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

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. 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. 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. 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. 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.

6. 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.

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 credits 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 M University 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 M University courses are recorded on a student’s transcript and the grades on these courses automatically factor into the student’s U of M University 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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Suzanne Bardouche</td>
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<tr>
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<tr>
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<tr>
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<td>507-258-8008</td>
<td><a href="mailto:j-crit@umn.edu">j-crit@umn.edu</a></td>
</tr>
</tbody>
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### 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:

- Twin Cities Campus Office of Admissions
- Crookston Campus Office of Admissions
- Rochester Campus Office of Admissions
- Morris Campus Scholastic Committee

RELATED INFORMATION

- Twin Cities Campus Transfer Credit Practices, at http://admissions.tc.umn.edu/admissioninfo/trans_evaluation.html
- Crookston Transfer Credit Practices, at http://www1.crk.umn.edu/admissions/prospective/transfer/
- Morris Transfer Credit Practices, at http://admissions.morris.umn.edu/transfer/
- 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