

Part 1. Purpose

To evaluate college transcripts provided by incoming transfer students and post transfer credit to the student's RCTC record in accordance with current Minnesota State Colleges and Universities (MN State) policy.

Part 2. Guidelines

- Subpart 1.** RCTC will accept in transfer, for full credit, college-parallel general education courses offered by colleges with regional accreditation. Regional accreditation for this policy is defined as the accreditation conferred by the Council of Higher Education Accreditation (CHEA), or by parallel accrediting agencies in other regions of the United States.
- Subpart 2.** RCTC will accept in transfer, for full credit, parallel college-level vocational or technical courses offered by colleges with regional accreditation.
- Subpart 3.** RCTC will review coursework from non-regionally accredited institutions on a course-by-course basis through the Transfer Review process.
- Subpart 4.** Coursework being transferred into RCTC must have a minimum cumulative grade point average (GPA) of 2.000 from each transferring institution. Acceptance of Minnesota Transfer Curriculum (MnTC) courses, goals, and grades from MN State institutions will follow the MnTC Policy. MnTC courses with a grade of D will be accepted, however, a minimum cumulative MnTC GPA of 2.0 is required for recognition of completion of the entire MnTC.
- Subpart 5.** Grade qualifiers, minus (-) and plus (+) will not affect how a grade is transferred into RCTC. Grades with the qualifier will be accepted as the letter grade earned (I.E. C- = C and C+ = C.)
- Subpart 6.** RCTC will accept the completion of a bachelor's degree from an accredited institution as meeting general education requirements for the AA degree. General education elective requirements will be met for all other programs with the exception that specific general education courses identified by a program will still be required.
- Subpart 7.** RCTC requires all students transferring courses from a university outside of the United States to have their foreign coursework evaluated by a NACES approved professional agency. An official copy of a NACES approved agency evaluation is required for a transfer evaluation.
- Subpart 8.** An official foreign credit evaluation stating that a student has earned the equivalent to a U.S. bachelor's degree shall be awarded completion of general education electives. English composition courses must be completed from a U.S. regionally accredited institution. Specific general education courses required in a program must be completed regardless of the previous degree earned.

Part 2. Procedure

It is the responsibility of the student to provide an official transcript of the academic record to RCTC for transfer evaluation. If a transfer equivalency review is requested, it is the student's responsibility to complete the Transfer Review Request and provide course syllabi, outlines, textbook lists, etc., for evaluation. In the matter of determining course equivalency, the recommendation of the department concerned will be solicited when necessary.

Final decisions may be appealed to the Academic Standards Committee by completing an Academic Petition.

Date of Implementation: Immediate

Date of Adoption: 6/9/97;

Revisions: 02/08/2011; 02/6/14 (Updated to align with the MnSCU Smart Transfer Plan Progress Report); 11/06/2023; 02/27/2024

According to MN State Procedure 3.21.1 Transfer of Undergraduate Courses, Credit, Associate Degrees, and the Minnesota Transfer Curriculum, Part 9. Subpart B., if a student is not satisfied with the college transfer appeal decision, the student may submit a request to the Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the College transfer decision. See MN State System Level Transfer Appeal Form.

Additional transfer resource information may be found at the MN State Transfer Information home page.