

DIN: 3020-2-02

Name of Process: Transferring Credit

Purpose

To ensure that transcripts are evaluated for credit transfer, learners are informed of transfer decisions and appeal information and transfer table gets updated when new credit transfer equivalencies are identified.

Scope

This process covers all credit transfer.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
DARS	Degree Audit Report System
CAS	Course Applicability System
Transfer table	List of equivalencies of courses from other institution with NTC courses.

Process

The table below describes responsibilities for this process:

Stage	Who	Description	
1	Admissions Office	Receives transcript from another institution. Determines whether the individual is an enrolled learner or a new applicant/prospect.	
		IF	THEN
		The transcript is from a new applicant/prospect	Reviews it for College Readiness waivers. Gives it to Registrar along with indication of the learner's proposed major, if one has been named (entered by Admissions in ST1001UG screen in ISRS for applicants).
		The transcript is from an enrolled learner	Gives it to Registrar along with indication of the learner's proposed major
2	Registrar	Registrar's Office scans transcript into Image Now and files the hard copy (in Admissions if new learner, in Registrar's Office if already enrolled learner). Sends copy of the transcript to the advisor. Enters all general education courses per transfer table and enters them into DARS and ISRS. Determines whether there are any technical credits that may transfer in, based on the learner's major.	
		IF	THEN

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		<p>The individual has no technical credits to be transferred</p>	<p>Registrar sends learner an email of results of transfer review if a current learner or sends a letter with results and a copy of DARS/ MnTC if the learner is new. The letter will include information on the appeals process.</p>
		<p>IF</p>	<p>THEN</p>
		<p>The individual who submitted the transcript has not indicated a major or the transcript has no technical courses that appear to apply to the major's requirements</p>	<p>The Registrar files the transcript and sends an email to learner indicating the general education credits that transferred and providing information on appeals process. If no major has been declared, the message also advises the learner that when a major is chosen, he/she can request re-evaluation of his/her transcript if there are technical credits the learner believes will apply to the major. The email will include information on the appeals process.</p>
		<p>IF</p>	<p>THEN</p>
		<p>The individual who submitted the transcript has selected a major and the transcript appears to have credits that can be applied to the major's requirements</p>	<p>Registrar's Office emails Transfer Specialist of need to review the transcript for technical credit transfer, with major indicated. Transfer Specialist will review the transcript via Image Now. Transfer specialist consults with faculty/program directors, as needed. This process continues with 2a and 2b.</p>
<p>2a for learners with declared major and applicable technical credits</p>	<p>Transfer Specialist</p>	<p>Evaluates the transcript for potential transfer of technical courses. Confers with appropriate faculty/program director, as needed. Completes Transfer Worksheet and gives completed Transfer Worksheet and copies of the transcript(s) with transferred courses highlighted back to Registrar.</p>	
<p>2b for learners with declared major and applicable technical credits</p>	<p>Registrar</p>	<p>Records technical transfer credits in ISRS and DARS. Files Transfer Worksheet and applicable paperwork in learner's file. Emails current learner or sends letter to new learner informing him/her of transferred credits, with information on appeals process and noting that if major is changed, the learner may request another review of credits if he/she believes he/she has technical credits that would apply to the new major. The email will include information on the appeals process.</p>	
<p>3</p>	<p>Advisor</p>	<p>When meeting with advisees, reviews DARS report and any transcripts from other colleges with learner to assure that all appropriate transfers have been made. If learner has recently changed majors, the new advisor can advise the learner to request a re-evaluation of his/her transcript if there are technical credits that appear to apply to the new major.</p>	

Supporting references

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Listed below are college documents that support this process:'

3020-1-01 [Credit Transfer](#) policy

3020-4-02 [Transfer/Experiential Learning/Advanced Standing Worksheet](#)

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