

Rainy River Community College

Chapter 3. Educational Policies

Transfer of Credit Policy, Procedure, and Appeal Form

Adopted by AASC: 02.10.2014

Reviewed: _____

Revised: 7/6/2016

I. POLICY and PROCEDURE

College level credits and courses completed at other colleges, universities or institutions are evaluated for transfer to Rainy River Community College based on official transcripts received from institutions you previously attended. Rainy River Community College determines which credits will transfer after careful review of course information.

Rainy River Community College follows the [Minnesota State Colleges and Universities policy 3.21](#) on undergraduate course credit transfer.

Transfer of credit will be considered for college level coursework completed at accredited institutions:

Regionally Accredited: Degree-granting public, private, nonprofit and for-profit, two- and four-year institutions in the United States conferred by the [Higher Learning Commission](#) (a Commission of North Central Association of Colleges and Schools) and/or parallel accrediting agencies in other regions of the United States.

Non-Regionally Accredited: Specialized institutions, including distance learning providers and freestanding professional schools recognized by the [Council of Higher Education Accreditation](#) (CHEA). Coursework will be considered on a course-by-course basis through a petition process and will be judged comparable or equivalent to courses offered at Rainy River Community College.

Courses will be considered for transfer after they have been evaluated by Rainy River Community College's transfer specialist.

- Coursework completed at Minnesota State Colleges and Universities that fulfill the Minnesota Transfer Curriculum (MnTC) will be accepted at Rainy River Community College based on the completion of the MnTC at the originating college or university.
- Coursework completed at accredited institutions outside the Minnesota State Colleges and Universities system will be evaluated against equivalent coursework at Rainy River Community College.

- Rainy River Community College will accept a maximum of 16-semester credits of college-level vocational or technical courses offered by technical colleges with regional accreditation. In addition, Rainy River Community College will consider the transfer of vocational technical credits from technical colleges for those courses, which are judged comparable, or equivalent to courses offered at the college.
- Transfer credit may be granted for work completed at other accredited institutions when:
 - a grade of “C” (2.0) or higher has been earned; if a student’s cumulative GPA at the originated institution is 2.0 or above, D grades will be accepted as earned credits;
 - all MnTC courses earned at sending institution will be accepted, including “D” grades if credit given at original institution;
 - at least 75% of course content requirement is met;
 - course number is 1000 or higher.

Aspects affecting transfer evaluation may include the time lapse of the course work, the equivalency of the coursework, and the technical and general education content of the courses. Students are encouraged to contact the Registration Office 218-285-2207 should they have any questions regarding the evaluation of transfer credits.

INTERNATIONAL CREDIT TRANSFER EVALUATION

Rainy River Community College does award transfer credit for international credit earned at eligible colleges and universities outside of the United States. If you have attended a college or university outside of the United States, you will need to obtain an International Credential Evaluation by contacting one of these International Credential Evaluation Services.

World Education Services, Inc.
 WES Website: www.wes.org WES
 Main Office:
 P.O. Box 745
 Old Chelsea Station
 New York, NY 10113-0745
 Phone: (212) 966-6311
 Fax: (212) 966-6395
 Toll Free: 1-800-937-3895, ext. 2

WES Midwest Office:
 P.O. Box 11623 Chicago IL
 60611-0623 Phone: (312)
 222-0882 Fax: (312) 222-
 1217
 Toll Free: 1-800-937-3899

Educational Credential Evaluators, Inc.
 ECE Website: www.ece.org
 P.O. Box 92970 Milwaukee, WI
 53202-0970 Phone: (414) 289-
 3400
 Fax: (414) 289-3411

Global Credential Evaluators, Inc. Website:
www.gcevaluators.com GCE Mid-Atlantic
 P.O. Box 36
 28 Westhampton Way
 Richmond, VA 23173
 Phone: (804) 639-3660

GCE Southwest
 P.O. Box 9203
 College Station, TX 77842
 Phone: (409) 690-8912
 Fax: (409) 690-6342

Foundation for International Services, Inc.

Website: www.fis-web.com

P.O. Box 19015

North Creek Parkway, Suite 103

Bothell, WA 98011-8029

Phone: (425) 487-2245

Fax: (425) 487-1989

These organizations will examine your transcript and prepare a report that will help us understand how your international coursework compares to courses at Rainy River Community College. Rainy River Community College will accept evaluations performed

by any of these agencies; however, you may want to contact more than one of them to compare costs and processing time. It is important that we appropriately grant you credit for your previous studies and this type of evaluation will allow us to do just that.

The following checklist will help you to complete this process:

1. Determine which service you would like to use from the list provided.
2. Complete their required application form.
3. Request a Subject Analysis. If the evaluating agency cannot produce a Subject Analysis, it is expected that the student furnish original course descriptions and/or syllabi for any courses they would like evaluated. If a student cannot obtain either of these, the course will be transferred in as elective credits
4. Request that your evaluation be sent to:
RAINY RIVER COMMUNITY COLLEGE
Registration
1501 Hwy 71
Int'l Falls, MN 56649

CREDIT FOR MILITARY EXPERIENCE

Any enrolled student may request an evaluation of military experience and schooling for college credit. This credit is evaluated and awarded by the college according to the standards of the American Council on Education.

INTERNATIONAL BACCALAUREATE (IB)

Credit will be granted, as determined by the College transfer specialist, for students who complete an International Baccalaureate (IB) diploma.

COLLEGE LEVEL EXAM PROGRAM (CLEP)

Standardized proficiency examinations such as the College Level Examination Program (CLEP) are recognized by Rainy River Community College. CLEP is a national program of credit-by-examination that offers the opportunity to obtain recognition for college-level achievement. The College reviews these credits on an individual basis. A minimum score of three or better is required. Find out more about CLEP on the internet at www.collegeboard.org

ADVANCED PLACEMENT (AP)

Rainy River Community College will award credit for Advanced Placement testing providing the student earned a score of 3 or higher on the exam. Approved credits will be transcribed as "Advanced Placement" credits. Students wishing to apply for Advanced Placement credit should request to have test results mailed to the Admissions/Registration Office.

TRANSFER RIGHTS AND RESPONSIBILITIES

To learn about your rights and responsibilities as a student related to transfer of credit, please see the [Minnesota State Colleges & Universities Board Policy 3.39](#).

APPEAL PROCESS FOR COURSE TRANSFER DECISIONS

If a student does not agree with the outcome of the course transfer evaluation, a [Transfer Credit Evaluation Appeal](#) form may be submitted to the College Dean. Students should supply supplemental information needed for review, including a course outline, a syllabus, and the course description. The Dean will confer with the discipline faculty and/or program coordinator. Once a decision is reached, the student will receive the outcome of the appeal. If the student is not satisfied with Rainy River Community College's appeal decision, the student may submit a system level appeal.

Students planning to continue their studies through transfer to a two or four-year college or university are strongly encouraged to plan with their counselors or advisors when selecting classes.