

**DIN: 3020-1-02**  
**Title of Policy: Credit Transfer**

**Policy**

Northwest Technical College grants transfer credit for individuals enrolled in a college major based on the following criteria:

- Applicable credits from regionally accredited institutions will generally be accepted for transfer. Transfer of applicable credits from institutions accredited by other national accrediting agencies may be reviewed on a case-by-case basis for those institutions listed by the U. S. Dept of Education ([http://www.ed.gov/admins/finaid/accred/accreditation\\_pg6.html](http://www.ed.gov/admins/finaid/accred/accreditation_pg6.html)). Transfer of applicable international credits will be reviewed on a case-by-case basis.
- Transfer decisions are not made solely on the source of accreditation of a sending program or institution.
- Minnesota Transfer Curriculum (MnTC) courses that have been taken at other Minnesota State institutions that apply to the learner’s major are automatically transferred.
  - The course work to be transferred must be comparable in nature, content, and level to NTC courses and must be appropriate and applicable to the learning experiences required of the declared major.
  - Non-MnTC (technical and applied general education) courses accepted in transfer must have a grade of at least “C.” MnTC courses must have a grade of at least “D” unless program major policy requires a grade of at least “C” (i.e. Nursing).
  - Pass (P) credits cannot be used to transfer to a technical area.
  - Technical credits that have been completed within five years are eligible for transfer. MnTC and applied general education courses have no time limit.
  - Official transcripts must be on file for transfer credits to be recorded.
  - Credits that are part of a signed articulation agreement will be accepted for transfer.

**Appeal of Credit Transfer Decisions:** The results of credit transfer evaluations may be appealed using the college’s normal [Appeals and Grievance Process](#). If the learner is not satisfied with the college transfer appeal decision, the learner may submit a request to the Minnesota State Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college transfer appeal decision. (see [Minnesota State Procedure 3.21.1](#)).

**Minnesota Transfer Curriculum:** Northwest Technical College will implement the Minnesota Transfer Curriculum as appropriate to the general education requirements of Associate of Applied Science and Associate in Science degrees. Northwest Technical College will inform individuals about transferring the Minnesota Transfer Curriculum and provide for appeals of transfer decisions.

**Purpose**

The purpose of this policy is to provide for equitable transfer of college credit.

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**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Executive Director of Enrollment Management	Ensure process is in place and followed for transfer of courses and for appeal of transfer decisions.
Student	Ensure that official transcripts are on file. Complete Transfer of Credit worksheet if necessary (for non-MnTC courses not in NTC's transfer equivalency table).
Transfer Credit Evaluator (TCE)	Evaluate credits for transfer and ensure addition of course equivalencies into transfer table for DARS audits.
Records Office	Transcript approved credit transfers.
Office of the Chancellor	Provide and implement process for appealing campus transfer decisions as requested by student.

**Implementation of transfer among Minnesota State institutions (per Minnesota State Board Policy 3.21 and Procedure 3.21.1) as it relates to degrees offered by Northwest Technical College:**

1. Associate in Applied Science Degree:

The following components, as a minimum, shall be accepted for transfer to Minnesota State institutions:

- (a) General Education courses selected from the Minnesota Transfer Curriculum or other general education courses comparable or equivalent to specific courses offered at Northwest Technical College
- (b) Any occupational course comparable or equivalent to a specific course offered at Northwest Technical College
- (c) Elective credits up to 16 semester credits selected from occupational courses; and
- (d) Additional elective credits if they contribute to an educationally coherent program

2. The Articulated Associate in Applied Science Degree:

The AAS degree may be articulated to link to a specific baccalaureate degree program. To be designated as an articulated degree program, a formal written agreement must exist between the collaborating institutions. Students who complete an articulated AAS degree have completed a minimum of two years of an articulated program and, therefore, all credits earned within the articulated program, transfer in full to the collaborating Minnesota State university, in partial fulfillment of requirements for a baccalaureate degree. If a student wishes to transfer courses completed in an AAS degree to a Minnesota State university where a program articulation agreement does not exist or to any other Minnesota State Institution, courses shall be reviewed on a course-by-course basis under Parts 3, 4 and 5 of Minnesota State [Procedure 3.21.1](#).

3. The Associate in Science Degree:

The Associate in Science (AS) degree is an articulated degree program designed to link to a specific baccalaureate degree program. To be designated as an articulated degree program, a formal, written agreement must exist between the collaborating institutions. Students who complete an AS degree have completed the first two years of an articulated program and, therefore, all credits earned within the articulated program transfer in full to the collaborating Minnesota State university, in partial fulfillment of requirements for a specific baccalaureate degree. If a student wishes to transfer courses completed in an AS degree to a Minnesota State

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university where a program articulation agreement does not exist or to any other Minnesota State institution, courses shall be reviewed on a course-by- course basis under the conditions of Parts 3,4 and 5 of Minnesota State [Procedure 3.21.1](#).

**Supporting References**

Listed below are college document(s) that support this policy:

NTC Policy: [3020-1-01 Advanced Standing](#)

NTC Process: [3020-2-02 Credit Transfer Process](#)

NTC Policy: [3320-1-01 Appeals and Grievance Policy](#)

NTC Process: [3320-2-01 Resolving Complaints – Appeals & Grievances Process](#)

**Compliance References:**

Listed below are references to compliance requirements (e.g. Minnesota State policy, federal regulations).

Minnesota State Policy 3.21 <http://www.minnstate.edu/board/policy/321.html>

Minnesota State Procedure 3.21.1 <http://www.minnstate.edu/board/procedure/321p1.html>

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