

Revised



KEY POLICY CHANGES:

1. Clarifies that the decisions made regarding a transfer of undergraduate credit, pertains to that campus.
2. Specifies that the student must be degree-seeking or admitted into a certificate program to have the credits transferred.

ADMINISTRATIVE POLICY

Transfer of Undergraduate Credit: Twin Cities, Crookston, Morris, Rochester

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Effective Date: April, 2009

Last Updated: December, 2009

Responsible University Officer:

Senior Vice President for Academic Affairs and Provost

Policy Owner:

Vice Provost and Dean of Undergraduate Education

Policy Contact:

[Suzanne Bardouche](#)

CONSULTED WITH: Faculty Senate

POLICY STATEMENT

The [Transfer Authority on each campus \(Director of Admissions on the Twin Cities campus and Office of the Registrar on the Crookston and Morris campuses\)](#) will identify those institutions from which credit can be transferred and determine whether course work is college level. If questions arise with regard to transfer of specific courses, the [Director of Admissions Transfer Authority](#) will confer with the appropriate college or departmental faculty. The following will apply.

- ~~1. [Regional accreditation will usually serve as the primary criterion for determining the transferability of course work from another institution.](#)~~
- ~~2.1.~~ Credit for course work taken at other institutions will be transferred subject to the following considerations:
 - the mission of the institution from which credits would be transferred;
 - the comparability of the course work with University course work; and
 - the appropriateness of the course work for meeting baccalaureate degree requirements at the University.
- ~~3.2.~~ The University will not accept any transfer course with less than a "D" grade. Once a course has been accepted for transfer [to a University of Minnesota campus](#), all colleges

and programs [on that campus](#) will honor this decision. ~~(A [transfer](#) course with a grade of less than C- ([less than D for Crookston](#)) will not count toward [satisfying](#) a major or a minor [requirement](#), but it will count toward total credits. [Regional accreditation will usually serve as the primary criterion for determining the transferability of course work from another institution.](#)~~

- ~~4.3.~~ Credits from technical schools may be considered for transfer when appropriate to a student's [University of Minnesota](#) degree program. Credit is not normally transferred from specialized or proprietary institutions, military training, or industry-based education programs.
- ~~5.4.~~ Credit granted by another institution for non-traditional experiences ~~;~~ College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), military training ~~;~~ will be re-evaluated for content and comparability ~~.~~ [by the Office of Admissions](#). [Evaluation is based upon the standards set by the Transfer Authority on that Transfer Authority University of Minnesota campus.](#)
- [5.](#) Religious studies courses transfer if they are not doctrinal, confessional, or sectarian in nature. Religious studies courses from public institutions transfer without special review; religious studies courses from all other institutions will be evaluated by appropriate college or departmental faculty.
- [6.](#) [Transfer credits become applicable to a University of Minnesota degree program or certificate program only after the student has been admitted as a degree-seeking student or admitted to the certificate program.](#)

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

This policy specifies where authority resides for decisions regarding transferability of credit, and outlines the guidelines surrounding the transfer of credits from other institutions. Clear information is critical for students planning to transfer [credits](#) to the University.

PROCEDURES

There are no procedures related to his policy.

FORMS/INSTRUCTIONS

There are no forms related to this policy.

APPENDICES

There are no appendices related to this policy.

FAQ

~~There are no frequently asked questions for this policy.~~

1. Are the grades in transfer credits from another institution included in a student's cumulative University of Minnesota grade point average (GPA)?

No. Only those credits earned from the University of Minnesota will be used in calculating the cumulative GPA. However, the transfer credits from the other institution may be used to fulfill degree requirements, where allowed by the department, college, or campus.

2. I am a transfer student who received credit at another institution for my scores on Advanced Placement (AP) exams. Does that credit automatically transfer to the University of Minnesota?

No. Each University of Minnesota campus determines its standards for granting credit based upon AP exam scores. -Your AP scores will be evaluated according to the U-of-MUniversity campus standards, and credit will be awarded based upon those standards.

3. Are courses transferring among University of Minnesota campuses treated differently than transfer courses from outside the University of Minnesota?

The difference is that all U-of-MUniversity courses are recorded on a student's transcript and the grades on these courses automatically factor into the student's U-of-MUniversity cumulative GPA.

Like transfer courses from other institutions, the applicability of courses from another campus to a particular degree program is determined by the particular program, college, and campus requirements.

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)	Suzanne Bardouche	612-626-9159	bardouch@umn.edu
Twin Cities Campus Procedures	Heidi Meyer	612-625-7325	meyer119@umn.edu
Crookston Campus Procedures	Ken Myers	218-281-8200	kmyers@crk.umn.edu
Morris Campus Procedures	Clare Dingley	320-589-6026	strandcd@morris.umn.edu
Rochester Campus Procedures	Janet Crittenden	507-258-8008	j-crit@umn.edu

DEFINITIONS

Regional Accreditation

Regional accreditation is educational accreditation of colleges, and universities in the United States by one of the six regional accreditors. Each regional accreditor encompasses the vast majority of public and nonprofit private educational institutions in its region. They accredit, and include among their members, public and private universities, colleges, and institutions of higher education that are academic in nature. For more information about regional accreditation, please see the Council for Higher Education Accreditation, at <http://www.chea.org/Directories/regional.asp>

~~There are no definitions for this policy.~~

RESPONSIBILITIES

~~There are no specified responsibilities for this policy.~~

Office of Admissions Transfer Authority

The Transfer Authority at each campus has the following responsibilities:

- Identifies institutions from which credit can be transferred and determines whether course work is college level.
- Confers with the appropriate college or departmental faculty with regard to transfer of specific courses.
- Maintains detailed transfer tables to document transferability of specific courses from other institutions.

The Transfer Authority for each campus is listed below:

<u>Twin Cities Campus</u>	<u>Office of Admissions</u>
<u>Crookston Campus</u>	<u>Office of Admissions</u>
<u>Rochester Campus</u>	<u>Office of Admissions</u>
<u>Morris Campus</u>	<u>Scholastic Committee</u>

RELATED INFORMATION

- Twin Cities Campus Transfer Credit Practices, at http://admissions.tc.umn.edu/admissioninfo/trans_evaluation.html ~~polices and agreements~~
- Crookston Transfer Credit Practices, at <http://www1.crk.umn.edu/admissions/prospective/transfer/>
- Morris Transfer Credit Practices, at <http://admissions.morris.umn.edu/transfer/>
- Rochester Transfer Credit Practices, at <http://www.r.umn.edu/academics-research/programs/undergraduate/bshs/apply/transfer-guides/>
- Administrative Policy: Credit and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree, at <http://www.policy.umn.edu/Policies/Education/Education/BACREDITREQ.html>
- Administrative Policy: Credit for Nationally-Recognized Exams for Undergraduate Students, at <http://www.policy.umn.edu/Policies/Education/Education/CREDITEXAM.html>

HISTORY

Amended:

December 2009 - Policy now applies to Crookston.

Amended:

April 2009 - Clarified policy, and put into standard format. Added contact information.

Effective:
April 2009

Supercedes:
Transfer of Credits