by case basis.
- A block of transfer credit(s) with the heading of the appropriate Career and Technical Education Consortium will appear at the top left corner of a Century College transcript for students who enroll at Century.
- Credits earned through career and technical education are not resident credits and may not be used to satisfy resident credit requirements for graduation.
- Students need to remain in courses at Century College past the tenth day of semester or summer term to receive credit.
- A Century College transcript will be generated only if the student enrolls at Century College.
- The list of Career and Technical Education courses and how they transfer to Century College will be available on the NEM 916 website and will be accessible through the Century College website.

Transfer Appeal

If a student is not satisfied with the award of credit for courses transferred, the outcome may be appealed. To appeal, a student should complete and submit the Transfer Course Evaluation Appeal form, along with necessary supporting documentation, to the Transfer Student Services Office. A student is responsible for:

1. Consulting with a Century Counselor and/or Transfer Specialist to review and discuss the results of the initial transfer credit evaluation. If an error was made, a revised credit award will be issued.
2. Providing supplemental information and/or documentation related to the courses transferring from another college or university (i.e., course syllabus/outline, course description).

The outcome of an appeal may or may not result in a change to the initial credit award. If a student is not satisfied with the outcome, a written Academic Petition may be submitted to the Vice President of Academic Affairs.

A Century College transfer decision may be appealed through the MnSCU Vice Chancellor of Academic and Student Affairs in accordance with MnSCU Procedure 3.21.1 as follows:

- The appeal request will include a copy of the Century College transfer appeal decision with supporting rationale, transcript and other documentation.
- To be considered, the student appeal for a decision that involves credits from a sending MnSCU institution must have the support of the Vice President of Academic Affairs at the sending MnSCU institution. When a transfer decision involves credit earned at an institution outside MnSCU, the support of the Vice President of Academic Affairs is not required.
- Upon receipt of the appeal, there will be a review by the System Office transfer staff. The review will be based on course descriptions, outlines, objectives, learning outcomes, and/or other relevant information. The transfer staff will submit a recommendation to the Vice Chancellor for Academic and Student Affairs.
- The Vice Chancellor of Academic and Student Affairs will make a final determination regarding disposition of the appeal. The decision of the Vice Chancellor will be binding on all parties.

References:

Minnesota State Colleges and Universities Board Policy and Procedures: 3.21, 3.36, 3.37, Minnesota State Colleges and Universities Board Procedure: 3.21.1, 3.36.1, 3.37.1

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