College of Menominee Nation

Policy Title: Credit Evaluation Policy of Official Transcripts
Policy Status: New
Posted: 1st Hearing: September, 2012   **Final Hearing:** October, 2012
Approval Body: Policy Committee
Date Effective: Immediately   **Next Review Date:** 3 years from the final hearing date
Author: Stephanie Erdmann, Dean Letters and Science
Contact: Stephanie Erdmann

Policy Title: Official Credit Evaluation Policy

Purpose: The Official Credit Evaluation Policy will provide the guidelines needed to accept transfer credits for students who transfer into the College of Menominee Nation.

Supporting Research and Analysis:
Developing one policy on credit evaluations is necessary to stay consistent with best practices, benchmark against other colleges in the region, and meet the needs of the future students, who are our stakeholders.

Scope: The General Admission's office manages the transfer credit process in coordination with the Departmental Deans in Nursing, Letters and Science, and Technical Education and the faculty within those departments.

Policy Statement: Students who wish to transfer to College of Menominee Nation (CMN) from another accredited college must meet eligibility requirement and must submit official academic transcripts from all other colleges attended. Similar coursework to courses offered at CMN and in which the student has earned a grade of "C" or better will transfer. Grades earned at other colleges are not included in the CMN GPA. The CMN credit unit is the semester hour, which is equivalent to 1.5 quarter hours. All work completed at other colleges will be converted to semester hours when evaluating transferable credits. CMN does not accept credit for courses sponsored by colleges but taught in high school to high school students, even if the college provides a transcript of such work.

Students must submit an official transcript from all institutions from which transfer credit is being requested. Courses with a grade of "C" or above will be considered for transfer. Decisions will be made based on the catalog course description. If the course description is not complete enough to make a decision, the student will be asked to obtain a course description syllabus for the course. The course transfer will be based on the syllabus submitted for review on the following criteria:

- Course submitted must cover 80 percent of the material covered in the CMN course.
- Course submitted uses a standard textbook equivalent to that used in a CMN course.
- Course syllabus submitted must include examinations, writing, projects, or other submitted work, produced individually or collectively, that is roughly as extensive as that required in the equivalent CMN course.

- Course syllabus must indicate roughly equivalent meeting hours as are required in the equivalent CMN course.

Policy Title: Credit Evaluation Procedure of Official Transcripts
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Title of Parent Policy: Credit Evaluation Policy of Official Transcripts

Title of Supporting Procedures: Admissions Policy; Transfer Student Policy

Definitions:

Course Numbering:

100- level: These courses are broad surveys or an introduction to a discipline. They typically have few prerequisites, unless it is a sequential course.

200-level: These courses are introductions to, or principles of, areas of study within a discipline. They may or may not have prerequisites.

300-level: These are advanced courses, providing depth of study in a specialized topic, or pre-practicums. They often have prerequisites, or assume readiness for advanced level study.

400-level: These are highly specialized courses, capstone seminars, or capstone practicums. Prerequisites, a level of readiness, or advancement within the major may be required for this advanced level work.

Lower-level courses: The term lower-level courses refers to courses with a 100-or 200-level prefix. These courses are usually broad surveys or an introduction to a discipline.

Transfer Student: Applicants who have attended other post-secondary institutions are considered for admission as transfer students.

Transcript Evaluation: Students who wish to transfer credit from other schools must have an official copy of their transcripts sent to the Office of Admissions and Records. Once the transcript has been received, the student should schedule an appointment with their academic advisor for a transcript evaluation. All students seeking financial aid must schedule a transcript evaluation if they have attended any other post-secondary institution.

Upper-level courses: The term upper-level courses refers to courses with a 300-or 400 level prefix.

Procedure Purpose
Provide a systematic evaluation method of academic courses completed at other accredited institutions of higher education.

Procedure Policy
It is the practice of CMN to analyze credit accepted for transfer in terms of level, content, quality, comparability, and degree program relevance.

General procedure
The following is the general procedure for the admissions personnel to complete official transcript evaluations for transfer students.

STEP 1: To begin the evaluation process, the Admissions personnel will confirm that the transfer institution is accredited by one of the following organizations:
    Middle States Association of Colleges and Schools
    Northwest Commission on Colleges and Universities
    North Central Association of Colleges and Schools
    New England Association of Schools and Colleges
    South Western Association of Schools and Colleges

STEP 2a: If transfer institution is accredited by one of the organizations, move to STEP 3.

STEP 2b: If transfer institution is not accredited by one of the organizations, send a letter explaining that we cannot accept transfer credit because the transfer college/university is not accredited by one of the six accrediting organizations that CMN recognizes.

STEP 3: If the transcripts are based on quarters, multiply quarter-term courses by 0.67.

STEP 4: Next, peruse the transcript and eliminate all courses which received F, W, I, R (repeat).

STEP 5: Look for courses that obviously correspond to courses given at CMN and enter them into the CMN student transfer file.

STEP 6: Look for courses that have a direct connection to CMN programs of study. For example, most of our programs require science, social science, and humanities courses. Look to find courses which could be considered the equivalent of these courses. Enter them into the CMN student transfer file.

STEP 7: Repeat STEPS 5 & 6 until most of the transfer courses are identified.

STEP 8: With unidentified courses, there are two options:
  1. If unsure of how a course should transfer into CMN, contact the student to obtain a course description and/or syllabus. Forward the additional information to the Dean of Letters and Science to coordinate how the course should come into CMN. The Dean will work with the appropriate faculty to make the decision. The Dean will forward the decision to the Admissions personnel.

2. Courses that do not have any connection to particular CMN courses will not transfer into CMN.

STEP 9: Complete the credit evaluation and share the information with the student.

STEP 10: Share with the student their right to question the evaluation of a particular course. Students may request a re-evaluation as long as a course description and/or a syllabus from the transfer institution is provided.

Criteria for official transcript evaluations:
- Up to 44 semester hours of transferred credits from any combination of accredited two-year schools.
- Up to 88 semester hours of transferred credits from any combination of accredited four-year schools.
- All transfer students must complete at minimum of 45 semester hours of CMN coursework to earn a CMN degree.
- All transfer students must complete SDE 100 Intro to Sustainable Development and a CMN Native American History or Language course.

Specific Guidelines
Broad guidelines
- Each college-level course must be graded with a "C" or better to be considered for transfer.
- Enter all credits by Course ID numbers.
- Developmental coursework and career and technical courses do not transfer.
- Regardless of course content, courses completed as lower-level (freshman or sophomore) will transfer to CMN as lower-level. Courses completed as upper-level (junior or senior) may transfer to CMN as upper-level depending on the area of discipline.
- For a core course like math, foreign language, science, if the number of credits allotted to the course are fewer than what we offer for the equivalent course, transfer the course as general credit; it is not considered a comparable course.
- Check the prefix before the course number; it does impact on how or whether the course is accepted.
- If a student has taken multiple sections of a core course that is listed as fewer credits than our course, the sections can be combined to be the equivalent of one semester or a year of our course.
- For general electives, give the exact number of credits as the course being evaluated.
- If the CMN course offers fewer credits then a transferred course, give the lower number.
- Quarter credit transfer credit received cannot exceed the credit earned. For example, if our course is 3 credit hours, it cannot be compared to a course that met in a quarter time system.
- All CMN students must complete 45 hours of upper-level coursework to fulfill bachelor's degree requirements.

- If the courses from the former college(s) are not a requirement for the major at CMN, they may be accepted as elective credits.

Specific guidelines
- Do not accept a science course as the equivalent of our 5 credit science courses which doesn't have a lab: use it as general science credit.
- The EDU100 Student Success Strategies, CMP180 Introduction to Computers and EDU295 Student Portfolio courses are waived for students with a baccalaureate degree.
- If a student received a C or better in a science course or lab but below a C in the other, he/she gets elective science credit for the one that is accepted.
- Computer courses **FIVE years or older** are not accepted as fulfilling our computer literacy requirement.
- Anthropology courses that do not cover numerous Tribal people throughout the nation are not accepted as equivalent to ANT200.
- Courses can be allotted general credit; however, for the nursing program, microbiology, anatomy, physiology, and math courses have an **EIGHT** year limit.