

Policy 3.21- Undergraduate Course Credit Transfer and Minnesota Transfer Curriculum

Part 1. Policy Statement.

The purpose of this policy is to establish consistent practices for accepting credit for undergraduate college-level courses transferred into Dakota County Technical College, except for courses that apply to the Minnesota Transfer Curriculum as per Minnesota State Board Policy 3.21 Minnesota Transfer Curriculum.

Part 2. Definitions.

For purposes of this policy the following definition applies:

Comparable or equivalent course

A comparable or equivalent course is one that is similar in nature, content and level of expected student performance on course outcomes to a course offered by DCTC.

Course Outline

A document approved by a college or university curriculum committee that communicates information about a college or university.

Credit

A unit of measure assigned to a college course offering or an equivalent learning experience that takes into consideration achieved student learning outcomes and instructional time. For purposes of this policy, this definition will also apply to credits from other sources other than colleges and universities.

Degree audit reporting system

A database that serves as the official repository of course relationships for transfer decisions such as equivalencies, goal transfer, or electives, and produces a report reflecting a student's progress toward completion of an academic program.

Minnesota Transfer Curriculum (MnTC)

Curriculum consisting of general education courses and goal area definitions and competencies designed for transfer among Minnesota public colleges and universities.

Non-system colleges or universities

Colleges and universities that are not Minnesota State Colleges and Universities.

Receiving college or university

The college or university to which courses or credits are transferred.

Transfer

The evaluation of course(s) and credit(s) awarded by a college, university or other education provider and the application of them toward an academic program and/or degree requirement at a college or university.

Transfer appeal

A written request submitted by a student for review of decisions regarding how courses or credits were or were not accepted for transfer to meet program/major requirements or electives.

Transfer information system

A web resource that provides course equivalency and course relationship information, and identifies how courses transfer to specific programs at Minnesota State Colleges and Universities.

Part 3. Transfer of Undergraduate Credits.

Once a student has declared a major at Dakota County Technical College, DCTC shall evaluate college-level course credits completed, from an official transcript, to determine if they shall be accepted in transfer. Transfer of credit from another college or university to DCTC shall involve at least four considerations:

1. Educational quality of the learning experience which the student transfers,
2. Comparability of the nature, content and level of the learning experience provided by the sending college or university
3. Appropriateness and applicability of the learning experience to the programs offered by Dakota County Technical College in light of the student's educational goals.
4. Coursework falling into the category of General Education will be transferred in with a "D" or above, and coursework falling into the technical credit category will be transferred in with grades of "C" or above. Program specific requirements will be upheld when applicable.

Subpart A. Transfer of courses that are comparable or equivalent.

DCTC shall accept courses in transfer that it determines to be comparable or equivalent to specific courses it offers.

Subpart B. Transfer of courses that are not comparable or not equivalent.

College-level courses accepted in transfer by DCTC that are determined to be not comparable or not equivalent to specific courses taught at DCTC may be accepted as electives where applicable.

Part 4. Course Outlines.

In order to facilitate the evaluation of courses for transfer credit as described in Part 3 of this policy, DCTC shall post course outlines, as defined in Board Policy 3.22, for all courses on its website. The link for current course outlines shall be submitted to the system office for publication on the MinnesotaTransfer.org Web site.

Part 5. Official Repository of Course Equivalents.

The Degree Audit and Reporting System (DARS) and Transferology database (or successor database) housed within the system office shall be the official repository of course equivalencies between system colleges and universities. DCTC is responsible for ensuring the accuracy and completeness of course equivalencies listed for courses offered by DCTC. A course offered by a system college or university that is listed as the equivalent of a course at DCTC shall be accepted in transfer as that course with no additional documentation required from the student.

Part 6. Transfer Policy.

DCTC's policy is consistent with the requirements of the MinnState 3.21 Policy and Procedure 3.21.1 Undergraduate Course Credit Transfer.

Part 7. Disseminating Information.

DCTC shall publish its transfer policy and will make information about credit transfer and course equivalencies, including links to MinnesotaTransfer.org and Transferology, readily available on its website.

Part 8. Student Appeals.

DCTC has established a procedure for student petition and appeal of credit transfer decisions. The Chancellor shall establish a procedure for system-level appeal of system college or university credit transfer decisions. When providing students with a transfer evaluation, colleges and universities shall also provide information about a student's right to appeal, the appeal process, and links to the system and college policies. This information will also be made available on DCTC's website and transfer-related publications.

Related Documents:

- DCTC Procedure 3.21.1 - Undergraduate Course Credit Transfer
MinnState 3.21 – Undergraduate Course Credit Transfer
- MinnState 3.21.1 – Undergraduate Course Credit Transfer

Responsible Administrator: Associate Vice President of Student Affairs

Policy History:

Date of Adoption: 02/18/2020

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Date and subject of revisions:

2020: Previously used solely Minnesota State Board Policy. Now have own customized to Dakota County Technical College.